



Tom Corbett  
Governor

Commonwealth of Pennsylvania  
Pennsylvania Council on the Arts



**ARTS-IN-EDUCATION DIVISION**

**2011 - 2012**

**Arts in Education Guidelines  
for Residencies**

**Application  
Postmark  
Deadline:  
April 4, 2011**

# TIMETABLE FOR THE ARTS IN EDUCATION DIVISION

All due dates are postmarked or before date shown.

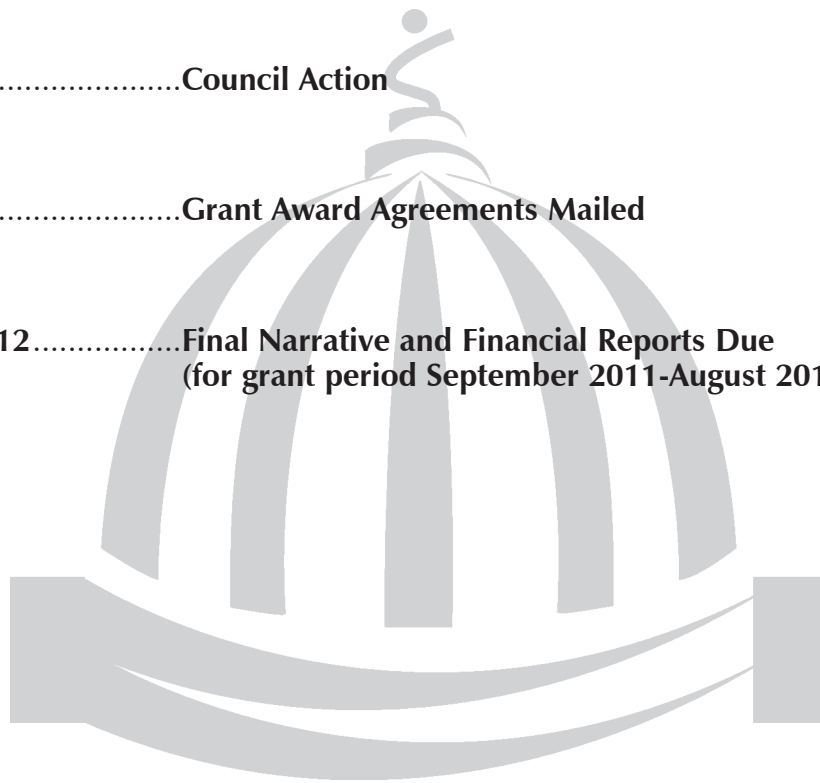
April 4, 2011 .....Applications Due

**Arts In Education Residencies**  
(for grant period September 2011 – August 2012)

July 2011 .....Council Action

August 2011 .....Grant Award Agreements Mailed

September 2012.....Final Narrative and Financial Reports Due  
(for grant period September 2011-August 2012)

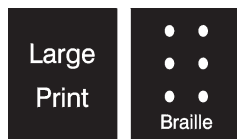


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**The following information is no longer printed in this book. Please go to the PCA's website to view.**

- PCA Goals
- General Provisions
- Additional Terms and Conditions Governing Grants-in-Aid
- Additional information about the PCA's programs and services



These materials are available for individuals with sight impairments in the following alternative formats. Please allow two (2) weeks for delivery.

Compact Disk (Audio File)  
Grade 2 Braille  
Large Print

TTY Users 1-800-654-5984

Pennsylvania Council on the Arts  
Room 216 Finance Building  
Harrisburg, PA 17120

Phone: 717-787-6883  
Fax: 717-783-2538

Web Site:  
[www.pacouncilonthearts.org](http://www.pacouncilonthearts.org)

Office Hours:  
8:30 – 5:00 Monday thru Friday

# COMMONWEALTH OF PENNSYLVANIA TOM CORBETT, GOVERNOR PENNSYLVANIA COUNCIL ON THE ARTS

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The mission of the Pennsylvania Council on the Arts (PCA) is to foster the excellence, diversity, and vitality of the arts in Pennsylvania and to broaden the availability and appreciation of those arts throughout the state.

The PCA, founded in 1966, is a state agency in the Office of the Governor. It is governed by a Council of 19 members, 15 of which are at-large members appointed by the Governor and confirmed by the Senate. Four members come from the General Assembly: two from each house; one from each major political party. The Council sets the mission and goals for the agency, evaluates the PCA's progress toward these goals, formulates policy, and makes the final decisions on the use of funds. The Council has final authority in granting funds.

The PCA's staff administers the Council's initiatives, partnerships and funding programs, and provides assistance to the Commonwealth's arts organizations, arts programs and individual artists.

Funding for the Council on the Arts comes from the citizens of Pennsylvania through an annual state appropriation by the General Assembly. The Pennsylvania Council on the Arts also receives funding from the National Endowment for the Arts, a federal agency.

## HOW TO CONTACT THE COUNCIL:

(Council members may be reached through the PCA office)

### Address:

Room 216, Finance Building  
Harrisburg, PA 17120  
717-787-6883 (Phone)  
717-783-2538 (Fax)

Website: <http://www.pacouncilonthearts.org>

Office Hours: 8:30 a.m. – 5:00 p.m. Monday thru Friday

PCA Staff and E-Mail Addresses are listed on the inside back cover



NATIONAL  
ENDOWMENT  
FOR THE ARTS

## **Application Deadline: April 4, 2011**

The Arts in Education Residency applications are available in Microsoft Excel format. Please email the PCA for these forms.

Email:

Marcella Shoffner – [mshoffner@state.pa.us](mailto:mshoffner@state.pa.us)

Or

Jamie Dunlap – [jadunlap@state.pa.us](mailto:jadunlap@state.pa.us)

In your subject line type AIE Residency Forms Request.

# ARTS IN EDUCATION DIVISION

## PURPOSE

The purpose of the Arts In Education (AIE) Division is to develop and support quality arts education programs in schools and community settings for all Pennsylvanians.

AIE-funded programs foster participation in the creative process. AIE programs should have substantial impact, with effects that endure beyond funded activities.

Funded programs may be in the form of Artist(s) Residencies in schools and community settings in which the arts are taught as part of basic education.

## APPLICANT ELIGIBILITY

Pennsylvania schools, institutions, arts organizations, government agencies, local arts agencies, institutions of higher education and other not-for-profit, tax-exempt organizations with 501(c)3 status are eligible for Arts In Education (AIE) funding. The PCA's designated Arts in Education Partner organizations may not apply for residency funding with these guidelines and application forms.

Applicants for single residencies are only eligible to apply for residencies taking place in Cumberland, parts of Dauphin, Huntingdon, or Schuylkill Counties. These counties are not served by a PCA Arts in Education Partner, yet. For single residencies taking place in the PA's other 63 counties, contact the appropriate Arts in Education partner. (See pages 6-8 for contact information). South East Dauphin County is part of South Central PaARTners, please contact partner for more information.

Organizations receiving support through other funding areas of the Pennsylvania Council on the Arts **are eligible** to apply for AIE funding.

## ARTS IN EDUCATION FUNDING

### AIE RESIDENCIES

Residencies include substantial periods of time in which the artist works intensively with small groups of students ("core groups") on one or more long-term projects. During this time, students should exercise creative control over their work. The artist's role in such work should be that of mentor and facilitator, and technical adviser on necessary skills.

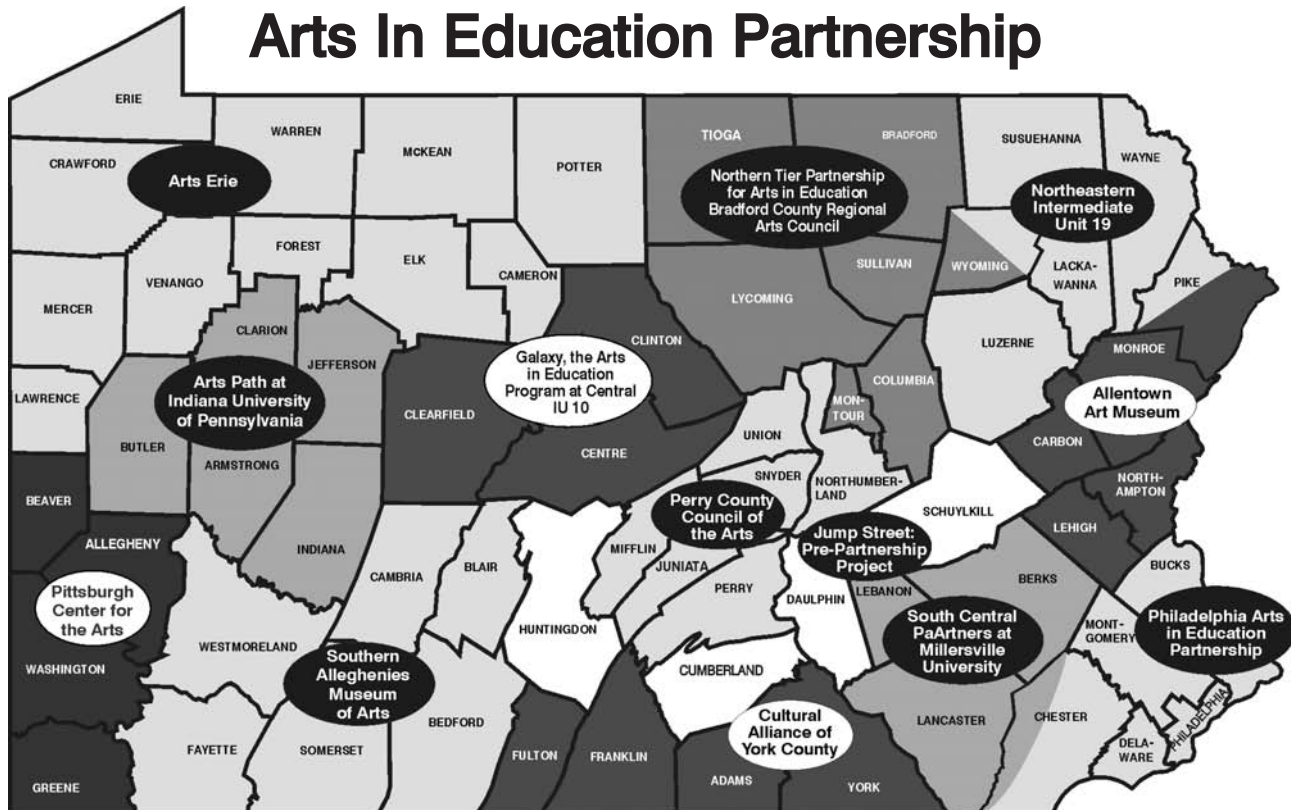
During a residency, an artist may conduct workshops or in-class presentations. Schools may request an introductory assembly or a final production. While the AIE Division recognizes value in such events, most of the time of a residency is expected to be in long-term, hands-on work with a small number of students.

### ARTISTS

Residency artists or visiting artists selected for PCA-AIE funded residency projects of Pennsylvania Artists in Education. Artists applying to do a residency must submit current work samples and a resume unless they are listed in the PCA's Directory.

**PCA ARTS IN EDUCATION (AIE) PARTNERSHIP PROGRAM** enables the PCA to work with and through regional partners to provide a higher level and quality of service to the field. It is the Council's intent to strengthen the efficiency and impact of the PCA's arts in education program while empowering local decision-making and leveraging local resources. **Note: individual artists and artistic ensembles or companies interested in residency work can contact their corresponding Arts in Education Partner for more information on how to apply:**

## Arts In Education Partnership



**Allentown Art Museum** (Carbon, Lehigh, Monroe, Northampton and Pike Counties)

Kathy Odorizzi  
Arts in Education Coordinator  
31 North Fifth Street  
Allentown, PA 18101  
610-432-4333 ext. 53  
Website: [www.allentownartmuseum.org](http://www.allentownartmuseum.org)

**Arts Erie, formerly Arts Council of Erie** (serving Cameron, Crawford, Elk, Erie, Forest, Lawrence, McKean, Mercer, Potter, Venango and Warren Counties)

Holly Nowak  
Arts in Education Partnership Director  
3 East 4th Street, Suite 10  
Erie, PA 16507  
814-452-3427  
Website: [www.artserie.org](http://www.artserie.org)

**ArtsPath: Indiana University of Pennsylvania** (serving Armstrong, Butler, Clarion, Indiana and Jefferson Counties)

Hank Knerr  
Director of Public Events  
403 S. 11th Street  
Performing Arts Center, Room 202  
Indiana, PA 15705  
724-357-2547  
Website: [www.arts.iup.edu/artspath](http://www.arts.iup.edu/artspath)

**Cultural Alliance of York County** (serving Adams, Franklin, Fulton and York Counties)

Gayle Cluck  
Arts in Education Coordinator  
14 West Market Street  
York, PA 17401  
717-812-9255  
Website: <http://www.culturalalliance-york.org>

**Galaxy: The Arts in Education Program of Central IU 10** (serving Centre, Clearfield, and Clinton Counties)

Stephanie Hosier  
Assistant Director and Residency Coordinator  
444 East College Avenue, Suite 125  
State College, PA 16801  
814-237-3003  
Website: [www.galaxy.ciu10.com](http://www.galaxy.ciu10.com)

**Northeastern Educational IU 19** (serving Lackawanna, Luzerne, Susquehanna, Wayne, and parts of Pike and Wyoming Counties)

Stefanie Marie Bush  
Program Coordinator  
1200 Line Street  
Archbald, PA 18403  
570-876-9335  
Website: <http://ns.neiu.k12.pa.us/WWW/NEIU/curriculum.htm>

**Northern Tier Partnership for Arts in Education, Bradford County Regional Arts Council** (serving Bradford, Columbia, Lycoming, Montour, Sullivan, Tioga and parts of Wyoming Counties)

Brenda Thomas  
AIE Director  
601 Main Street  
Towanda, PA 18848  
570-745-3470  
Website: [www.bcrac.org](http://www.bcrac.org)

**Perry County Council of the Arts** (serving Juniata, Mifflin, Northumberland, Perry, Snyder and Union Counties)

Roger Smith  
Executive Director  
P.O. Box 354  
Newport, PA 17074  
717-567-7023  
Website: [www.perrycountyarts.org](http://www.perrycountyarts.org)

**Philadelphia Arts in Education Partnership** (serving Bucks, Chester, Delaware, Montgomery and Philadelphia Counties)

Raye Cohen  
Research and Assessment Director  
c/o University of the Arts  
320 South Broad Street  
Philadelphia, PA 19102  
215-717-6596  
Website: [www.paep.net](http://www.paep.net)

**Pittsburgh Center for the Arts** (serving Allegheny, Beaver, Greene and Washington Counties)

Mary Brenholts  
Director of School and Community Program  
6300 Fifth Avenue  
Pittsburgh, PA 15232  
412-361-0873 ext. 368  
Website: [www.pittsburgharts.org](http://www.pittsburgharts.org)

**South Central PaARTners: Millersville University** (serving Berks, Lancaster, Lebanon, York and parts of Chester and Dauphin Counties)

Ty Clever

P.O. Box 1002

Millersville, PA 17551

717-871-2186

Website: [www.millersville.edu/~artsined](http://www.millersville.edu/~artsined)

**Southern Alleghenies Museum of Art**

(serving Bedford, Blair, Cambria, Fayette, Somerset and Westmoreland Counties)

Tina Lehman

Education Administrator/Site Coordinator

1210 11th Avenue

Altoona, PA 16601

814-946-4464

Website: [www.sama-art.org](http://www.sama-art.org)

# APPLICATION AND FUNDING PROCESS

The following information relates to the application process of the PCA and to the subsequent procedures once an award has been made. Please read all guidelines carefully prior to submitting an application.

## Application Process

Arts in Education applications will be reviewed by an advisory panel during the spring of 2011.

The PCA uses an advisory panel review process to make recommendations for the Council's consideration in making final funding decisions. Membership on advisory panels rotates so applicants should not assume that the panelists have any prior knowledge of the applicant.

- The information provided in the application is the principal source of information for advisory panel review.
- Applications should be clear, complete, and compelling in presenting all information.
- The responsibility for making a compelling case for state government support rests entirely with the applicant.
- Only the information required by the PCA will be presented to the advisory panel. Applicants must adhere to the limits on number of pages, supplemental materials, and work samples.
- The advisory panel may recommend little or no support if information is missing, incorrect or unclear.

The Commonwealth of Pennsylvania and the National Endowment for the Arts are the sources of funds for the PCA. They, and other agencies, have certain reporting requirements. Some of the information requested is used for reporting purposes. The PCA also asks for data for research purposes, particularly information on the economic impact of the arts.

**NOTE: At any time the PCA reserves the right to request audit information from applicants to clarify or verify information presented in the Arts in Education application. Reference the Additional Terms and Conditions Governing Grants-in-Aid for more information.**

## Funding Process

The recommendations of the advisory panel are reviewed and approved by the Council prior to making all awards.

The Council does not obligate itself to make formal explanation of its awards. Program Directors are available to advise applicants. However, this advice does not represent the decision of the Council nor bind the Council in future determinations.

The PCA will notify the General Assembly of Council decisions prior to applicant notification.

Applicants are notified by mail of the decision of the Council.

Those receiving awards will be sent an Award Agreement (contract) setting forth any conditions, restrictions, and changes imposed by the Council, and the grantee must return the completed invoices, revised budgets, project descriptions, and copies of the signed Award Agreement in order for the award process to begin. The recipient will use the Award Agreement to specify how funds will be used. The use of funds is subject to PCA approval. Upon signing the Award Agreement, recipients certify that they will accept the terms, conditions, and provisions referred to in the Award Agreement. Copies of the terms and conditions are available upon request.

Recipients also agree to accept any conditions, restrictions or changes imposed by the Council unless the recipient objects in writing within 30 days of the mailing of the award letter. The PCA is required to verify that the recipient has complied with all terms of the contract. Recipients must return the materials requested in the Award Agreement within 30 days of the date of the mailing of the Award Agreement. Failure to return this material within this period may result in cancellation or reduction of the award at the sole discretion of the PCA.

## **Check Process**

Requests for checks are initiated by the PCA upon approval of the fully executed Award Agreement. Awards are subject to review by several state agencies. It can take two to four months for the checks to be issued after the PCA approves the Award Agreement. Often PCA funds will not arrive by the start date of the project or funding year.

**The PCA does not issue checks. Checks are issued by the Pennsylvania Department of the Treasury and do not arrive at the same time each year. Applicants should be aware of this and plan their cash flow accordingly.**

## **Appeals Process**

The PCA recognizes that errors may occur in its application process. The PCA is committed to acknowledging any errors and responding to rectify the effects of an error. The appeals process enables applicants to identify these errors and omissions, and bring them to the attention of the Council. Appeals of the Council's decision may result in an increase in the PCA award amount if the applicant can satisfactorily document that the application was misrepresented or improperly reviewed through no fault of the applicant. Appeals are awarded only if the Council believes that the error or omission had a substantial effect on the recommendation of the advisory panel.

Appeals are not intended to provide the applicant with an opportunity to challenge the recommendations of the advisory panel. Disagreement with the judgment of the advisory panel or the amount of the award are not grounds for an appeal.

Applicants considering an appeal should contact the PCA's Deputy Executive Director for advice and guidance. The appeal of an award decision must be made in writing within 30 days from the date of the PCA Award Agreement. Letters of appeal should be addressed to the PCA Executive Director. The letter should identify the error or omission and the effect such error had on the recommendation of the advisory panel. If the appeal is supported by the Council, funds will be awarded only if they are available.

**FOR YOUR NOTES**



# ARTIST RESIDENCIES

The following are guidelines for Artist Residencies.

## Residency Planning

### Focus

Residency programs support arts education activities that have substantial impact beyond the residency itself. Residencies should develop students' creative capabilities and technical skills. In core-group work, students are to make the creative decisions, with the artist acting as a consultant or facilitator. **Residencies should be focused on student outcomes relating to sound artistic processes, not on the preparation of a particular product (performance or exhibition) although such events may be included in residency plans.**

### The Artist As Collaborator

Residencies must be developed collaboratively by both the host organization and the artist(s) who take part.

The work of the teaching artist in a residency or project is seen as an enhancement of the work of the professional educator in the educational setting. Residency artists may NOT be used to replace staff or faculty. Therefore, the PCA will not recommend support for any proposal that is designed to supplant certified, professional personnel in educational settings through the use of teaching artists.

### Single-Residencies and Multi-Residencies

Single-Residencies are those that are conducted at a single site with a single artist, company or ensemble. Multi-Residencies are those that are conducted at multiple sites with multiple artists, companies or ensembles. Multi-Residencies are managed by a single organization or venue that serves as the host coordinator.

Multi-Residency host coordinators encourage individual educational settings to develop their own arts in education projects, tailored more specifically to their own needs.

### How to Apply for Artist Residencies

#### 1. Single Residencies and Multi-Residencies

Please note that Single-Residency and Multi-Residency applications differ significantly in their requirements. **Single-Residency and Multi-Residency application forms and instructions are separated into separate, complete sections in this publication.**

#### 2. Artist selection

Residency Artists may be selected from the *Directory of Pennsylvania Artists In Education*. The Directory is a searchable database of artists who have been approved to conduct residencies through the PCA's AIE Program. Artist who are not part of the Directory but would like to be considered for a residency must submit a resume and current work samples. Please submit no more than 5 work samples. Samples should be no more than 3 years old. The Directory is available on the Pennsylvania Council on the Arts website –

<http://www.pacouncilonthearts.org>. Visiting artists may be included in residency projects for periods of one to three days. Visiting artists do not have to be approved by the PCA prior to the residency.

### **3. Artist/educator planning**

Proposals for the Arts In Education Division in all categories should be the result of a collaborative process between the educational setting and the teaching artist. Planning days for this collaboration can be budgeted as part of the application budget.

### **4. Proposal writing**

Applicants must complete and submit the Residency Application Forms. When writing the narrative of their proposals, applicants are encouraged to carefully review the criteria for the funding category. The criteria and narrative questions for single and multi-residencies are in each section of the application forms.

### **5. Culturally-specific arts properly presented and contextualized**

When the applicant employs an artist whose art form is culturally specific, it is the responsibility of the applicant to assure that the residency is properly contextualized. If the applicant is unsure, the AIE Division encourages the use of a qualified cultural specialist as part of the residency planning and execution. For more information, please contact the PCA AIE Division Director. Cultural specialist services are not eligible expenses.

### **6. Multi-residency applications from prior grant recipients**

If the applicant is preparing a multi-residency application and **HAS received residency funding from the PCA for the last two (2) fiscal years**, the application narrative and statistics *primarily will describe completed, past-residency activities*.

If the applicant is preparing a multi-residency application and **HAS NOT received residency funding from the PCA for the last two (2) fiscal years**, the application narrative will describe the residency activities that are proposed for the grant period.

Please call the PCA with any questions.

## **Residency Requirements**

### **Costs and Matching Requirements**

Grant awards from the PCA under the Arts In Education Division are matching grants. Only artist fees, artist travel expenses, and multi-residency host-coordinator administrative expenses of up to twenty five percent (25%) of the residency funding are eligible expenses for PCA funds and match. Artist fees for planning time and time for the development of evaluation methods are also eligible. Such plans should be clearly described in the narrative.

All applicants are advised to seek additional funding sources, encouraging school districts, individual schools, local businesses, PTAs, PTOs, and individuals to contribute. Residency funds are awarded on a competitive basis. Most awards are less than the amount requested.

### **Eligible Host Expenses**

Expenses for residencies are limited to: artists' fees, including visiting artists; artist travel expenses; and multi-residency host-coordinator administrative expenses of up to twenty five percent (25%) of the residency funding. Funds may be used only for eligible expenses. Individual artists must be paid at a minimum rate of \$175 per day for the residency. The

PCA will not fund any project that pays the artist less than \$175 per day. Artists are free to negotiate a higher fee or negotiate fees and services beyond the PCA-funded activities. Any travel and per diem expenses must be included in the project budget in order to be considered for funding. Travel expenses are limited to: lodging and meals, not to exceed \$80 per day; and mileage at the current federal rate, or in lieu of mileage, the cost of public transportation, whichever is less.

Visiting artists may be included in residency projects for periods of one to three days and must be paid no less than \$175 per day. Funding for visiting artists' fees and travel is eligible as set forth for residency artists, above. Visiting artists do not have to be listed in the Directory of Pennsylvania Artists In Education.

## Supplies, Equipment and Other Materials

Materials, equipment or supplies are not eligible for funding. The host must provide adequate supplies and coordination.

## Residency Length and Schedule

The following explains how residencies will be funded by the PCA. The PCA encourages residency schedules that allow sufficient time for planning, evaluation and assessment design, and substantial engagement in and through the arts for students, teachers and others as applicable.

**New:** There is a twenty day minimum for a 1:1 PCA match for individual artists, per artist, location and core group.

<b>Length of Residency</b>	<b>PCA AIR Subsidy</b>	<b>Host %</b>	<b>PCA support maximum</b>	<b>Host Support (plus 10% admin. fee)</b>	<b>Total Cost for Residency</b>
10 day residency	Up to 30%	70%	\$600	\$1,600	\$2,200
15 day residency	Up to 40%	60%	\$1,200	\$2,100	\$3,300
20 day residency	Up to 50%	50%	\$2,000	\$2,400	\$4,400

Examples of the PCA match ratios are as followed:

\* PCA will not fund residencies less than 10 days.

\* The total cost for residency column is based on a \$200 a day residency fee.

The residency schedule is fairly flexible. Schedules may allow the artist to spend 50% of the residency period working with the host/sponsor site population (students, staff, community, etc). In addition to working with core groups and other students, an artist's work may include planning for classes, workshops or lecture/demonstrations; in-service training of teachers; preparing material for classes; review/critique of student projects; and rehearsing students.

We encourage, but do not require, the artists to spend the other 50% of the residency period working on their own creative projects. Generally, this work should take place at the residency site. Creative time for artists serves two important purposes: professional artists are not teachers and must continue their work during the residency, and as a part of the residency, students have the opportunity to learn how an artist works.

**Note: Artists are not members of the teaching staff while in residence at a school or educational setting and may not be assigned as substitute teachers. Teachers MUST be in the classroom at all times, participating in residency activities.**

## **Host Coordinator**

Each residency must have a coordinator to serve as liaison between artist(s), site(s) and the groups involved. The applicant must list the host coordinator(s) on their application. The host coordinator is responsible for the management of the residency according to the original application. They are responsible for all elements of the residency including consulting with the artist to schedule the overall residency, residency activities and appropriate groups for workshops and performances.

Teachers must be present for all residency activities involving students. The educational setting may request that the teaching artist apply for necessary clearances required by the host site. At no time are teaching artists permitted to work with students without the presence of a teacher or administrator in the classroom. It is strongly recommended that the teacher be an integral part of the residency activities as both participant and role model for the students.

## **Residency Work Space Requirements**

All sites must provide a clean, well-lighted, heated and properly ventilated space for the artist to work with the site population, furnished with necessary furniture, equipment and supplies. Specifics should be negotiated between the artist and host. Discussion with the artist will establish the specific space and equipment needs for the residency. The following specifications are minimal for each residency type:

Dance residencies require a space large enough to permit 20 people to move freely, with a resilient wooden floor. Linoleum and concrete are not acceptable. A gymnasium or auditorium may be appropriate.

Media residencies must provide a room with electrical outlets and blackout drapes. Sites should indicate on the application what media equipment is available.

Music residencies require a separate room and may also require a desk, tuned piano, or other appropriate equipment.

Theatre residencies must provide a large open space. Theatrical lighting is desirable.

Crafts and Visual Arts residencies must provide a room with electrical outlets, large worktables, shelving, running water, first-aid kit and fire extinguisher.

## **Student Artwork**

Artwork that is produced by a student as a part of a residency that is funded by the PCA remains the property of the student and may not be used by others beyond the scope of residency without the express, written consent of the participant and by the parent or legal guardian (if the participant is a minor).

## **The Multi-Residency**

Multi-Residencies are residencies that are conducted at multiple sites with multiple artists under the management of a single organization, or venue, which serves as host-coordinator.

**A host coordinator** must be designated to serve as a central contact for participating schools and the AIE Division. It is helpful if this person is the one responsible for coordinating with local schools/sites in developing and writing the multi-residency application.

**On-site coordinators** in each school/site assist the host coordinator and artist(s) with scheduling, identification of core groups, requisition of supplies, equipment or custodial services, and publicity for staff, students and the community. The onsite coordinator is responsible for local arrangements for the particular site.

## **What is ACT 34 CLEARANCE?**

Act 34 of 1985 specifies that employees of public and private schools and their contractors hired as of January 1, 1986, must undergo background checks. Applicants to the PCA Arts In Education Program include educational settings of every type including public and private schools. As artists applying to be considered for the Directory of Pennsylvania Artists In Education, you should be aware that school districts and other educational settings request that you apply for this clearance prior to your work at the setting. Please be aware that the Act 34 clearance is site-specific. Being site-specific, EACH site or setting could make a similar request in the same year.

Generally, background checks are good for one year from date of issue. Background checks are good indefinitely if you stay within the same district or other educational setting from year to year. Reapplication is at the discretion of the site or setting.

### **How do you apply for Act 34 CLEARANCE?**

To apply for Act 34 Clearance, you must secure Form SP4-164 – Pennsylvania State Police “Request for Criminal Record Check”. The form is available from any school district or State Police station, or by calling 717-783-5494 or visit <https://epatch.state.pa.us>

## **A Note on Child Protective Services Law (CPSL) and Pennsylvania educational settings.**

### **What is CPSL Clearance?**

Effective July 1, 1996, The Department of Public Welfare issued a “Children, Youth and Families Bulletin” regarding amendments to the Child Protective Services Law. Said amendments require that applicants for employment in schools must submit a clearance form from the Central Register of Child Abuse. Persons who are employed on a contractual basis by a school and who have direct contact with students must also submit a clearance statement from the Statewide Central Register of founded and indicated reports of child abuse and student abuse to the administrator of the school.

### **How do you apply for CPSL Clearance?**

As Directory artists are viewed as independent contractors, you may be asked to submit a clearance statement. **To obtain a form** for the Clearance Statement, please call the ChildLine Verification Unit at 717-783-6211 and ask for a *Pennsylvania Child Abuse History Clearance* form.

# **SINGLE-RESIDENCY APPLICATION FORM**

**Postmark Date: April 4, 2011**



**For residencies taking place in Cumberland, Dauphin, Huntingdon  
or Schuylkill Counties.**

# Single-Residency Review Criteria

The advisory review panel will apply the following criteria to each Single-Residency application.

Appropriateness, completeness, and potential effectiveness of:

## **Project Design .....50 points**

- the sequence of activities for core groups, other students and community members;
- evidence of student involvement in the creative process;
- interaction between teacher(s) and artist(s);
- integration/correlation of the proposed residency with the curriculum;
- culturally-specific arts activities appropriately presented and contextualized, if applicable;
- appropriate budget.

## **Host Commitment .....25 points**

- support and involvement in planning by the campus/host organization (i.e., administration or executive leadership, teachers, and parents);
- appropriate space allocated for residency activities;
- supplies and materials coordination to be provided;
- plans to extend the impact of the proposed residency.

## **Evaluation and Assessment .....25 points**

- clearly defined evaluation and assessment plans that include the goals and objectives for the proposed residency;
- tools to measure the success of the proposed residency.

# **IMPORTANT APPLICATION INFORMATION**

**PLEASE READ CAREFULLY**

**APPLICATION PACKAGES MUST BE POSTMARKED  
NO LATER THAN April 4, 2011**

**LATE APPLICATIONS MAY NOT BE ACCEPTED**

Applications that are unreadable may be rejected. Application forms may be computer generated if they exactly duplicate the format AND dimensions of the enclosed forms. Applications must be typed or computer printed. Applicants should not submit any application materials in any font smaller than 12 pt.

DO NOT submit application materials in binders, folders or plastic sleeves.

DO NOT use staples. USE ONLY PAPER CLIPS TO ATTACH SHEETS.

NOTE: If you are submitting more than one AIE application, please mail each separately, one application per envelope.

OBTAIN the proper signatures for each form. The signature block should be signed by (1) the individual authorized to commit matching funds and pay the artist, (2) the host coordinator/project director, and (3) the teaching artist.

ALL COPIES OF THE APPLICATION FORM MUST HAVE ORIGINAL SIGNATURES.  
PLEASE SIGN IN BLUE INK ONLY.

## **CONTACT THE PCA FOR MS EXCEL APPLICATION FORMS**

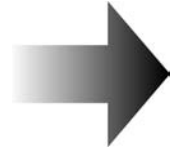
## Instruction for AIE Single-Residency Application

### **THE HOST SITE/SCHOOL SHOULD COMPLETE THIS SECTION.**

Remember to include the Federal ID number from your organization or school district. List the school name on Line A1, and the School District name on Line A2.

*To determine your legislative districts go to [www.legis.state.pa.us](http://www.legis.state.pa.us). Philadelphia and Allegheny County constituents may contact their local Board of Elections to determine their legislative districts.*

Project dates must be between September 1, 2011 and August 31, 2012.



### **SIGNATURES**

Three different individuals must sign in blue ink on each copy of the application (Photocopied signatures are not acceptable). An individual who can legally obligate the organization must sign on the first line. The Host Coordinator must sign on the second line. Participating teaching artist(s) must sign on the third line.





**A. Organization Information**

**A1** Applicant Name: \_\_\_\_\_

**A2** Name of School District (if applicable): \_\_\_\_\_

**A3** Federal ID #: \_\_\_\_\_

**A4** Address, Line 1: \_\_\_\_\_

**A5** Address, Line 2: \_\_\_\_\_

**A6** City: \_\_\_\_\_ **A7** State: \_\_\_\_\_ **A8** Zip+ 4: \_\_\_\_\_

**A9** Phone: \_\_\_\_\_ **A10** Fax: \_\_\_\_\_

**A11** Alt: Phone \_\_\_\_\_ **A12** Email: \_\_\_\_\_

**A13** Web Address: \_\_\_\_\_

**A14** Host Coordinator/Contact Name: \_\_\_\_\_

**A15** Reg. Date w/PA Bureau of Charitable Org.: \_\_\_\_\_

**A16** Length of Project: \_\_\_\_\_ **A17** Project Dates: \_\_\_\_\_  
(artist days) \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

**A18** House District #: \_\_\_\_\_ **A19** Fed. Congressional District #: \_\_\_\_\_

**A20** Senate District #: \_\_\_\_\_

**Certification and Statement of Assurances**

The applicant certifies, represents and warrants to the Council that it meets all eligibility requirements set forth by the Council, including its status as a nonprofit corporation pursuant to IRS Section 501(c) and that:

1. The information contained herein and in all attachments and supporting material is true and correct, the filing of the application has been duly authorized by the governing body of the applicant, and the undersigned have authority to execute this application on behalf of the applicant.
2. The applicant accepts in advance any grant awarded by the Council, agreeing: a.) That any funds received as a result of the application will be expended solely for the described projects and programs, in accordance with the provisions of the "Additional Terms and Conditions Governing Grants-in-Aid" and "General Provisions." b.) To such other restrictions, conditions, and changes as the Council may impose, unless the applicant objects within 30 days of mailing of the award letter setting forth the terms of the grant in writing.
3. Any organization that the applicant assists will also comply with the provisions of the "Additional Terms and Conditions Governing Grants-in-Aid" and "General Provisions," when conducting any activity for which the applicant receives financial assistance from the Council.
4. All participating artists will meet Act 34 and CPSL clearance requirements, required to work in public and private school settings in Pennsylvania at the time of residency.

Signatures **Must Be ORIGINAL** (Not Photocopied) On each Copy of the Application **USE BLUE INK**

_____	_____	_____
Authorizing Official Signature, Date	Host Coordinating Signature, Date	Artist Signature, Date
_____	_____	_____
Typed Name & Title	Typed Name & Title	Typed Name & Title

## Instructions for Single-Residency Narrative

Page(s) 2a, 2b & 2c

Use copies of the PCA supplied page with the numbers on the top of the page to provide the narrative up to three pages. Identify each of your pages by circling the appropriate number at the top.

### Proposal Writing

When writing the narrative, applicants should carefully review the Single-Residency Review criteria. Applications should directly address the criteria.

**All narratives MUST include:**

---

#### PROJECT DESIGN

- **A detailed sequence of activities for core groups, other students and community members** – Provide the detailed sequence of activities that are to occur in the proposed residency. The artist(s) with whom you are collaborating is the best source for this information (Remember that the minimum number of days for a residency is 20 days with an individual artist, or 10 days with a company or ensemble.)
- **Evidence of student involvement in the creative process** – Clearly explain how core-group students are actively engaged in the creative process. Remember there should be no more than three (3) core groups, each of a maximum of approximately thirty (30) learners per artist, per building (or venue).
- **Interaction between teacher(s) and artist(s)** – Clearly explain the collaborative residency planning process between the teacher and artist.
- **Integration/correlation of the proposed residency with the curriculum** – Clearly explain the specific curricular ties of the residency. Schools should provide the specific academic standards that are addressed in the residency.
- **Culturally-specific arts activities appropriately presented and contextualized, if applicable** – If culturally-specific art forms are involved, clearly explain how they are appropriately presented and contextualized by the teacher and artist.

---

#### HOST COMMITMENT

- **Support and involvement in planning by the campus/host organization (i.e., administration or executive leadership, teachers, and parents)** – Clearly explain the involvement of your school/organization in this residency, including the roles of the administration or executive leadership, teachers, and parents.
- **Appropriate space allocated for residency activities** – Describe the workspace to be provided for the residency activities.
- **Supplies and materials coordination to be provided** – List all pertinent supplies and equipment that can be made available for the residency.
- **Plans to extend the impact of the proposed residency** – Explain how the skills and knowledge gained during the residency will be sustained beyond the artist's time in the educational setting.

---

#### EVALUATION AND ASSESSMENT

- **Clearly defined evaluation and assessment plans that include the goals and objectives for the proposed residency** – Clearly explain the residency evaluation plan, including the goals and their associated objectives. If the residency plan is based in the curriculum, the evaluation plan should be tied back to the curriculum.
- **Tools to measure the success of the proposed residency** – List the evaluation tools that you will use to assess student learning and evaluate the residency's success. If evaluation tools are already developed at the time of application, you should include samples.



**Pennsylvania Council on the Arts**  
**Arts in Education: Single-Residency Application Form**  
Applicant Name:  
FORM #: **33-K-432**

Circle page number:  
**2a, 2b, 2c**

## ***Narratives***

## **Instructions for Host Site/School Information**

**Page 3**

### **HOST SITE/SCHOOL INFORMATION**

Please answer all questions clearly and concisely.





**Pennsylvania Council on the Arts**  
**Arts in Education: Single-Residency Application Form**

Applicant Name:  
 FORM #: 33-K-432

**Host Site/School Information**

**Host Site/School Information:**

**A.** Has your organization (school) received any previous Arts in Education funding from the PCA?

Please check one:

- Yes     No

**B.** Check the # of Core Groups and fill in the # of members for each.

- Group 1 - # of Members \_\_\_\_\_  
 Group 2 - # of Members \_\_\_\_\_  
 Group 3 - # of Members \_\_\_\_\_

**Total # of Members**          0    

**C.** Please check the age group(s) of those served in this residency:

- 0-5 Year Old                       High School  
 Primary School                       Adults  
 Middle School                       Seniors

**D.** Please list the artist(s) you propose to use in the residency:

	Directory Artist Name:	Discipline:	Artist Type:	Length of Residency In Days:
1	_____	_____	_____	_____
2	_____	_____	_____	_____
3	_____	_____	_____	_____
4	_____	_____	_____	_____
5	_____	_____	_____	_____
6	_____	_____	_____	_____
7	_____	_____	_____	_____

**Project Budget**

**INCOME**

Please list sources of income for matching dollars. Please check if these are confirmed sources of funds at the time of application.



---

**EXPENSES**

List the artist name, number of days, expenses and fee per day. Mileage, if applicable, is set at the current national standard, or in lieu of mileage, the cost of public transportation, whichever is less. The mileage rate at this writing is 51 cents per mile.



Please note: total income must equal total expenses.

The current minimum artist fee per day is set at \$175.

Travel expenses cannot exceed \$80 per day.

---

**VISITING ARTISTS' FEES**

(If applicable)

Please complete this information to include:

The artist's name. Include the number of days for the residency. Multiply the number of days by the artist's fee and expenses per day.





**Project Budget**

**E. PROJECT INCOME:**

Applicant Cash (list all sources and amount anticipated)

		Check if Confirmed	
1	_____	<input type="checkbox"/>	\$ _____
2	_____	<input type="checkbox"/>	\$ _____
3	_____	<input type="checkbox"/>	\$ _____
4	_____	<input type="checkbox"/>	\$ _____
5	_____	<input type="checkbox"/>	\$ _____
6	_____	<input type="checkbox"/>	\$ _____
7			Total Applicant Cash \$ _____
8			Amount Requested from PCA \$ _____
9			<b>TOTAL CASH INCOME \$ <u>0</u></b>

**F. PROJECT EXPENSES:**

	Artist's Name	No. of Days	Fee Per Day	Expenses Per day	Artist Totals
10	_____	_____	\$ _____	\$ _____	\$ _____ 0
11	_____	_____	\$ _____	\$ _____	\$ _____ 0
12	_____	_____	\$ _____	\$ _____	\$ _____ 0
13	_____	_____	\$ _____	\$ _____	\$ _____ 0
14	_____	_____	\$ _____	\$ _____	\$ _____ 0
15	_____	_____	\$ _____	\$ _____	\$ _____ 0
16	_____	_____	\$ _____	\$ _____	\$ _____ 0
17	_____	_____	\$ _____	\$ _____	\$ _____ 0
18	_____	_____	\$ _____	\$ _____	\$ _____ 0
19	_____	_____	\$ _____	\$ _____	\$ _____ 0
20	_____	_____	\$ _____	\$ _____	\$ _____ 0
21					<b>TOTAL ARTISTS' FEES \$ <u>0</u></b>

\* Travel expenses are limited to: Lodging and meals, not to exceed \$80 per day; and current Federal Standard mileage rate, or in lieu of mileage, the cost of public transportation, whichever is less.

**G. VISITING ARTIST FEES:**

	Visiting Artist's Name	No. of Days	Fee Per Day	Expenses Per day	Visiting Artist Totals
22	_____	_____	\$ _____	\$ _____	\$ _____ 0
23	_____	_____	\$ _____	\$ _____	\$ _____ 0
24	_____	_____	\$ _____	\$ _____	\$ _____ 0
25	_____	_____	\$ _____	\$ _____	\$ _____ 0
26	_____	_____	\$ _____	\$ _____	\$ _____ 0
27					<b>TOTAL VISITING ARTIST FEES \$ _____ 0</b>
28					<b>TOTAL CASH EXPENSES \$ <u>0</u></b>

(21 + 27) **MUST EQUAL** "9" above



# Pennsylvania Council on the Arts

## Arts in Education - Single-Residency Application Checklist

Postmarked Deadline: April 4, 2011

### AIE Application Package Assembly Checklist

Check and provide single-sided and collated copies of the following pages

Note: Please **DO NOT** staple sets of application pages. Use **PAPER CLIPS** to bind forms.

# of Copies	Description of Materials
<input type="checkbox"/> 1	1. This Checklist (this page)
<input type="checkbox"/> 4	2. AIE Application Form (pages 1 to 4)
<input type="checkbox"/> 1	3. IRS Tax Exempt Letter (from arts organization or school district)
<input type="checkbox"/> 1	4. Supplemental/Work Sample Materials (OPTIONAL) Supplemental materials and work samples will be made available to panelists at the time of the panel review.

Download MS Excel Application Forms at [www.pacouncilonthearts.org](http://www.pacouncilonthearts.org)

If you are submitting more than one (1) AIE Application, please mail each application separately, one application per envelope.

OBTAIN the proper signatures for each form. The signature block should be signed by:

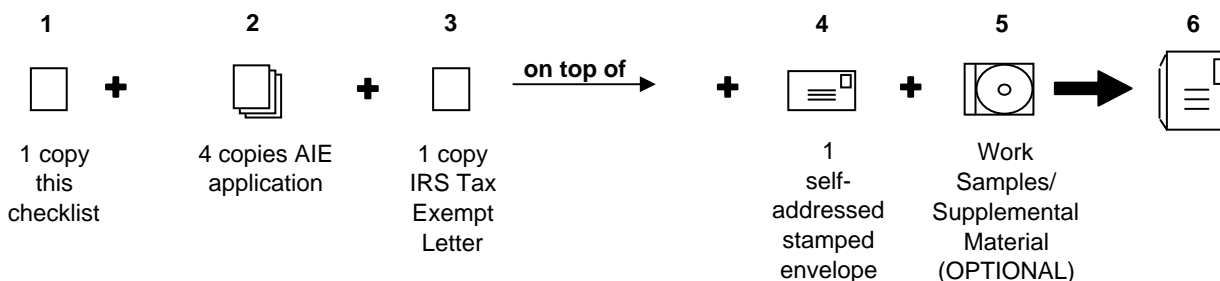
1. The individual authorized to commit matching funds and pay the artist
2. The Host Coordinator
3. The Artist

\*\*\* **ALL** copies of the application form **MUST** have **ORIGINAL** signatures, in **BLUE INK** only. \*\*\*

**DO NOT** submit application materials in binders, folders, or plastic sleeves.

**DO NOT** use staples. Use only **PAPER CLIPS** to attach sheets.

Assemble the application package as illustrated below:



**PENNSYLVANIA COUNCIL ON THE ARTS  
ARTS IN EDUCATION PROGRAM  
SAMPLE ARTIST/HOST AGREEMENT**

*This form is a sample and may be modified or revised as needed.  
Original copies of the executed final agreement should be retained by the Artist and the Host Coordinator.*

This Agreement, made and entered on \_\_\_\_\_, by and between \_\_\_\_\_  
(date) (typed HOST name)  
of \_\_\_\_\_ (herein referred to as ("HOST")),  
(city/town)  
and \_\_\_\_\_ (herein referred to as "ARTIST").  
(typed ARTIST name)

WHEREAS, it is the desire and intent of the HOST to conduct an Artist In Residence Program, and to obtain the services of the aforementioned ARTIST under the terms and conditions hereinafter set forth and,

WHEREAS, it is the desire and intent of the ARTIST to perform the services as an Artist In Residence under the terms and conditions hereinafter set forth,

1. The HOST agrees to pay the ARTIST \$\_\_\_\_\_ per day of the residency.
2. The HOST agrees to provide the ARTIST with adequate studio or work space for the duration of the residency term, as per the Pennsylvania Council on the Arts In Education Guidelines.
3. The ARTIST agrees to conduct a \_\_\_\_\_ day \_\_\_\_\_ residency for the HOST which  
(# of days) (discipline)  
will begin on \_\_\_\_\_ and continued until its conclusion on \_\_\_\_\_ unless otherwise  
(date) (date)  
terminated, rescheduled or extended by mutual agreement of the HOST and ARTIST.
4. A residency schedule and plan, agreed upon by both the HOST and the ARTIST, is attached hereto as Attachment 'A.'
5. The HOST will make certain that a certified teacher or other school employee accompanies the ARTIST during school hours when the ARTIST is in residence.
6. The HOST agrees to provide insurance coverage for any work of art, equipment, or other physical object that is the property of the ARTIST and kept in the studio that is provided during the residency.
7. A schedule of payments to be made by the HOST to the ARTIST, for travel and/or per diem expenses, including lodging, is attached hereto as Exhibit 'B.'
8. The HOST acknowledges that any physical work generated by the ARTIST during the course of the residency shall be the sole and exclusive property of the ARTIST and hereby waives claim to patent, copyright or other legal interest in such property.
9. Artwork (and reproductions of the artwork) produced solely by a participant (student/learner) as a part of the residency remains the property of the participant and may not be used by others, outside of the parameters of residency activities, without the express, written consent of the participant AND by the parent or legal guardian (if the participant is a minor).
10. If the ARTIST wishes to visually document residency activities that include participants (students/learners) a photography waiver must be signed prior to documentation by the participant AND by the parent or legal guardian (if the participant is a minor).
11. In the event that the residency site is damaged, destroyed, or rendered unfit for the activities of the residency due to fire, strike, act of God, national emergency or other unforeseen event of any kind, this residency shall be either terminated or rescheduled, if such rescheduling is agreed upon by the HOST and the ARTIST.

**ARTS IN EDUCATION PROGRAM**  
**SAMPLE ARTIST/HOST AGREEMENT (continued)**

12. Should the ARTIST become unable to provide the services due to severe illness or other debilitating circumstances, the agreement will be subject to review by the HOST and may be terminated without further payment of the ARTIST for the remainder of the term if it cannot be rescheduled for a future date that is acceptable to the HOST.
13. The HOST is responsible for ACT 34 Clearance checking and updating for the ARTIST as mandated by the appropriate school district or administration.
14. The PCA recommends that the HOST and ARTIST agree upon specific terms and grounds for termination of this agreement, as well as any agreements regarding conduct and/or compliance with any school personnel or other policies.
- In addition to any such agreement, the HOST reserves the right to terminate this contract at any time, by giving 30 days written notice to the ARTIST, for any of the following reasons:
- a. Nonavailability of funds;
  - b. Nonperformance of the services by the ARTIST as stated in this agreement, and residency plans;
  - c. Noncompliance with any of the terms and conditions of this agreement or the terms and conditions contained in any other contract with the Commonwealth of Pennsylvania or the United States of America, including the National Endowment for the Arts.
15. The HOST agrees to contact the PCA immediately with information of any residency changes (*If PCA funds are used for this residency.*)
16. The HOST agrees to provide the following personnel to assist the ARTIST during the planning and implementation of the residency:

A. *Residency Coordinator*, to set up and oversee the residency.

Name \_\_\_\_\_ Phone # \_\_\_\_\_  
(typed name)

Title \_\_\_\_\_ Email \_\_\_\_\_

B. *Residency Administrator*, to handle payment of artist, and disbursement of residency funds:

Name \_\_\_\_\_ Phone # \_\_\_\_\_  
(typed name)

Title \_\_\_\_\_ Email \_\_\_\_\_

**HOST:**

**ARTIST:**

\_\_\_\_\_  
Authorized Official (Name & Title)

\_\_\_\_\_  
Artist (Name)

\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Address

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State and Zip Code

\_\_\_\_\_  
City, State and Zip Code

# **MULTI-RESIDENCY APPLICATION FORM**

**Postmark Date: April 4, 2011**



# **IMPORTANT APPLICATION INFORMATION**

**PLEASE READ CAREFULLY**

**APPLICATION PACKAGES MUST BE POSTMARKED  
NO LATER THAN April 4, 2011**

DO NOT submit application materials in binders, folders or plastic sleeves.

DO NOT use staples. USE ONLY PAPER CLIPS TO ATTACH SHEETS.

NOTE: If you are submitting more than one AIE application, please mail each separately, one application per envelope.

OBTAIN the proper signatures for each form. The signature block should be signed by the individual authorized to commit matching funds and pay the artists and the host coordinator/contact.

ALL COPIES OF THE APPLICATION FORM MUST HAVE ORIGINAL SIGNATURES.  
PLEASE SIGN IN BLUE INK ONLY.

**CONTACT THE PCA FOR MS EXCEL APPLICATION FORMS.**

# Multi-Residency Review Criteria

The advisory review panel will apply the following criteria to each Multi-Residency application.

Appropriateness, completeness, and potential effectiveness of:

## **Project Design .....50 points**

- planning process for residencies and evidence of collaboration between the teachers, artists, and the multi-residency applicant, including integration/correlation of the residencies with the curriculum;
- description of the residency activities;
- evidence that the students were engaged in creative processes;
- culturally-specific arts activities were appropriately presented and contextualized, if applicable;
- appropriate budgeting.

## **Host Commitment/Multi-Residency Applicant Commitment .....25 points**

- evidence of the extended impact of the residencies that were/will be completed;
- evidence indicating repeated, enhanced, lengthened, or increased numbers of residencies, as applicable;
- extent of support activities that were/will be provided (i.e., residency planning assistance, residency observations, teacher/artist/administrator workshops and institutes.)

## **Evaluation and Assessment .....25 points**

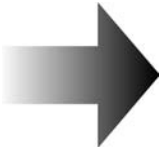
- description of the elements that were/will be evaluated (i.e., who and what were/will be evaluated?);
- methods that were/will be used to establish residency success criteria (i.e., who determined what would be learned and why?);
- means by which the success of these goals were/will be measured (i.e., what evaluative tools were/will be used and how were they/will they be used?);
- Use of the evaluative information (i.e., plans for improvement.)

# Instruction for AIE Multi-Residency Application

**THE HOST SITE/SCHOOL SHOULD COMPLETE THIS SECTION.**

Remember to include the Federal ID number from your organization or school district. If you are a school applying as the applicant, also include the name of the school district.

*To determine your legislative districts go to [www.legis.state.pa.us](http://www.legis.state.pa.us). Philadelphia and Allegheny County constituents may also contact their local Board of Elections to determine their legislative districts.*



Project dates must be between September 1, 2011 and August 31, 2012.

**SIGNATURES**

Two different individuals must sign in blue ink on each copy of the application (Photocopied signatures are not acceptable). An individual who can legally obligate the organization must sign on the first line. The Host Coordinator must sign on the second line.





Do Not Staple

**A. Organization Information**

A1 Applicant Name: \_\_\_\_\_ A2 Fed. I.D. \_\_\_\_\_  
A3 Name of School District (if applicable): \_\_\_\_\_  
A4 Address, Line 1: \_\_\_\_\_  
A5 Address, Line 2: \_\_\_\_\_  
A6 City: \_\_\_\_\_ A7 State: \_\_\_\_\_ A8 Zip+ 4: \_\_\_\_\_  
A9 Phone: \_\_\_\_\_ A10 Fax: \_\_\_\_\_  
A11 Email: \_\_\_\_\_ A12 Web Address: \_\_\_\_\_  
A13 Registration Date with PA Bureau of Charitable Organizations: \_\_\_\_\_  
A14 Host Coordinator/Contact Name: \_\_\_\_\_  
A15 Phone: \_\_\_\_\_ A16 Fax: \_\_\_\_\_  
A17 Alt. Phone: \_\_\_\_\_ A18 Email Address: \_\_\_\_\_  
A19 House District #: \_\_\_\_\_ A20 Fed. Congressional District #: \_\_\_\_\_  
A21 Senate District #: \_\_\_\_\_  
A22 Project Dates: From: \_\_\_\_\_ To: \_\_\_\_\_  
A23 Received PCA Multi-Residency funding for the last two (2) years.  Yes  No

**Certification and Statement of Assurances**

The applicant certifies, represents and warrants to the Council that it meets all eligibility requirements set forth by the Council, including its status as a nonprofit corporation pursuant to IRS Section 501(c) and that

1. The information contained herein and in all attachments and supporting material is true and correct, the filing of the application has been duly authorized by the governing body of the applicant, and the undersigned have authority to execute this application on behalf of the applicant.
2. The applicant accepts in advance any grant awarded by the Council, agreeing: a.) That any funds received as a result of the application will be expended solely for the described projects and programs, in accordance with the provisions of the "Additional Terms and Conditions Governing Grants-in-Aid" and "General Provisions." b.) To such other restrictions, conditions, and changes as the Council may impose, unless the applicant objects within 30 days of mailing of the award letter setting forth the terms of the grant in writing.
3. Any organization that the applicant assists will also comply with the provisions of the "Additional Terms and Conditions Governing Grants-in-Aid" and "General Provisions," when conducting any activity for which the applicant receives financial assistance from the Council.
4. All participating artists will meet Act 34 and CPSL clearance requirements, required to work in public and private school settings in Pennsylvania at the time of the residency.

Signatures **MUST BE ORIGINAL** (Not Photocopied) On each Copy of the Application **USE BLUE INK.**

\_\_\_\_\_  
Authorizing Official Signature, Date

\_\_\_\_\_  
Host Coordinating Signature, Date

\_\_\_\_\_  
Typed Name & Title

\_\_\_\_\_  
Typed Name & Title

## Instructions for Multi-Residency Narrative

Page(s) 2a, 2b, 2c & 2d

Use copies of the PCA supplied page with the numbers on the top of the page to provide your narrative, up to four pages. Identify each of your pages by circling the appropriate number at the top.

### Proposal Writing

When writing the proposal narrative, applicants are encouraged to carefully review the criteria for the funding category. Applications should be written to directly address the criteria.

**IMPORTANT NOTE: If the applicant HAS received PCA Multi-Residency funding for the last two (2) funding years, the narrative will describe ONE COMPLETED RESIDENCY as representative of the MOST RECENTLY COMPLETED Multi-Residency grant activities.**

**If the applicant HAS NOT received PCA Multi-Residency funding for the last two (2) funding years, the narrative will describe ONE PROPOSED RESIDENCY as representative of those that are PROPOSED in this Multi-Residency application.**

All narratives MUST include:

- Brief overview of the multi-residency applicant, e.g., mission and regular activities.

### PROJECT DESIGN

- **Planning process for residencies and evidence of collaboration between the teachers, artists, and the multi-residency applicant, including integration/correlation of the residencies with the curriculum** – Clearly explain the collaborative residency planning process between the teacher and artist. If applicable, explain the specific curricular ties of the residency and the specific academic standards that were/are addressed in the residency.
- **Description of the residency activities** – Provide the detailed sequence of activities for your sample completed/proposed residency. For a proposed residency, the artist(s) with whom you are collaborating is the best source of this information. (Remember that the minimum number of days for a residency is 20 days with an individual artist, or 10 days with a company or ensemble.)
- **Evidence that the students were engaged in creative processes** – Clearly explain how core-group students were/are actively engaged in the creative process. Remember there should be no more than three (3) core groups, each of a maximum of approximately thirty (30) learners per artist, per building (or venue).
- **Culturally-specific arts activities were appropriately presented and contextualized if applicable** – If culturally-specific art forms were/are involved, clearly explain how they were/are appropriately presented and contextualized by the teacher and artist.

### HOST COMMITMENT/MULTI-RESIDENCY APPLICANT COMMITMENT

- **Evidence of the extended impact of the residencies that were/will be completed** – Explain how the skills and knowledge gained during the residency were/will be sustained beyond the artist's time in the educational setting.
- **Evidence indicating repeated, enhanced, lengthened, or increased numbers of residencies, as applicable** – If applicable, explain how this residency reflects or supports repeated, enhanced, lengthened, or increased numbers of residencies.
- **Extent of support activities that were/will be provided; (i.e., residency planning assistance, residency observations, teacher/artist/administrator workshops and institutes)** – Explain the support that your organization provided/will provide for this residency. Examples include planning assistance, classroom observations, workshops, and institutes.

### EVALUATION AND ASSESSMENT

- **Description of the elements that were/will be evaluated (i.e., who and what were/will be evaluated?)** – What elements of the residency did you/will you evaluate?
- **Methods that were/will be used to establish residency success criteria (i.e., who determined what would be learned and why?)** – How were the residency success criteria established?
- **Means by which the success of these goals were/will be measured (i.e., what evaluative tools were/will be used and how were they/will they be used?)** – What evaluation tools did you/will you use to assess the residency? If this narrative describes a completed residency or, in the case that this narrative describes a proposed residency and the evaluation tools are already developed at the time of this application, you should include a sample.
- **Use of the evaluation information (i.e., plans for improvements).**  
How was/will the evaluation information be used?



**Pennsylvania Council on the Arts**

**Arts in Education: Multi-Residency Application Form**

Applicant Name:

FORM #: **33-K-432**

Circle page number:

**2a, 2b, 2c, 2d**

***Narratives***

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## Instructions for applicants that HAVE received two years of AIE funding

### Income (lines 1-3)

List the total income for all sources of income allocated for AIE multi-residencies

Column 2 – complete with actual income.

Column 3 – complete with year to date, and budgeted for the rest of 2011.

Column 4 – complete with projected income for the 2011-2012 period.

Line 2, column 2 and 3 – is the amount you received from the PCA.

Line 2, column 4 – enter in the request amount for 2011-2012.

*Note: if you request a change of 20% (+ or -), you MUST include up to one page explanation of the changed request. If you are requesting an increase, include how you will secure additional matching income, residencies or days of residencies.*



### Expenses (lines 4-6) Residency Expenses

List the total expenses for artist fees, travel and administration.

Column 2 – List the total expenses in 2009-2010.

Column 3 – List the total expenses in 2010-2011.

(residencies occurring in 2011 can be projected if not completed at time of application).

Column 4 – List the total projected expenses for FY 2011-2012.

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## Instructions for applicants that HAVE NOT received two years of AIE funding

### Income (lines 1-3)

List the total income for sources of income projected for AIE multi-residencies.

Column 2 and 3 – You do not need to complete these columns if you have not administered PCA funded residencies before. If you have, see the income instructions for those that have received funding before.

Column 4 – complete with the total projected income.

Line 2, column 2 and 3 – is the amount you received from the PCA (if you have received funding before).

Line 2, column 4 – enter in the request amount for 2011-2012.



### Expenses (lines 4-7) Residency Expenses

Column 2 and 3 – You do not need to complete these columns if you have not administered PCA funded residencies before. If you have, see the expense instructions for those that have received funding before.

Column 4 – list the total projected expenditure for residencies.

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## For all Applicants

**Total Multi-Residency Administrative Fees** – cannot exceed 25% of the total residency expenditures comprised of the grand total of the following line items:  
Total Artist Fees and Travel.





**Pennsylvania Council on the Arts**  
**Arts in Education: Multi-Residency Application Form**

Applicant Name:  
 FORM #:

33-K-432

**Multi-Residency Budget Summary**

**INCOME:**

Column 1	Column 2	Column 3	Column 4
	Applicants who received PCA Multi-Residency Funding for the last (2) funding years.		All Applicants
<b>Applicant/Grant Recipient Cash</b> (total income, whether or not committed)	FY 09-10 Actual	FY 10-11 Budgeted	FY 11-12 Projected
1 Total Applicant/Grantee Cash \$	\$	\$	\$
2 Amount Received/Requested from PCA \$	\$	\$	\$
3 (1+2) Total Income \$	\$ 0	\$ 0	\$ 0

**EXPENSES:**

Column 1	Column 2	Column 3	Column 4
	Applicants who received PCA Multi-Residency Funding for the last (2) funding years.		All Applicants
<b>Artist Fees and Travel Expenses</b> (total for all residencies and artists)	FY 09-10 Actual	FY 10-11 Budgeted	FY 11-12 Projected
4 Total Resident Artists \$	\$	\$	\$
5 Total Visiting Artists \$	\$	\$	\$
6 Total Multi-Residency Admin. Fees (up to 25% of the total project expenses) \$	\$	\$	\$
7 Total Multi-Residency Expenses (4+5+6) MUST EQUAL Total Income \$	\$ 0	\$ 0	\$ 0

## **Instructions for Completing Residency Information Spreadsheet**

The PCA has created a MicroSoft Excel spreadsheet for applicants to use to provide information about completed and proposed residencies. Contact the PCA to receive the spreadsheet by emailing [jadunlap@state.pa.us](mailto:jadunlap@state.pa.us). Submit the completed spreadsheet to the PCA by emailing it back to Jamie Dunlap at the email address above.

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### **Instructions for applicants that HAVE received two years of AIE funding:**

Complete the data for each PCA funded residency during the last two fiscal years:

- 2009-2010 (September 1, 2009 to August 31, 2010)
- 2010-2011 (September 1, 2010 to August 31, 2011).

Residencies occurring in 2010-2011 can be projected if not completed at time of application.



Do not include residencies occurring in fiscal year 2011-2012 (September 1, 2011 to August 31, 2012).

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### **Instructions for applicants that HAVE NOT received two years of AIE funding:**

If this is your first time applying and you have not administered PCA funded residencies in the past, complete the data for residencies proposed for:

FY 2010-2011 (September 1, 2010 to August 31, 2011)

If you have administered PCA funded residencies before but have not received funding from the PCA for two consecutive years, you can complete the data for up to two years, depending on how long you have administered residencies:

- 2009-2010 (September 1, 2009 to August 31, 2010)
- 2010-2011 (September 1, 2010 to August 31, 2011)

Residencies occurring in 2010-2011 can be projected if not completed at time of application.

Include proposed residencies for fiscal year 2011-2012 (September 1, 2011 to August 31, 2012).

**Pennsylvania Council on the Arts  
Residency Information Spreadsheet**

Resident Artist Information					
Row #	Artist/Company Name	Fiscal Year	Res Start Date	Res End Date	Artistic Discipline
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					
24					
25					
26					

**SAMPLE**  
Use MS Excel Sheet

**PENNSYLVANIA COUNCIL ON THE ARTS  
ARTS IN EDUCATION PROGRAM  
SAMPLE ARTIST/HOST AGREEMENT**

*This form is a sample and may be modified or revised as needed.  
Original copies of the executed final agreement should be retained by the Artist and the Host Coordinator.*

This Agreement, made and entered on \_\_\_\_\_, by and between \_\_\_\_\_  
(date) (typed HOST name)  
of \_\_\_\_\_ (herein referred to as ("HOST"),  
(city/town)  
and \_\_\_\_\_ (herein referred to as "ARTIST").  
(typed ARTIST name)

WHEREAS, it is the desire and intent of the HOST to conduct an Artist In Residence Program, and to obtain the services of the aforementioned ARTIST under the terms and conditions hereinafter set forth and,

WHEREAS, it is the desire and intent of the ARTIST to perform the services as an Artist In Residence under the terms and conditions hereinafter set forth,

1. The HOST agrees to pay the ARTIST \$\_\_\_\_\_ per day of the residency.
2. The HOST agrees to provide the ARTIST with adequate studio or work space for the duration of the residency term, as per the Pennsylvania Council on the Arts In Education Guidelines.
3. The ARTIST agrees to conduct a \_\_\_\_\_ day \_\_\_\_\_ residency for the HOST which  
(# of days) (discipline)  
will begin on \_\_\_\_\_ and continued until its conclusion on \_\_\_\_\_ unless otherwise  
(date) (date)  
terminated, rescheduled or extended by mutual agreement of the HOST and ARTIST.
4. A residency schedule and plan, agreed upon by both the HOST and the ARTIST, is attached hereto as Attachment 'A.'
5. The HOST will make certain that a certified teacher or other school employee accompanies the ARTIST during school hours when the ARTIST is in residence.
6. The HOST agrees to provide insurance coverage for any work of art, equipment, or other physical object that is the property of the ARTIST and kept in the studio that is provided during the residency.
7. A schedule of payments to be made by the HOST to the ARTIST, for travel and/or per diem expenses, including lodging, is attached hereto as Exhibit 'B.'
8. The HOST acknowledges that any physical work generated by the ARTIST during the course of the residency shall be the sole and exclusive property of the ARTIST and hereby waives claim to patent, copyright or other legal interest in such property.
9. Artwork (and reproductions of the artwork) produced solely by a participant (student/learner) as a part of the residency remains the property of the participant and may not be used by others, outside of the parameters of residency activities, without the express, written consent of the participant AND by the parent or legal guardian (if the participant is a minor).
10. If the ARTIST wishes to visually document residency activities that include participants (students/learners) a photography waiver must be signed prior to documentation by the participant AND by the parent or legal guardian (if the participant is a minor).
11. In the event that the residency site is damaged, destroyed, or rendered unfit for the activities of the residency due to fire, strike, act of God, national emergency or other unforeseen event of any kind, this residency shall be either terminated or rescheduled, if such rescheduling is agreed upon by the HOST and the ARTIST.

**ARTS IN EDUCATION PROGRAM**  
**SAMPLE ARTIST/HOST AGREEMENT** *(continued)*

- 12. Should the ARTIST become unable to provide the services due to severe illness or other debilitating circumstances, the agreement will be subject to review by the HOST and may be terminated without further payment of the ARTIST for the remainder of the term if it cannot be rescheduled for a future date that is acceptable to the HOST.
- 13. The HOST is responsible for ACT 34 Clearance checking and updating for the ARTIST as mandated by the appropriate school district or administration.
- 14. The PCA recommends that the HOST and ARTIST agree upon specific terms and grounds for termination of this agreement as well as any agreements regarding conduct and/or compliance with any school personnel or other policies.

In addition to any such agreement, the HOST reserves the right to terminate this contract at any time, by giving 30 days written notice to the ARTIST, for any of the following reasons:

- a. Nonavailability of funds;
  - b. Nonperformance of the services by the ARTIST as stated in this agreement, and residency plans;
  - c. Noncompliance with any of the terms and conditions of this agreement or the terms and conditions contained in any other contract with the Commonwealth of Pennsylvania or the United States of America, including the National Endowment for the Arts.
- 15. The HOST agrees to contact the PCA immediately with information of any residency changes *(If PCA funds are used for this residency.)*
  - 16. The HOST agrees to provide the following personnel to assist the ARTIST during the planning and implementation of the residency:

A. *Residency Coordinator*, to set up and oversee the residency.

Name \_\_\_\_\_ Phone # \_\_\_\_\_  
(typed name)

Title \_\_\_\_\_ Email \_\_\_\_\_

B. *Residency Administrator*, to handle payment of artist, and disbursement of residency funds:

Name \_\_\_\_\_ Phone # \_\_\_\_\_  
(typed name)

Title \_\_\_\_\_ Email \_\_\_\_\_

**HOST:**

**ARTIST:**

\_\_\_\_\_  
 Authorized Official (Name & Title)

\_\_\_\_\_  
 Artist (Name)

\_\_\_\_\_  
 Signature Date

\_\_\_\_\_  
 Signature Date

\_\_\_\_\_  
 Address

\_\_\_\_\_  
 Address

\_\_\_\_\_  
 City, State and Zip Code

\_\_\_\_\_  
 City, State and Zip Code







**Pennsylvania Council on the Arts**  
**Arts in Education - Multi-Residency Application Checklist**  
 Postmarked Deadline: April 4, 2011

**AIE Application Package Assembly Checklist**

Check and provide single-sided and collated copies of the following pages

Note: Please **DO NOT** staple sets of application pages. Use **PAPER CLIPS** to bind forms.

# of Copies		Description of Materials
<input type="checkbox"/> 1		1. This Checklist (this page)
<input type="checkbox"/> 4		2. AIE Application Form (pages 1 to 3)
<input type="checkbox"/> 1		3. IRS Tax Exempt Letter (from arts organization or school district)
<input type="checkbox"/> 1		4. Supplemental/Work Sample Materials (OPTIONAL) Supplemental materials and work samples will be made available to panelists at the time of the panel review.
		5. Email your Completed Residency Spreadsheet to <a href="mailto:jadunlap@state.pa.us">jadunlap@state.pa.us</a>

If you are submitting more than one (1) AIE Application, please mail each application separately, one application per envelope.

OBTAIN the proper signatures for each form. The signature block should be signed by:

1. The individual authorized to commit matching funds and pay the artist
2. The Host Coordinator

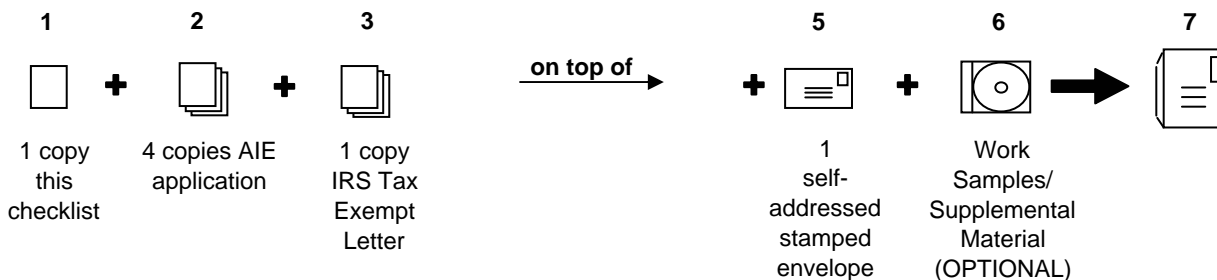
\*\*\* **ALL** copies of the application form **MUST** have **ORIGINAL** signatures, in **BLUE INK** only. \*\*\*

**DO NOT** submit application materials in binders, folders, or plastic sleeves.

**DO NOT** use staples. Use only **PAPER CLIPS** to attach sheets.

For MS Excel Application Form and Residency Spreadsheet go to [pa.councilonthearts.org](http://pa.councilonthearts.org)

Assemble the application package as illustrated below:



## PCA STAFF LIST

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**Brian Rogers**, Deputy Executive Director:  
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**Heather Doughty**, Deputy Director for Communications and  
Special Assistant for External Affairs:  
[hdoughty@state.pa.us](mailto:hdoughty@state.pa.us) – 717-787-1517

### Administration:

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**Mary Reading**, Administration/Accounting:  
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### Program Directors:

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**Jamie Dunlap**, Arts in Education, Accessibility to the Arts in Pennsylvania for Individuals  
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## **Program Associates:**

**Jewel Jones-Fulp**, Dance, Film & Electronic Media, Individual Artists, Interdisciplinary Arts, Literature, Presenting Organizations, and Preserving Diverse Cultures, Arts Service Organizations and Local Arts:

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**Marcella Shoffner**, Accessibility to the Arts for Individuals with Disabilities, Arts in Education, Folk and Traditional Arts, Theatre, Art Museums, Crafts, Local Government, Music and Visual Arts:

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## **Program Consultant for Folk & Traditional Arts:**

**Amy Skillman**, Folk and Traditional Arts Consultant, [amyskillman@gmail.com](mailto:amyskillman@gmail.com)  
Phone calls may be directed to the PCA at 717-783-2539

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