



## 2. FINAL REPORT CERTIFICATION

I hereby certify that I am authorized to approve this Report, which serves as a Request for Reimbursement, that I have reviewed the attached invoices in the amount of \$1,500.00; that all costs claimed have been incurred for the Project in accordance with the Agreement between COMMON GROUND FOOD CO-OP and the CITY OF URBANA; that all submitted invoices have been paid; and no costs included herein have been previously submitted.

In cooperation,

A handwritten signature in black ink, appearing to read "Joy M. Rust". The signature is written in a cursive, flowing style.

Joy M. Rust

### **3. POST PROJECT EVALUATION**

Common Ground Food Co-op was able to drastically increase their emphasis, awareness and participation in the local arts with the financial support from the 2013 Urbana Public Arts Grant. At a visioning session held with Common Ground owners in late 2011, owners expressed hope that their Co-op would increase support and access to local artists. With the grant funding, their vision became a reality.

Common Ground utilized the Urbana Arts Grant funding to provide a high-quality and highly promoted local art space and experience to the community throughout 2013-2014. The funding from the grant made it possible for Common Ground to install a locking gallery box crafted by a local wood-worker which now protects all two-dimensional art in the gallery. The Arts Grant funds also enabled the Co-op to enhance the lighting in the gallery space by integrating energy efficient LED track lighting in the space. They did this by adding 12 feet of track lighting and seven LED heads above the gallery box which attractively illuminates exhibits and focuses guests' attention toward the art.

With funding from the Urbana Arts Grant, Common Ground was able to showcase and promote the works of five local artists and provide each artist and the community a professional and lively closing night celebration. Because the gallery is located in the highly utilized Flatlander Classroom inside of the Co-op, every installation was viewed by hundreds of people each month. With the funds from the Arts Grant, Common Ground produced and provided each artist with at least 100 promotional postcards which they could distribute. Common Ground also displayed the postcards next to the art in the gallery space. Artists and the community thoroughly enjoyed the closing night parties. Closing night attendance averaged around 50 guests per celebration. To make these parties special, Common Ground provided hors d'oeuvres such as cheese and fruit trays, chocolate, wine, and non-alcoholic drinks, and the artists provided the music to accompany their art and set the tone at each festive event.

Many staff hours were devoted to making this project a success and a program that Common Ground will continue to implement in the future. Their Education Coordinator spent 30 hours creating the artist application, advertising the Co-op's search for artists and processing applications. Three staff members then spent two hours choosing the five artists for the year. After the artists were chosen, the Co-op's Education Coordinator spent approximately 150 hours on tasks such as creating promotional postcards, creating Facebook events for each party, posting about each show on the Co-op's various social media outlets, publicizing the shows in their newsletter (which is viewed by over 4,500 readers), corresponding with each artist, and coordinating the closing parties. The closing night parties were so well attended that it became necessary for Common Ground to increase staff support at the final two parties.

Common Ground made a few changes to their 2014-2015 gallery season. They are opening a two month period to make room for a children's exhibit at the end of the season. They also have plans for their owners to serve on the artist judging panel in addition to staff. Common Ground is grateful for the opportunity to contribute to the success of emerging local artists. By integrating the arts into the urban environment, the Co-op engages the public with the arts on a daily basis.

## 4. PROJECT DOCUMENTATION

### 4.1 2013 Gallery Application

#### Common Ground Food Co-op Art Gallery

Our Gallery is inside of the Flatlander Classroom in Common Ground Food Co-op in Lincoln Square Mall, in Urbana. The space functions as a high-traffic seating area as well as a classroom where classes (including cooking classes) take place multiple times a week. Due to the unique usage and demands on the space Common Ground offers a locking protective case for artwork measuring 16 feet long x 44 inches tall x 4 inches deep and invites artists to show their work within this box with the understanding that CGFC takes no responsibility for work damaged/lost/stolen during the show.

Common Ground, with support of a grant from the City of Urbana Public Arts Program and The Urbana Business Association, will provide each selected artist with:

1. Closing Night Celebration: Common Ground will provide the closing night celebration including publicity, food, and music.
2. Designed and printed custom postcards announcing the show and the closing event, for distribution by the artist.
3. Promotion of artist and closing night events through various media sources (including but not limited to WILL/WFTV, Facebook, Common Ground E-Newsletter, print materials, etc).

Artists will be responsible for:

- \*Completion of the CGFC Gallery Application
- \*Submission of three (3) digital images of the work on CD or flash drive files as specified
- \*Timely installation and labelling of work
- \*Prompt and reliable communication with the Education Coordinator
- \*Providing a title/price list and appropriate contact information
- \*Tidy, efficient, and courteous uninstalling of work on the assigned dates, unless other arrangements have been made.
- \*To maintain our safe welcoming environment we require that works are non-discriminatory and non-graphic/explicit in content, at the discretion of the judges panel.

For the 2013-2014 Gallery Year Common Ground will select 5 artists, shows will span the following sets of dates (artists may mark preference though this does not guarantee dates):

#	Installation Dates	Closing Night Celebration/Uninstall Date	1st, 2nd, 3rd, and 4th choices
1	May 23/24th	July 26th	
2	July 28/29th	Sept 27th	
3	Sept 29/30th	Nov 22nd	
4	Nov 24/25th	Jan 24th	
5	Jan 26/27th	Mar 28th	

**Selection of the 5 artists for the 2013-2014 Gallery year will be made by a committee of owners and staff. Thank you for applying!**

## **Common Ground Food Co-op Art Gallery Application Form**

*Please read carefully and fill out completely. Applicants are encouraged to attach additional pages.*

**Applications for the 2013-2014 Gallery Year are due to CGFC by April 26th**

### **Complete Applications MUST include:**

#### **1. Contact:**

Name (first/last):

Complete Mailing Address:

Email Address (Print clearly):

Phone Number:

#### **2. Are you an Owner of Common Ground Food Co-op? No\_\_Yes\_\_, Owner #\_\_\_\_\_**

*Common Ground is a community owned business with more than 4200 active owners. Owners purchase an equity share currently valued at \$60. When deciding between applicants priority will be given to applicants who are Common Ground Owners. There are Equity Grants available through the Co-op's Food For All Program.*

#### **3. Description of work including dimensions and medium (100 words or fewer):**

#### **4. Artist's statement, to be printed and displayed with work ( 250 words or fewer):**

#### **5. Artwork samples:**

##### **A. Three (3) digital images, including one (1) detail, as specified:**

CGFCGallery\_Artist Last Name\_Artist First Name\_title of piece\_2013.jpg

For example: CGFCGallery\_Bauer\_Maya\_landscape\_2013.jpg

Image size: Minimum 1MB, Maximum 3MB, on CD or USB drive

##### **B. One artist headshot as specified:**

CGFCGallery\_Artist Last Name\_Artist First Name\_headshot\_2013.jpg

For example: CGFCGallery\_Bauer\_Maya\_headshot\_2013.jpg

Image size: Minimum 1MB, Maximum 3MB, on CD or USB drive

**OPTIONAL:** Artists are encouraged to supply a price list and contact information to be available in the Gallery space. Common Ground will not sell artist's work directly but encourage artists and buyers to deal directly if the artworks are for sale.

**Applications must be returned Attn: Education Coordinator to Common Ground Food Co-op by Friday April 26th, thank you!**

## 4.2 Protective Gallery Box Installation



## 4.3 First Show in Gallery Promo Material: Artist Stephanie Ognar

Common Ground Food Co-op presents:

# Graphic Tees

JOIN us in celebrating local art.  
Refreshments Provided

**Friday, July 26th  
7-9p**  
at Common Ground Food Co-op

closing night celebration of  
the art of **Stephanie Ognar**

in Lincoln Square Mall in Urbana, call 217-352-3347 or visit [commonground.coop](http://commonground.coop) for more info

More local art coming soon...

ReJoyce

Graphic Tees

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Wine/Refreshments Provided

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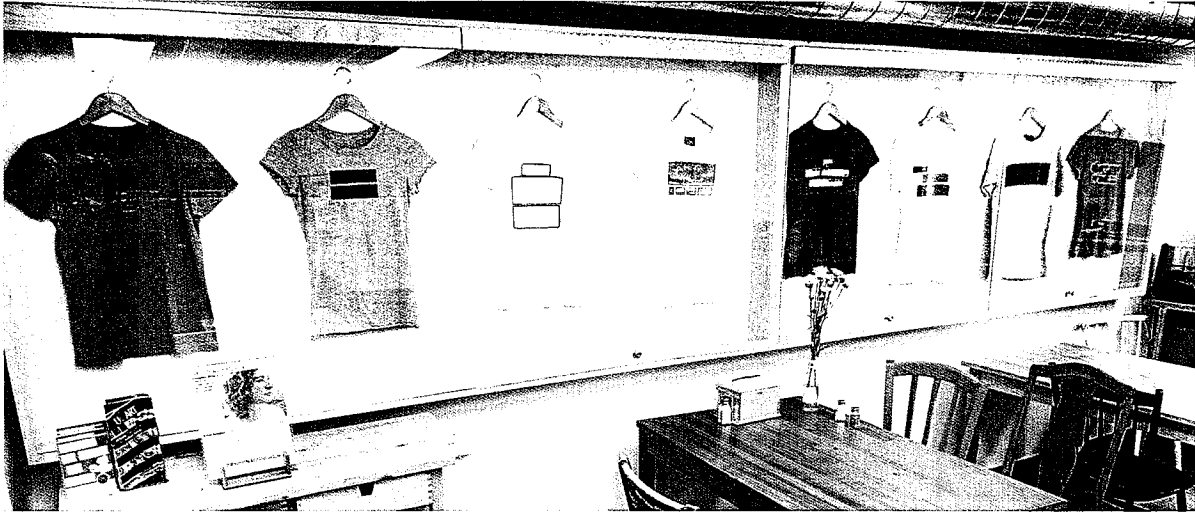
Graphic Tees

JOIN us in celebrating local art!  
Wine/Refreshments Provided

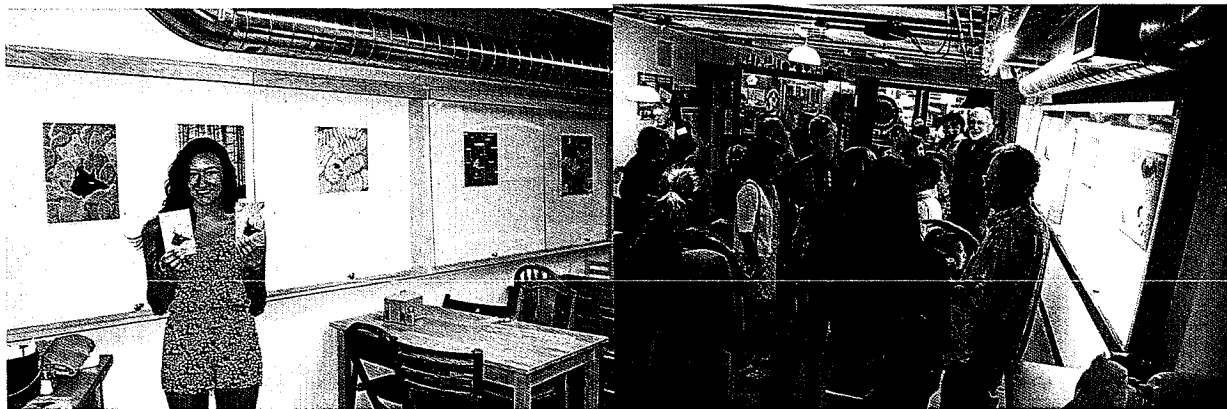
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closing night celebration of  
the art of **Stephanie Ognar**

#### 4.4 Stephanie Ognar's Art Installation



#### 4.5 Second Show in Gallery & Closing Night Party: Artist Zelda Zelda Galewsky



#### 4.6 Third Show in Gallery & Closing Night Party: Artist elizaBeth Simpson



**4.7 Fourth Show in Gallery & Closing Night Party: Artist Evelyne Tardy**



**4.8 Fifth Show in Gallery: Artist Cara Cummings**



## 4.9 Example Facebook Event

**Common Ground Food Co-op**  
Edgemoor Ave

Like · 10  
My Events  
Create Event



**Jan 24** Art Gallery Event: Evelyn Tardy

Common Ground Food Co-op · 10:00 AM - 12:00 PM · Free

Friday, Jan 24 at 7:00am - 9:00pm  
Common Ground Food Co-op

10000 Square Stage, Lubans Circle #1000  
Edgemoor, PA 19125

**Art Gallery Reception**  
Celebrate the Art of Evelyn Tardy  
Friday, Jan 24th 7-9pm  
Common Ground celebrates local art! Join us for this fun and free reception. Evelyn Tardy's Mandala for Meditation show has been in the Common Ground Gallery since November, and will be taken down after this event. Come check out her great work! Meet the artist, view her art, and enjoy some refreshments and wine on us!

6 likes · 2 comments · 117 views

**Related Events**

- BLISS Marathon 2014**  
Friday, Jan 24th 7:00am - 11:00am
- NEIGHBORS Free Advice**  
Friday, Jan 24th 7:00am - 9:00pm
- UNIVERSITY STUDENT ASSOCIATION**  
Friday, Jan 24th 7:00am - 9:00pm

Write Post · Add Photo · Video · Ask Question



**Common Ground Food Co-op**  
**Transaction Detail By Account**  
**January 2013 through December 2014**

4:21 PM  
04/01/2014  
Accrual Basis

	Date	Name	Memo	Amount
<b>EXPENSES</b>				
85000 · Marketing & Membership				
85300 · Art Grant				
	02/22/2013	Fein, Victor	art case	750.00
	04/01/2013	Fein, Victor	art case	920.00
	07/06/2013	Dixon Graphics	Stephanie Ognar postcards	76.44
	07/26/2013	CGFC	Gallery closing night party	200.50
	08/25/2013	Dixon Graphics	Zelda Galewsky postcards	76.44
	08/27/2013	Gibbs, Tim	track lighting for gallery	2,930.00
	09/27/2013	Dixon Graphics	Zelda Galewsky extra postcards	50.28
	11/01/2013	Dixon Graphics	Simpson postcards	76.44
	12/21/2013	Dixon Graphics	Evelyne Tardy postcards	71.44
	12/31/2013	CGFC	closing party Sept & Nov	473.35
	02/20/2014	Dixon Graphics	50 Evelyne Tardy postcards	50.28
	02/22/2014	Dixon Graphics	100 Cummings postcards	65.96
	01/24/2014	CGFC	Gallery closing night party	166.47
	01/24/2014	CGFC	Gallery closing night party	34.63
	01/28/2014	Party at Lewis	trays for closing night party	23.82
	03/04/2014	Dixon Graphics	50 Cummings postcards	50.28
	03/21/2014	CGFC	Food for art show	138.10
	03/21/2014	CGFC	Wine for art show	24.17
	04/01/2014	CGFC	Total Staff Hours	3,780.00
				<u>9,958.60</u>
			Total 85300 · Art Grant	
	11/04/2013	City of Urbana	Deposit	-1,500.00