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New Jersey State Council on the Arts in partnership with  
Young Audiences Arts for Learning New Jersey & Eastern Pennsylvania

**ARTISTS IN EDUCATION  
RESIDENCY GRANT PROGRAM  
GUIDELINES FOR SCHOOLS & SCHOOL DISTRICTS**  
*For residencies to take place September 2020 – June 2021*

**Application Deadline: Friday, February 7, 2020**

[www.njaie.org](http://www.njaie.org)

- 20-day, custom residencies
- Grants for programming in value of \$10,000
- Open to all New Jersey public, private, charter, and parochial schools serving Pre-K – 12

The Artists in Education Residency Grant Program is a co-sponsored project of the New Jersey State Council on the Arts and Young Audiences Arts for Learning New Jersey & Eastern Pennsylvania. The program is carried out in partnership with regional partners, including Appel Farm Arts & Music Campus, Count Basie Center for the Arts, and Morris Arts.

# THE ARTISTS IN EDUCATION RESIDENCY GRANT PROGRAM

## Guidelines and Application Instructions

### Table of Contents

Technical Assistance Information	3
About AIE	4
Residency Grant Introduction	5
Components of an AIE Residency in Detail	6
Sample Timeline of an AIE Residency	8
Evaluation Process	10
Frequently Asked Questions	11
Glossary of Key Terms	13

For more than 40 years, the New Jersey State Council on the Arts has recognized the value of partnerships. The foundation of the AIE Program is the partnership between professional artists and educators in order to bring students quality, long-term arts education.

AIE Guidelines and Application can be viewed and downloaded online at [www.njaie.org](http://www.njaie.org), [www.yanjep.org](http://www.yanjep.org), or [www.artscouncil.nj.gov](http://www.artscouncil.nj.gov).

Large print versions available upon request. Contact us if you are in need of special accommodation in filing this AIE grant application at 609.984.7019.



Above: Students at Tuscan Elementary work with multimedia artist Barbara Bickart in a video and performance installation.  
On Cover Left: Broad Street School students and teachers work together with Gail Scuderi to create a glass mosaic.  
On Cover Right: Photographer Erik James Montgomery creates a mobile photography studio with students at Bradley Beach Elementary.

## GRANT APPLICATION TECHNICAL ASSISTANCE

- 1. In-Person Workshops:** All applicants, particularly those new to the Artists in Education Residency Grant Program, are encouraged to attend an AIE Technical Assistance Workshop, which includes an introduction and overview of the AIE Program, activities designed to help schools plan for and prepare an application, and a Q&A. Each workshop is led by AIE staff and a resident artist or school teacher/administrator with residency experience. Attendees receive documentation of professional development hours as recommended by the New Jersey Department of Education.

### **Tuesday, October 22 2019, 10:00 AM to 12:00 PM**

Young Audiences New Jersey & Eastern Pennsylvania  
200 Forrestal Rd. (First Floor), Princeton, NJ 08540  
Directions: <http://yanjep.org/contact-us/>

### **Thursday, November 14, 2019, 10:00 AM to 12:00 PM**

Count Basie Center for the Arts  
99 Monmouth St, Red Bank, NJ 07701  
Directions: <https://thebasie.org/gettinghere/>

### **Wednesday, November 20, 2019, 10:00 AM to 12:00 PM**

Morris Arts  
14 Maple Ave., Morristown, New Jersey 07960  
Directions: <http://www.morrisarts.org/about/contact-us/>

### **December 6, 2019, 11:00 AM – 4:00 PM**

Appel Farm Arts & Music Center  
457 Shirley Rd. (Dining Hall), Elmer, NJ 08318  
Directions: <http://www.appelfarm.org/plan-your-visit/directions>

- 2.** Not sure where to begin with planning your residency? Never had the opportunity to work with a professional teaching artist in your classrooms? **Contact us directly.** In order to provide you with the proper assistance, schools needing support in creating a residency are encouraged to contact us before attending a Technical Assistance Workshop. Workshops are designed to solely provide guidance with completing applications but can be adapted with notice. We are happy to speak to you by phone or e-mail to provide guidance on the application process. Please contact AIE Administrator Samantha Clarke at 609.984.7019 or by e-mail to [sclarke@yanjep.org](mailto:sclarke@yanjep.org). If you already have a relationship with Young Audiences Arts for Learning New Jersey & Eastern Pennsylvania or our regional partner agencies Appel Farm Arts & Music Center, Count Basie Center for the Arts, and Morris Arts, feel free to contact arts education staff at the agency of your choice to inquire about the AIE program.
- 3. AIE Partners and Teaching Artists:** Schools already working with an AIE Partner or a teaching artist can include them on their Steering Committee. The Steering Committee works together to draft the AIE application, including the teaching artist's input on the art form, as well as the supply and equipment needs. Schools that do not have a pre-existing relationship with an AIE Resident Teaching Artist will have the opportunity to interview several teaching artists and select their artist after their AIE grant application is approved. If a school wants to work with a teaching artist not already affiliated with AIE or its partners, please contact the AIE Administrator for more information about the interview process for new teaching artists.

## ABOUT THE ARTISTS IN EDUCATION RESIDENCY GRANT PROGRAM (AIE)

Now in its 48th year, the Artists in Education (AIE) Residency Grant Program, a partnership of New Jersey's professional artists, educators, and leading arts education providers, serves as a national model for effective and successful arts residencies. As an awardee, you will experience how an AIE residency can help your school and district fulfill its goals and objectives for student performance, professional development, and community-building in and through the arts. AIE is an invaluable arts experience that can help prepare your students for the competitive world of the 21st century.

### The Mission

The mission of the Artists in Education Residency Grant Program is to make the arts a basic part of a sound, quality education for all students, Pre-K through 12, and to provide quality professional development for teachers through long-term residencies with professional teaching artists.

## AIE PROGRAM GOALS AND OBJECTIVES

### Goals

- To make the arts a basic part of a sound, quality education for all students Pre-K through 12
- To assist educators in the development and implementation of innovative arts curriculum
- To help schools fulfill their own goals and objectives for curriculum, professional development, and community connections in and through the arts
- To aid in the implementation of the Core Curriculum Content Standards in the Visual, Performing, and Language Arts

### Objectives

- To place the creative process of making art at the center of the residency
- To focus on engaging students and teachers in the creative process
- To provide professional development for teachers that can be applied to the NJ Department of Education's requirements for continuing education
- To develop new skills and knowledge that complements and expands current practice



*"American History in Mr. Morgan's class will never look the same. The residency has heightened his awareness of how arts integration impacts student learning. Typical coursework merged with the arts, created multiple opportunities for connections, allowed for a deeper personal experience with the material, and enhanced retention of course content beyond the final exam." – Sharon Kieffer, Teacher, The Haledon School, 2018 -2019 African American Music History Residency with Hector Morales*

# **AIE RESIDENCY GRANTS: AN INTRODUCTION**

## **ELIGIBILITY**

**All New Jersey public, charter, private, and parochial schools serving grades Pre-K through 12 are eligible to apply.**

The AIE Residency Grant Program places highly qualified professional artists in classrooms throughout the state, presenting students and teachers with the opportunity to engage in and learn about the creative process. Through AIE, schools design residencies based on their own goals and objectives for curriculum, professional development, and community connections. Residencies focus on direct learning about the arts and the process of creating, including the skills, techniques, and concepts of the art form. An artist in residence can also help classroom teachers with new approaches to traditional subjects through the arts. Residencies are offered in a wide variety of disciplines and are a minimum of 20, nonconsecutive days.

## **AIE RESIDENT TEACHING ARTISTS**

AIE Resident Teaching Artists are professional teaching artists who are currently on the roster at one of AIE's partner agencies. 2019-2020's partner agencies included: Young Audiences Arts for Learning New Jersey & Eastern Pennsylvania, Appel Farm Arts & Music Campus, Count Basie Center for the Arts, and Morris Arts. These artists have been chosen for both the quality of their artwork and their ability to create lively, substantial, and sequential arts programs in an educational setting. Through mentorships and professional development, they learn how to work collaboratively with teachers and administrators and bring the best possible programming to schools. Schools that are not already working with an AIE Resident Teaching Artist will interview and select the artist to conduct the residency after grant awards are made. If a school wants to work with a teaching artist not already affiliated with AIE or its partners, please contact the AIE Administrator for more information about the interview process for new AIE Resident Teaching Artists. Resident Teaching Artists are required to complete a fingerprint-based background check prior to their work in AIE-funded school residency programs.

## COMPONENTS OF AN AIE RESIDENCY

A glossary appears at the end of this packet with detailed definitions of terms used here. To ensure a successful residency and help schools attain their goals, schools are asked to:

- Form a **Steering Committee** to establish goals for the residency and provide support, assistance, and resources for the artist. Appoint an Administrative Coordinator, On-Site Coordinator, and a Teacher Liaison (if applicable) to lead the project. Steering Committee members, classroom teachers, the AIE Resident Teaching Artist, and the AIE Partner work together to plan and implement the residency.
- Attend an **AIE Orientation** to meet with your AIE Partner and identify artists to interview for your residency.
- Hold a **Planning Meeting** to develop the residency plan and schedule. The Steering Committee, Resident Teaching Artist, and your AIE Partner should all plan to attend.
- **Host a residency for a minimum of 20 days** during the school year, including: 16 workshop days, a Planning Meeting, professional development, a Culminating Event, and a Reflection Day. Each workshop day consists of approximately four, consecutive, 45-minute class periods plus Resident Teaching Artist's prep time.
- Work with your AIE Partner and the Resident Teaching Artist to develop and implement a **Professional Development Plan** for the cooperating teachers.
- Arrange at least one **Field Trip** and/or schedule a **Visiting Teaching Artist or Assembly Program** to enhance the residency.
- Host a **Culminating Event** at the end of the residency that celebrates the students' creative efforts and brings their work to a wider audience.
- Gather participating students and teachers for a post-residency **Reflection Day** where they can meet one last time with the Resident Teaching Artist and AIE Partner.
- Commit to **share your experiences and project in three ways**. With other schools at the End of Year Meeting, held annually in May, through final reporting to the AIE Administrator, and at a meeting of your school board during the school year your residency takes place.



*"I feel the most valuable aspect of this residency was that the children were able to be as creative as they wanted to be with no boundaries. We learned that it's okay to get dirty and we learned how to express our creativity through art. We will use this in our classroom by letting them be creative, and also letting them know it's okay that everyone's art is not the same." – Teacher's Aide, Morris-Union Jointure Commission, 2018 - 2019 Mural Art Residency with Marilyn Keating*

## AIE RESIDENCY GRANTS IN DETAIL

### The AIE Residency Grant Program provides

- Funds for a highly-qualified, AIE-approved Resident Teaching Artist to work with students and teachers for 20 days or more during the school day
- An on-site evaluation of the residency
- Mentorship, training, and technical assistance for AIE Schools and Resident Teaching Artists
- An AIE Partner to help coordinate and facilitate the residency

### The School should be prepared to provide

- A school financial match of **at least \$2,000\*** – The match should come from the school's existing budget and/or other income sources. Refer to the budget definitions at the end of this packet for more information
  - Substitute teachers as required
  - Supplies, materials, and equipment needed for the residency project
  - Costs associated with a field trip or a visiting teaching artist/assembly program
- Necessary workspace, appropriate facilities, and maintain a productive working environment and collaboration with the Resident Teaching Artist
- A certified teacher in the classroom to work with the AIE Resident Teaching Artist at all times
- Publicity to the local press regarding the AIE residency and to introduce the AIE Resident Teaching Artist and the project to the school and community
- Documentation, evaluation, and publicity for the project, to help advocate support for arts education in your district

### **\*A Note on Mural Art and Permanent Art Installations**

To accommodate the work needed to complete a mural or permanent art installation in your school, beginning with the 2020 – 2021 school year, **we are requiring all applicable proposals to increase their school match to \$3,000**. This match increase will include three (3) additional days for the Resident Teaching Artist to complete their work.

The school will be billed for the three (3) workshop days (\$300/day) plus travel for the Resident Teaching Artist at the beginning of the residency. Please note that these additional days can be used to complete your school match (\$3000), but the support component and supplies all must continue to be accurately budgeted.

This additional time includes:

- One (1) Studio Day
- Two (2) Installation Days
  - *Please note that some installations may take longer than two days.*

To view the expectations for mural arts and permanent art installations, sample material costs, and size guidelines, go to [www.njaie.org](http://www.njaie.org).

## GRANT APPLICATION TIMELINE

### Fall 2019

- AIE Guidelines and Application available
- Attend Technical Assistance Workshop
  - Additional technical assistance is available via e-mail or phone
- Form Steering Committee (if you have not formed one already)
- Appoint an On-Site Coordinator, Administrative Coordinator, and Teacher Liaison (if applicable)

### Winter 2019/2020

- Review Guidelines and Application for AIE Residency Grant Program
- Attend a Technical Assistance Workshop
  - Additional technical assistance is available via e-mail or phone
- Write narrative, prepare budget and support materials
- Submit proposal
  - **January 17, 2020: Early Bird Deadline** – Schools that wish to receive feedback on the application should submit a *strong, completed* first draft of their application to the AIE Administrator via e-mail (sclarke@yanjep.org). Applications received by this date will be reviewed by the AIE Administrator, and the school will have the opportunity to update the application prior to the February 7<sup>th</sup> deadline.
  - **February 7, 2020: Grant Application Deadline** – A complete application packet can be submitted by:
    - Submitting via e-mail to the AIE Administrator (sclarke@yanjep.org)
    - Completing an online application on njaie.org
    - Mailing a completed application (instructions on application)

*Only complete applications postmarked by the due date will be forwarded to the panel for review.*

### April 2020

- Schools that score in the upper tier of the panel review may be contacted for an interview. Steering Committee meets with interview team via conference call to respond to panel comments. Final award determinations are made based on panel score, interviews, available funding, and State Arts Council priorities. Please note that an interview is not an indicator or guarantee of grant funding.

### May 2020

- Notification of grant award by e-mail and mail at the end of May. **Please note: All awards are pending the availability of state funds and are confirmed in July.**



*"The students will carry the skills and memories of this program for years. This program provided so many children with exposure and immersion in an artistic and cultural experience they would not otherwise know of without this program." – Rita Williams, Visual Arts Specialist, Dr. Gerald H. Woehr Elementary School, 2018 - 2019 Hip Hop Residency with Hip Hop Fundamentals*

## **WHAT DOES A RESIDENCY YEAR LOOK LIKE AFTER RECEIVING A GRANT?**

This is a sample timeline of an AIE residency. Please note that timing will vary depending on the start date of the residency.

### **Spring/Summer 2020**

- May 2020: Grantees notified of awards, pending funding approval
- July 2020: Final funding approval announced

### **Summer 2020**

- AIE Orientation takes place with AIE staff
- AIE Grant Agreement and requirements are reviewed
- Artist interview dates are identified

### **Fall 2020**

- Artist interviews continue and selection finalized
- Planning Meeting takes place with Steering Committee, Resident Teaching Artist, and AIE Partner
- School returns signed AIE Grant Agreement and other required paperwork before residency begins
- Professional Development plan is drafted and implemented
- Residency begins

### **Winter 2020/2021**

- Residency continues
- Visiting Teaching Artist(s)/Assembly comes to school and/or field trip takes place
- Prepare and submit application for 2021-2022 residency (if applicable)

### **Winter/Spring 2021**

- On-going publicity for the program, presentation to the school board
- Culminating Event that involves the school and community
- Reflection Day
- End of Year Meeting held for all Artists in Education Residency Grant recipients (May)
- Final Documentation and Evaluation submitted within 30 days of the conclusion of the residency, but no later than June 15, 2021 (for residencies ending in May/June)

## HOW ARE AIE GRANT APPLICATIONS EVALUATED?

### AIE Grant Application Review Process

- An independent review panel evaluates applications based on the criteria listed below. The review includes a scoring metric and written panel comments. The comments are written to be constructive and informative for a school applicant. The panel process takes place in March 2020.
- Those schools who score in the top tier of the evaluation may be contacted for a brief follow up interview with AIE staff via conference call. Key members of the school Steering Committee should be available for this interview, which is an opportunity to clarify points that the review panel comments upon, and to ensure readiness. Interviews will take place in April 2020.
- Final award determinations are made based on the panel score, interviews, available funding, and State Arts Council priorities.

### Evaluation Criteria for all AIE Residency Grant Proposals

- Ability of the proposed residency to augment existing arts curricula
- Ability of the school to accomplish the residency goals, including space, equipment, and support
- Evidence of administrative and staff support and participation
- The school's understanding of and commitment to the needs of the artist
- Applicant's long-term commitment to sustaining the benefits of an AIE residency at its site
- Adequacy of the matching fund requirements and appropriateness of the budget

### Additional Criteria for Reapplying AIE School Grantees

- Ability of the proposed residency to effectively build upon past AIE residencies and expand upon and reflect the learning and experience
- Evidence of a commitment to institutionalize the residency benefits through professional development in past and proposed projects

## FREQUENTLY ASKED QUESTIONS

### **Q. What is the size of the Grant?**

**A.** Grants are for programming in value of \$10,000.

### **Q. What are the financial responsibilities of the school/district?**

**A.** The school/district must provide a financial match of at least one-third of the grant funds supplied for the Resident Teaching Artist (Resident Teaching Artist funds supported by the grant are worth \$6,000, so 1/3 would be \$2,000). Schools that submit an application for a mural arts or a permanent art installation project must also fund three (3) additional days for the Resident Teaching Artist, plus travel for a \$3,000 match minimum. The school will be billed for these days at the beginning of the residency. More details can be found in the Mural Arts Addendum at [www.njaie.org](http://www.njaie.org).

Matching funds can be made in cash and/or planned expenditures that already exist in the school budget. Schools should anticipate their commitment of teacher and administrator time for meetings and planning, substitute teachers, equipment, supplies, materials, visiting teaching artist/assembly/field trip, and other expenses needed for the AIE Residency project will constitute their school financial match. Schools may also choose to include cash expenditures such as additional residency days, additional support components, etc. in their financial match figure. Sources of the match funds can include the existing school budget, PTA fundraising, a local bank, etc. Funding sources must be listed on the grant application and should be secured in advance.

### **Q. How are the grant funds managed?**

**A.** Funds for artist fees are paid directly by Young Audiences to the Resident Teaching Artist. The school is responsible to manage and track their own spending for equipment, supplies, teacher and administrator time, etc.

### **Q. Who should write the grant application?**

**A.** The grant application should be developed and written by the Steering Committee, which is composed of teachers, administrators, parents, and members of the community. The committee establishes goals based on the school's needs, chooses an artistic discipline for study and experiential exploration, writes and submits the grant application, and then implements the residency.

### **Q. What types of disciplines are available?**

**A.** Residencies are available in the following disciplines: Dance, Music, Theatre, Opera/Music Theatre, Visual Arts, Design Arts, Crafts, Photography, Media Art, Interdisciplinary\*, Folk Arts\*, and Literature. Schools already working with an AIE Resident Teaching Artist may choose to continue to work with that artist, including them on the Steering Committee as the grant application is prepared. Otherwise, the school Steering Committee will interview and select the teaching artist to conduct the residency after the grant awards are made. The AIE Partner will help the Steering Committee identify potential Resident Teaching Artists for an interview process.

*\*Schools interested in Interdisciplinary or Folk Arts residencies must first consult with the AIE Administrator at 609.984.7019.*

**Q. How many students can be served in a residency?**

**A.** *The total number of students in the core group cannot exceed 100 students.*

Characteristically, a core group consists of students who meet with the AIE Resident Teaching Artist every workshop day, with a residency day serving three or four core groups, for a total of approximately 75 - 100 students. Schools seeking to increase the size of the core group (for instance, an entire grade level that is more than four classes) should factor in increased Resident Teaching Artist hours or days into their budget. Please contact AIE for assistance. Additional students can be served as a participating group. Students in the participating group may meet with the AIE Resident Teaching Artist on occasion, attend visiting teaching artist's events and assemblies, participate in the documentation of the residency, and participate in field trips or culminating and other events related to the residency.

**Q. What is the application deadline?**

**A.** Applicants may submit the application via e-mail, mail, or by submitting via the online application on the AIE website. The AIE Grant Application postmark deadline is **Friday, February 7, 2020**. All electronic versions of the application must be submitted by this date. Any mailed applications must be postmarked by this date to be considered. Schools ranked highest by the application review panel may be contacted to schedule an interview to take place in April.

**Q. When do I find out if my school received a grant?**

**A.** Notification will be e-mailed and mailed in late-May to the designated school contact. Grant awards are made pending the availability of state funds and are confirmed in July.



Above: Students at Eagleswood Elementary practice with storyteller Queen Nur.

**Please note: Dates, application questions, and other information are subject to change. Please check the website ([www.njaie.org](http://www.njaie.org)) for changes prior to submitting your application.**

# GLOSSARY OF KEY TERMS

## DEFINITIONS OF SCHOOL TEAM

**ADMINISTRATIVE COORDINATOR (AC):** A district-level person – the principal, vice principal, or other administrator of the site (depending upon the administrative structure in place). The AC has the necessary authority and responsibility for scheduling and making all other arrangements necessary for the smooth operation of the AIE Program. AIE also requests that the AC attend the AIE Orientation meeting that occurs during the summer.

**AIE PARTNER:** Schools that receive an AIE grant work with one of the AIE Staff who will help facilitate the residency and provide technical assistance, support, and guidance throughout the residency.

**AIE RESIDENT TEACHING ARTIST:** An AIE Resident Teaching Artist is a professional artist who has been approved to work in the AIE Program. AIE Resident Teaching Artists are interviewed and selected by the school Steering Committee, with the assistance of their AIE Partner, and lead the residency for a minimum of 20 days. The artist helps plan all the residency components and works with the Steering Committee to plan a field trip or invite a visiting teaching artist/assembly.

**CORE GROUP:** The students who will work with the AIE Resident Teaching Artist *each* workshop day throughout the project. Characteristically, a core group consists of students who meet with the AIE Resident Teaching Artist every workshop day, with a residency day serving three or four core groups, for a total of approximately 75 - 100 students. *Core groups can be smaller, but should never exceed 100 students.* Schools seeking to increase the size of the core group (for instance, an entire grade level) should budget for additional days with the Resident Teaching Artist. Please contact AIE for assistance.

**ON-SITE COORDINATOR (OSC):** The AIE Resident Teaching Artist's liaison to the site, students, and community. The OSC is generally a participating teacher, department head, or vice principal. The OSC works cooperatively with the artist and continues to stimulate and expand art activities at the site after the completion of the residency. NOTE: If the OSC is not a teacher, then a Teacher Liaison should also be identified. AIE also requests that the OSC attend the AIE Orientation meeting that occurs during the summer.

**PARTICIPATING STUDENTS:** Students who work with the AIE Resident Teaching Artist on a less regular basis than the Core Group. For example, these students might rotate through a designated period during the workshop day, attend related activities such as an assembly or field trip, or participate in the documentation of the residency.

**STEERING COMMITTEE:** Composed of members of the faculty and administration, parents, and members of the community. It establishes goals, writes and submits the grant application, and then implements the residency. The AIE Resident Teaching Artist and the AIE Partner become part of the committee at the start of the residency.

**TEACHER LIAISON (TL):** Represents teachers on the Steering Committee when the OSC is not from the site teaching staff. The TL ensures that the teaching staff from the sponsor site has direct input and involvement in the residency project from inception through completion.

**VISITING TEACHING ARTIST/ASSEMBLY:** Guest artist(s) invited by the Steering Committee to present a workshop or demonstration that expands the focus of the residency. When possible, the Visiting Teaching Artist is present with the AIE Resident Teaching Artist to help make connections to the residency discipline.

## **DEFINITIONS OF RESIDENCY COMPONENTS**

**AIE ORIENTATION MEETING:** Once the grants have been awarded, the On-Site Coordinator and Administrative Coordinator will meet with the AIE staff to discuss the residency, make any necessary updates, and identify teaching artists to interview for the residency. This meeting is typically held in July/August.

**CULMINATING EVENT OR ACTIVITY:** An event for the community (such as a dance/music/theatre performance and/or exhibition of student art) that celebrates the students' creative efforts during the residency, brings their work to a wider audience, and affirms the importance of the arts in learning.

**DOCUMENTATION AND EVALUATION:** A Final Report (which documents and evaluates the project) is due to the AIE Administrator no later than 30 days after completion of the residency (no later than June 15<sup>th</sup> for residencies ending in May/June). Documentation and evaluation should be on-going and submitted electronically throughout the residency, using the format provided by AIE Staff at the start of the residency. This will include documentation and samples of work produced, photographs, narrative responses, evaluation responses from students, teachers, administrators, community members, and the AIE Resident Teaching Artist, as well as a budget component, demographic information, and publicity samples.

**PLANNING MEETING:** Once the Resident Teaching Artist has been identified, the Steering Committee, Resident Teaching Artist, and AIE Partner will meet before the residency to review the grant agreement, residency schedule, supplies and equipment needed, budget, student and teacher goals, etc. This meeting is typically held in late summer or during the fall.

**PROFESSIONAL DEVELOPMENT PLAN (PD):** A plan developed and implemented during the residency in cooperation with the AIE Resident Teaching Artist to help teachers and staff fulfill their Professional Development goals for the AIE residency. The PD activities might take the form of a workshop, a series of hands-on individual lessons in specific art-making techniques, co-teaching a designated lesson, or other professional development/adult education models. PD should be planned in advance, documented, and evaluated.

**PUBLICITY:** Schools are responsible for publicizing the residency to the community through print and electronic media. The AIE Grant Agreement provides the appropriate language to use in press releases when defining the program and its managing entities.

**REFLECTION DAY:** This day should be held after the Culminating Event and include the On-Site Coordinator, Administrative Coordinator, participating teachers and staff, the Resident Teaching Artist, and core group students. This day offers students and teachers the opportunity to meet one last time with the Resident Teaching Artist to reflect on the project through meaningful activities and discussion. This day is also an ideal opportunity to capture important feedback for the Steering Committee, AIE team, and the required reporting.

**RESIDENCY DAY:** Based on four, consecutive, 45-minute class periods with additional time for class preparation as needed. Ideally, the Resident Teaching Artist is at the school for approximately 4 hours for each residency day. The residency day **must** be during school hours. After-school hours are not covered by AIE funding.

## **DEFINITIONS OF BUDGET ITEMS**

**ADMINISTRATIVE COSTS:** Estimated costs for time dedicated to the residency by administrative staff such as principals or supervisors. (Calculated by hourly rate X number of hours = total administrative costs) This is typically an item that is listed as coming from the school's existing budget.

**ARTIST TOOLS RENTAL FEE:** Some residencies may require special tools that the school does not necessarily need/want to purchase for a one-time residency. The school may negotiate a rental fee with the Resident Teaching Artist, if the Resident Teaching Artist owns the tools necessary for the residency (i.e.: power tools, welding equipment, etc.).

**DOCUMENTATION/EVALUATION/PUBLICITY:** Costs of video duplication, printing, postage, etc.

**EQUIPMENT:** Permanent items, such as a printing press, camera, video recorder, dance shoes, scripts, etc. that are purchased by the school *specifically* for the residency.

**FIELD TRIPS:** Costs for bus transportation, admission fees, etc. Schools *must* budget for either a field trip, visiting teaching artist, or assembly to support the overall residency.

**IN-KIND SOURCES:** List the individuals, business organizations, etc. and the estimated value of the goods and services that will be *donated* for residency use. (An example of donated services: A parent who is a carpenter donates time with construction. An example of donated goods: A local art supply store donates paint.)

**MATERIALS/SUPPLIES:** Non-permanent items, including paper, paint, etc. to be used in the residency. When drafting the budget, please make sure the supply allocation supports the proposed residency as well as any materials needed for professional development. If your residency involves a permanent, installed structure (such as a mural or sculpture), a detailed description of how these items can be purchased and the approvals needed for installation will be needed by the school's Planning Meeting.

**OTHER:** Expenses associated with the residency, which do not fit into other categories.

**RESIDENT TEACHING ARTIST FEE:** The required AIE Resident Teaching Artist fee is \$300 per residency day (see definition of "residency day" on previous page). The minimum number of residency days is 20 per year. ( $\$300/\text{day} \times 20 \text{ days} = \$6,000$  paid by AIE to Resident Teaching Artist) The AIE Partner manages these funds directly from the AIE grant. The 20 days covered by the AIE grant include the Planning Meeting, professional development, residency days, Culminating Event, and Reflection Day. If the school wishes to add extra residency days, the school is responsible for paying the daily fee for the extra days. Those planning to host a mural art or permanent art installation will fund three additional residency days for the Resident Teaching Artist as part of their \$3,000 school match.

**RESIDENT TEACHING ARTIST TRAVEL FEE:** AIE artists are reimbursed for roundtrip travel each residency day (from the artist's home to the AIE school). AIE pays \$0.535 per mile for roundtrip miles for the 20 residency days covered by AIE. The AIE Partner manages these

funds directly from the AIE grant. If the school wishes to add extra residency days, the school is responsible for paying the travel fee for the extra days.

**TEACHER RELEASE TIME/SUBSTITUTE FEES:** Costs as needed for time *outside of class time* spent by teachers for the residency project: planning, attending workshops, field trips, completing documentation/evaluation, etc. (Calculated by hourly rate X number of hours = total release time/substitute fees). In most instances, this amount is a significant portion of the school's financial match. This is typically an item that is listed as coming from the school's existing budget.

**VISITING TEACHING ARTIST(S)/ASSEMBLY:** Individual visiting teaching artists should receive the same \$300 per day, plus travel, as residency artists. Performing groups/company fees may vary for assembly programs. Schools *must* budget for either a field trip, visiting teaching artist, or assembly to support the overall residency.

## END OF 2020 – 2021 GUIDELINES