

ARTIST RESIDENCY Information and Instructions

The Delaware Division of the Arts provides funding to support artist residency programs that actively engage students in the creative process with a professional artist.

Artist Residency Goals

The Division of the Arts has established **three goals** for Artist Residency grants:

1. Actively engage students in the creative process with a professional artist
2. Provide new arts knowledge and skills to classroom teachers and arts specialists
3. Facilitate teaching opportunities for teaching artists

Eligible schools may request funding for artist residencies that support visual, literary, performing or media artists working with students in the classroom under teacher supervision, or in professional development workshops with teachers. The focus of the artist's activities should be on classroom learning or teacher workshops. A public assembly may be a component of the artist's visit, but not the solitary purpose of the visit. In any case, the proposed arts education activity must be an integral part of the residency site's regular standards-based curriculum or professional development plans for the organization. Note: Proposed activities and objectives must be aligned with Delaware's Visual and Performing Arts Standards (www.doe.k12.de.us/infosuites/staff/ci/content_areas/vparts.shtml).

The artist's days in a residency need not be consecutive. Some residency sites prefer to have an artist come in once or twice a week, depending on scheduling constraints and the nature of the project.

Eligibility for an Artist Residency

All Delaware pre K-12 public, charter, private, and parochial schools with an established arts curriculum and staff are eligible to apply. Artist residencies are intended to augment, not supplant, existing arts programs.

Receipt of state and federal grants carries with it certain obligations and responsibilities. The Division of the Arts retains the right to withhold funding if a grantee is found not to be in compliance with state and/or federal obligations.

Before beginning the grant application process, review the information contained in the following documents: *Delaware Division of the Arts Grantee Responsibilities*, and *National Endowment for the Arts Requirements for Subgrant Recipients*. These documents explain the obligations of Division grantees. Both reports can be downloaded at www.artsdel.org/grants/schoolgrants.

ARTIST RESIDENCY Information and Instructions

Evaluation Criteria for Artist Residencies

Residency applications are evaluated on the following criteria:

- Qualifications of participating artist(s)
- Integration of the arts activity into the existing curriculum, educational programming, or professional development activities
- Connection to the Delaware Visual and Performing Arts Standards
- Projected goals for the residency and measurable results (both tangible products and anticipated impact on the participants)
- Inclusion of teachers or on-site coordinators in the planning and execution of the residency
- Where practical, a public component (exhibit, performance, or culminating presentation)

Matching Funds and Grant Award Limits

Applicants may request up to 75% of the artist fees, not to exceed \$250/day for individual artists or \$350/day for groups. The applicant school or organization is responsible for all contractual obligations to the artist(s) and other costs incurred during the activity. All other expenses must be covered by the host site or funds from other sources.

Activity Dates

Artist residencies must be scheduled for a minimum of five days. Where practical, the Division encourages a corresponding public component of the residency, such as a performance, exhibit, or presentation, open to the community at large.

Residency Application Process

The Artist Residency Application form may be downloaded in either Microsoft Word or PDF format from the Division web site (www.artsdel.org/grants/schoolgrants).

- Applicants select an artist and plan out the residency timeline, goals, and activities with the artist. Applicants may contact the Division or visit the Delaware Artist Roster on our web site at <http://www.artsdel.org/roster/> for information about available artists.
- Applicants complete an Artist Residency Application and submit it to the Division with required supplemental materials.
- Applications are evaluated against the criteria identified above.
- Applicants are notified in writing of the decision of the review committee. Awardees will receive full payment following notification of their selection.

ARTIST RESIDENCY Information and Instructions

Application Deadline and Filing

Artist Residency Application forms are accepted on an ongoing basis.

Applications must:

- Be typed and submitted as hard copies to the Division on current application forms.
 To reduce waste and speed processing, grant applications should be copied double-sided on white 8.5×11-inch paper; collated and stapled in the order requested; and submitted without covers, folders, or other packaging.
- Include all of the necessary information and attachments, presented in the required format.
- Be signed by the organization's chief authorizing official (school principal) to indicate agreement with all legal and technical requirements as set forth in these guidelines.
- Be collated per the application instructions, with two (2) collated copies of the complete application packet, including all attachments.
- Be submitted at least eight weeks prior to the start of the scheduled residency.

Facsimile (fax) or e-mail transmission of applications will not be accepted.

No more than two residency applications may be made by the same organization in any calendar year without the permission of the Division Director.

Notification of Grant Awards

Applicants will be notified in writing of the decision of the grant review committee within four weeks of the application submission. Awardees will receive full payment following notification of their selection.

Final Evaluation Form

A completed Final Evaluation Form is required of all grant recipients. This form is included in each grantee's grant award package and should be read by the project/program director before the project begins so that the required information can be identified in advance. Final Evaluation Forms for residencies are due within 30 days of their conclusion. If the Final Evaluation Form has not been postmarked or hand-delivered to the Division by the specified deadline, the applicant may become ineligible for future Division funding.

Proceed to next page for Application Procedure ⇒

ARTIST RESIDENCY

Information and Instructions

Artist Residency Application Procedure

Applicants are required to submit two (2) collated application packets organized in the manner outlined below.

1. Artist Residency Application form

Complete the Artist Residency Application form, which can be downloaded from www.artsdel.org/grants/schoolgrants. Be sure the application form is signed by the organization's chief authorizing official to indicate agreement with all legal and technical requirements as set forth in these guidelines.

2. Artist Residency Narrative

Label your narrative as follows: ***[School Name] Artist Residency Narrative***

The narrative should be 3-4 pages, double-spaced, using a Times New Roman or Arial 10-point font or larger.

Include in your narrative the following:

- a. A description of the educational goals of the residency and specific activities that will be employed to reach those goals. For schools, include how the activities address the Delaware Visual and Performing Arts standards.
- b. A description of the logistics of the project (time, duration, place, type and number of students being served).
- c. An explanation of how you see this project making a difference (i.e., its benefit to the students, curriculum, and/or professional development).
- d. An explanation of how student learning will be assessed.
- e. A description of the planning process as it relates to the involvement of the artist and in-house personnel.
- f. A description of the nature of the public component of the residency, where applicable.

3. Artist Residency Budget

Label your budget as follows: ***[School Name] Artist Residency Budget***

Submit a projected budget containing itemized information for anticipated expenses and income. In the "Expense" portion of the budget, be sure to include all costs related directly to the residency, and in particular, the residency artist's fees. In the "Income" portion of the budget, be sure to include all sources of income to cover the costs of the residency, including: the Division of the Arts grant request, other grant sources, PTO contributions, school contributions, etc.

Proceed to next page ⇨

ARTIST RESIDENCY Information and Instructions

4. Supplemental Materials

- a. Letter of intent or contract from the artist(s) that verifies availability, program length, fees, and technical requirements
- b. Copy of a current professional résumé
- c. Set of work samples as detailed below
- d. Stamped, self-addressed envelope for return of work samples

Work Samples

- **Folk Arts**—Work that expresses the traditions of an ethnic, occupational, religious, family, or geographic group and where skills have generally developed without formal instruction or institutional direction. Applicants should refer to the requirements for other disciplines regarding work samples.
- **Literature**—Creative nonfiction, fiction, poetry, and playwriting: Submit 5–10 pages, typed and double-spaced, on one side of 8.5×11-inch paper, labeled with title, year written, and author. Poems may be single-spaced.
- **Performing Arts**—Music composition and performance: Submit a CD, 10–15 minutes long, labeled with work title(s), date(s) composed or performed, and total playing time of piece(s). Composers should include scores for each recorded work; jazz composers should include scores or lead sheets. Choreography, dance, drama performance: Submit a DVD 10–15 minutes long, labeled with work title(s), date(s) performed, sound credits, and total length of work(s).
- **Visual Arts**—Crafts, painting, photography, sculpture, work on paper, and new forms: Submit a CD with ten images of a consistent and cohesive selection of work identified with title, medium, dimensions in inches, date completed, and artist's name. Digital image format should be .jpg, no larger than 2MB, and a maximum size of 1240 x 1240 pixels. DPI should be set to 72. New forms applicants may submit alternate support material, in a format described for other disciplines, if it more properly represents their art form.
- **Media Arts**—Submit a DVD, 10-15 minutes long, labeled with title of the work, date completed (or if in progress, when begun), total running time, and artist's role in production.