



Thank you for your interest in joining Trillium Artisans! Please read the following before you submit your application.

THREE YEARS OF BUSINESS SUPPORT

Trillium Artisans is a small business support service for Portland-area artisans who create products from **recycled, repurposed, and/or reclaimed materials**. This is a three-year program with the goal of a 25% business income increase by the third year of enrollment. Over the course of three years, you will receive business support and resources valued at approximately \$6000. (Please see our Menu of Services for information about the specific services we offer.)

Because Trillium Artisans makes a substantial commitment of time and resources to each new artisan, it is important that we screen your products to make sure they will be viable in the marketplace and that your business will be sustainable.

THE BEST OF CREATIVE REPURPOSING

Trillium Artisans has a diverse Product Review Committee (PRC). Personal aesthetic choices will vary and change, but we prefer products that reflect what we call “the Trillium brand” - products that show a clear vision of the designer and a high level of craftsmanship, making good use of certain key elements of design such as line, shape, texture, color, balance, form, contrast, harmony, and unity. We consider professional finishes and aesthetic appeal.

Another important aspect is creativity. Please note that your product does not necessarily have to “look recycled.” However, we are looking for creative reuse of materials, and materials used in a nontraditional way. Is your product creative, new, and original - not just something someone else is already making? We are looking for the BEST creative repurposing that can be found in the Portland area. Does your product reflect the best of upcycled craft?

Please note that you also must have a consistent source of your recycled/reclaimed materials so that Trillium can continue to market and promote your product.

We are currently not accepting most 2-dimensional paper-based crafts such as paintings/wall art, prints, photography, and cards. However, if you have a unique paper-based item with a new and exciting take on creative repurposing, please feel free to submit it!

As Trillium guarantees all of the products it sells, the PRC (composed entirely of volunteers - including artists, customers, business people, and community members) is committed to keeping the quality high, in order to increase sales and customer satisfaction. You will receive feedback on your product, and possibly suggestions for improvement. Your ability to accept feedback is an important aspect of being in business. In some cases, your product will receive a “conditional acceptance,” meaning that we will carry the item only after certain changes have been made. Or, your product may not pass at all, but we will always encourage you to work on improvements and re-submit at any time in the future.

SHOW US YOUR BRAND (OPTIONAL)

We'd like to know more about your business and what makes it special and unique. We are also interested in your education, training, and/or past business experience. You are welcome to submit a resume, artist's statement, and/or bio along with your application. If you have a brochure, look book, catalog, flyer, business card, list of locations, or other promotional materials for your business, you may include samples of those as well. We also encourage you to include tags on your items, marked with the retail price.

Please be aware that these items are all optional. If you are just starting out and haven't worked on your branding yet, that's okay! Go ahead and submit your products anyway, and let us know if you would like help with branding in the future.

NEXT STEPS

We will notify you via email or phone within one week of the date of the PRC meeting. (Meetings are held on the last Tuesday of each month except August, November, and December, or as needed.)

If your items are not accepted, you will be asked to pick them up, along with a copy of the feedback sheet filled out by the PRC. Staff will be happy to go over the committee's feedback with you and explain any comments or suggestions in hopes that you will submit again in the near future. In some cases, items can be shipped back to you.

If your product is accepted, you will be asked to fill out and submit an income verification form (see FAQ below). Once we have that form on file, we will officially invite you to join Trillium Artisans. You will receive an email with more information about our program, and a request to schedule an orientation meeting at our store.

FREQUENTLY ASKED QUESTIONS

Do I have to be low-income?

No, but we do actively recruit low-income artisans, earning at or below 80% of Median Family Income for the City of Portland (MFI).

If you are not low-income, this should not deter you from applying, because we can still accept you if your products pass review. Please note that artisans who are not low-income when they join Trillium are not enrolled in the Economic Opportunity Initiative (EOI), which means they do not qualify for certain services that are only available to EOI participants. We will explain which services are available to you during your orientation. Artisans who do not qualify for the EOI are asked to pay a sliding scale annual membership fee.

Please note, we are especially interested in recruiting artisans whose annual household income is either at or below 80% of median family income (MFI) for the City of Portland:

Household Size	80% MFI
1 person	At or below: \$40,350
2 people	At or below: \$46,100
3 people	At or below: \$51,850
4 people	At or below: \$57,600
5 people	At or below: \$62,250

Do I have to live in the City of Portland?

No. However, if you do not live in Portland, you must have a City of Portland business license in order to qualify. Information on obtaining the license can be found at www.portlandonline.com.

If you don't currently have the license, you are welcome to submit your items now and apply for it after your products pass review. Because we have frequent recruitment deadlines, we ask that you obtain the business license within one month of product acceptance so that we can enroll you in the program and start marketing your product as soon as possible.

We understand that artisans from outside of Portland may have a harder time participating, but we do ask for a full commitment from you. This may include visiting our store 6-10 times per year to drop off products, volunteer in the store or office, and/or attend artisan meetings and workshops. Artisans who already do business in Portland and can work these visits in with other business-related activities in town will be the best candidates, so please ask yourself if you will be able to commit fully to Trillium's program. There are also volunteer tasks that can be done via the web, and products can be shipped, so please let us know if you'd like to work out alternative arrangements. We still will want to see you in person from time to time, and the most important thing is that you stay in touch with us and maintain the same level of communication and activity that we expect from artisans who live in Portland.

Do I have to fill out a separate application for each product?

If your products are similarly made and belong to the same product line but come in a range of sizes, shapes, colors, etc., then you can fill out one application and indicate the price range (for example, "Prices range from \$10 - \$24 depending on size and complexity of design.").

If you are submitting various items from different product lines, then please submit a separate application for each product line made from different materials, AND for each product made from different materials within a product line. For example, bracelets and earrings made in the same style and from the same general materials could go on one application, but jewelry made from completely different materials should be separate.

Can I just send photos of my items?

No. We need to see actual physical samples of your products so we can make sure they are consistently well made. Please provide at least 3 samples from each product line.

If my products pass, do I need to continue submitting new products for review in the future, or will they be automatically accepted?

Please submit a new application for each new product line that you would like us to carry. Items made from *similar materials within a previously accepted product line* do not need to be submitted. If a certain style of handbag has been accepted, you are welcome to bring in variations of handbag styles as long as they are constructed similarly to the accepted line. However, a new style of bag made from different materials will need to be submitted (for example, your handbags made from upholstery fabrics have been accepted, but your new handbags made from scrap vinyl need to be submitted to PRC).

If Trillium staff notices significant changes in the quality of your craftsmanship on any new products

belonging to a previously accepted product line, we may request that you remove those items, or we may refer them for quality enhancement recommendations by the PRC.

Will you protect my niche?

No. Please note that it is very possible that items similar to yours will exist in tandem with yours in a storefront capacity and in Trillium's online stores. Trillium has exclusive rights for display. For more information, please see our consignment agreement (available once your items are accepted).

What will be expected of me?

Most importantly, you must be ready to work on your business as a business, not just a hobby, and to earn income from sales outside of Trillium (at least \$250 in the first six months of enrollment). You will also be expected to report your income on an annual and quarterly basis, to volunteer 10 hours per year, and to meet deadlines and respond to communications in a timely manner. Please see our website for a complete list of artisan expectations.

Please let us know if you have any further questions.

Application checklist:

- Completed application for each product line, or for each product made from different materials within a product line.
- 3 - 4 finished samples of each product with retail tags attached (marked with price).
- Market research (feel free to send via email).
- Resume, artist's statement, and/or bio (optional).
- Examples of marketing materials such as business card, look book, brochure, etc. (optional).

Please mail your application, or drop it off in person, with at least three samples of each product line, to: Trillium Artisans, 318 SW Taylor St., Portland, OR 97204. If dropping off in person, please contact Christine to make an appointment first. If you have questions about filling out this application, please call us (Amanda or Christine) at 503.775.7993 or send an email to christine@trilliumartisans.org. Thank you!