



MANITOBA ARTS COUNCIL
CONSEIL DES ARTS DU MANITOBA

application with guidelines

Artists in the Schools Residencies Program

deadline: May 15

for schools

Guidelines & Criteria

Use these program guidelines in conjunction with the General Guidelines. This publication is available in alternate formats upon request.

Purpose of the program

The Artists in the Schools Residencies Program supports existing arts education programs in Manitoba schools through residencies integrated into the school's instructional schedule. The program is intended for students in Kindergarten through Grade 12.

Residency length: one to ten weeks (five days a week)

Please Note: The application is written and submitted by the school. If the application is successful, the Manitoba Arts Council (MAC) will share the cost of the residency with the school.

Program goals

- provide in-depth arts experiences, engaging students and teachers in the creative process
- provide opportunities for students to experience a wide range of artistic disciplines and art experiences over the span of their school years
- expose students and teachers to the work of practising professional artists
- assist students in developing a critical understanding of a range of the arts
- provide teachers with professional development related to the arts
- encourage artists and teachers to work in partnership
- ensure that every school in Manitoba has access to artist residencies

How it works

Schools or teachers applying for the first time must contact the Arts and Learning Manager at the Manitoba Arts Council prior to preparing an application.

Each year, the *Artists in the Schools Directory* is updated with new artists and programs. Schools select these from the *Directory*.

Application Timeline

It is important that schools contact artists early to confirm their availability. Each artist may work only a maximum of 15 weeks per school year in the Artists in the Schools Residencies Program.

February

(Directory is posted on MAC's website)

Schools are notified that the *Artists in the Schools Directory* is available on MAC's website.

Artists begin to contact schools to promote their programs.

Schools identify a project coordinator on staff.

March

(confirm availability of artist)

Schools select an artist from MAC's *Artists in the Schools Directory* at www.artscouncil.mb.ca.

Project coordinators contact the artists to discuss availability and the residency project including possible residency dates, links to school activity or curriculum content, and schedule of contact time.

Artists email the *Artist's Letter of Understanding* to the project coordinators to submit with the school's application.

April - May 15

(apply to the program)

Schools complete applications. Submission of a complete application that has sufficient information and is clear and concise is the responsibility of the school.

Schools submit applications to MAC. The Manitoba Arts Council does not accept faxed or emailed applications and funding agreements. Applications may be dropped off or sent by mail postmarked by the deadline day. The complete application must be received or postmarked by the May 15 deadline

Guidelines & Criteria

Eligibility

Contact the Arts and Learning Manager before preparing an application to ensure eligibility.

Schools

Any school listed in **Schools in Manitoba**, the Manitoba Education and Advanced Learning provincial directory of schools, school divisions, and districts, may apply.

<http://www.edu.gov.mb.ca/k12/schools/index.html>

Schools may apply in the same school year to both ArtsSmarts and the Artists in the Schools program for residencies.

Please note: Adult learning organizations, after-school programs, and nursery schools are not eligible to apply.

Artists

Artists must be in the Manitoba Arts Council's *Artists in the Schools Directory*.

Most schools are eligible to apply each year for one residency.

Residencies are intended to support existing arts education programming in schools. Artists cannot replace or substitute for classroom teachers or arts education specialists.

The program encourages schools to work with different artists from year to year. Schools may not request the same artist more than twice in a five-year period.

Schools may apply two years in a row for a residency with the same artist(s) or with similar proposals, but the application must provide a rationale explaining how the residency will benefit the students and build on the previous experience.

Schools are eligible to apply for more than one residency in a year in the following situations:

- If it is a larger school, a school may apply for one residency per grade level (K to 4, middle years, senior years).
- If it is a school above the 53rd parallel, schools may apply for a maximum of three residencies each year.
- If it is for collaborative projects, schools may apply for a maximum of three residencies. These collaborative projects involve more than one artist working together to plan and deliver the project. Schools must include the rationale for the collaboration and a detailed plan for its implementation.

Please note: Schools applying for more than one residency must submit separate applications for each

Residency costs

MAC and the school share the cost of the residency and pay the artist directly. Each artist is paid a fee of \$1,200 per week.

MAC's contribution (paid directly to the artist)

- Fees: \$750 per week per artist
- Travel: one round trip per residency (mileage or airfare, extra baggage costs)
- Living and accommodation expenses
- Extra travel costs (long distances, delays due to weather)

School's contribution (paid directly to the artist)

- Fees: \$450 per artist per week
- Costs: supply of materials, rental of equipment and instruments
- Extra travel costs: if school requires artist to make more than one trip to the residency community

Guidelines & Criteria

Residency costs (continued)

Payment of fees

MAC pays artists prior to their residency start date.

Schools are required to pay artists by the last day of the residency.

Schools must confirm with the artist prior to the residency start date whether they have a GST Registration Number with Revenue Canada and will be collecting GST.

Selecting an artist

Each artist may work only a maximum of 15 weeks per school year in the Artists in the Schools Residencies program. Artists may not commit to residencies if they have exceeded this.

If an application is received where an artist has exceeded his or her quota it will be deemed ineligible and the school will be asked to resubmit their application with another artist by the May 15 deadline.

Artists must complete a *Letter of Understanding* and send it to the school's project coordinator. This letter will confirm eligibility and details of the residency.

Schools must advise artists if they decide not to submit an application or to select another artist. This ensures artists are given the opportunity of accepting other offers and are not penalized by losing potential residency weeks.

For more information

Arts and Learning Manager

(204) 945-2237

Toll free 1-866-994-2787

info@artscouncil.mb.ca

Application

Proposal

Answer the following questions in your application and number each section as indicated (maximum two pages).

1. Why did your school choose this artist and project? How will this residency benefit your students?
2. How does the residency project relate to curriculum/artistic/school objectives? How will the residency be integrated into classroom plans for each grade level?
3. What classroom activities will take place prior to the artist's arrival to prepare the students for the residency and maximize the learning potential?
4. What follow-up activities will take place after the artist has left? How do you hope the residency will impact the students in the future?
5. Are there any special requirements for space and materials? Will the artist be going from class to class, or be working out of one room? What arrangements has the school made with the artist to provide and/or purchase supplies?
6. How will the school evaluate the success of the residency project with students and staff?
7. Will there be any professional development for teachers in the school?

Schedule

Schools must consult with the artist to develop a schedule for each day of the residency. The timetable must indicate the artist's contact time with each of the participating groups. Residencies are normally scheduled for consecutive days.

Schools wishing to spread the residency over non-consecutive days must provide a schedule and indicate how the artistic and educational goals of the residency are better met through this schedule.

Application

Schedule (continued)

Contact hours

Artists spend 4.5 hours of contact time with students per day or 22.5 hours per week. Two of these 22.5 hours may be designated for professional development for teachers

Number of student groups

This must not exceed the maximum specified by the artist in the *Artists in the Schools Directory*. The artist must spend at least three hours with each group in order to provide a focussed and valuable experience for all students.

Submitting an application

The complete application must be submitted together and received by the deadline.

It is the responsibility of each applicant to ensure the application has sufficient and complete information. Applications will be scanned in black and white in the same order as received.

All applicants will receive an email acknowledgement that their application has been received.

Formatting

- prepare the application in the same order as the documents are listed on the application checklist
- print in black on 8 ½ x 11 white paper, single-sided
- number the back of the pages
- do not hole-punch, bind, or staple the package
- submit one copy of the application

Please note: The Manitoba Arts Council does not accept fax or email applications. Applications may be dropped off or sent by mail postmarked by the deadline day. The deadline moves to the next business day if it falls on a weekend or a statutory holiday.

Address

Manitoba Arts Council
525 – 93 Lombard Avenue
Winnipeg, Manitoba R3B 3B1

Hours

8:30 a.m. to 4:30 p.m., Monday to Friday. Closed for lunch from 12:30 p.m. to 1:30 p.m.

The main building doors are open from 7 a.m. to 6 p.m., Monday to Friday. There is a 5th- floor hallway drop-box for delivery of grant materials outside business hours.

Application assessment

Schools and artists will usually receive an email to notify them of the outcome of their application within two months of the application deadline. The submission of an application does not guarantee that the school will be awarded project support.

Projects are reviewed by a peer assessment panel and recommendations are made using the following criteria:

- artistic and educational merits of the proposal
- ability of the school, in partnership with the artist, to carry out the proposal (i.e., to provide appropriate support such as space, materials, meeting time)
- level of support for arts education programming in the school
- integration of school goals and curriculum objectives opportunities for professional development for teachers

Applications are also assessed according to the following priorities:

- Location, in order of priority: northern, rural, inner-city urban, other urban
- Length of residency: long-term (2 –10 week) residencies priority over short-term (1 week)
- Award history: schools not recently awarded an Artists in the Schools residency

Responsibilities

Any changes to the project schedule must be mutually agreed upon by the school and the artist. MAC must be notified of these changes. It is the joint responsibility of the applicant and the artist(s) to notify MAC if a project is cancelled. Applicants who default on a project may not be eligible for participation in the program the following year. If there is a change to the artist participating in the program, MAC approval is needed.

Project coordinator

There must be a designated coordinator from the school. The coordinator will manage project timelines, ensure that all paperwork is completed and submitted as requested, and guarantee timely remuneration for the artist(s) involved.

The project coordinator is also responsible for:

- managing project timelines
- ensuring that the paperwork is completed and submitted as requested
- guaranteeing timely remuneration for the artist(s) involved
- organizing orientation, planning, and professional-development sessions
- informing the artist of school policies on subject matter, content, language, or dress code before the project begins
- sharing information about students with special needs
- making arrangements with the artist for art supplies, equipment rental, etc.
- welcoming the artist as a special guest in the school and the community
- discussing with the artist highlights, strengths, problems, and suggestions for improvement of the project
- fulfilling the Artists in the Schools reporting requirements (final report)

Teachers

Artists in residency work independently of the school administration. Teachers are legally responsible for their students and must be present in the classroom at all times during the residency.

Teachers are also responsible for:

- preparing the students for the artist's visit
- supporting the artist in creating a climate that encourages students to be actively involved in the project
- intervening in the case of specific student behaviour problems
- participating in the project, as the program aims to involve artists and teachers as well as students in the process of creating and responding to the arts
- serving as role models for risk-taking and trying new approaches to learning
- fulfilling the Artists in the Schools reporting requirements, such as the final report

Artists

All artists in the *Artists in the Schools Directory* have received clearance for Child Abuse Registry and Criminal Record with Vulnerable Sector searches.

Artists are responsible for:

- accepting the role as a partnering specialist throughout the project
- meeting with the teachers to plan concept/activities/professional-development sessions
- arriving at the school facility prior to the designated activity to set up
- fulfilling the Artists in the Schools reporting requirements, such as the final report

Responsibilities

Final report

An Evaluation Form for Teachers will be sent to the school. This feedback is helpful to the artist and will also be used in future programming assessments by the Manitoba Arts Council.

It is the responsibility of the project coordinator to distribute the evaluation form to all the teachers involved in the project, and then to send copies to the Manitoba Arts Council and the residency artist.

Evaluation Form for Teachers

<http://artscouncil.mb.ca/arts-education/artists-in-the-schools/guidelinesforms-for-schools/>

Acknowledgement

The Manitoba Arts Council requires acknowledgement of its financial assistance on all materials relating to the activities it supports.

MAC acknowledgement and logos

<http://artscouncil.mb.ca/about/logo-standards>

Frequently Asked Questions

Can the artist deliver professional development for teachers related to this project?

Yes. This will be part of the total 22.5 hours weekly contact time for the project, to a maximum of two hours of professional development per week.

How can the community get involved?

Community involvement in projects is encouraged, with parents and other interested volunteers assisting or participating with students.

Schools are encouraged to promote projects through social media, school websites and newsletters, local newspapers, radio, and television.

Can the artists be asked to perform or present to community groups for evening events?

While the artist is in the community, he or she may be available for other events. Community groups should be directed to make independent arrangements with the artist.

Can schools negotiate privately with artists for a school residency?

Yes. Due to the interest Manitoba educators have shown in the Artists in the Schools Residencies program, it may not be possible to grant all requests. As a result, artists and schools may wish to privately negotiate a project independent of the Artists in the Schools Residencies program.

Application – Artists in the Schools Residency Program

Schools applying for more than one residency must submit separate applications for each residency.

NAME OF SCHOOL

NAME OF ARTIST/GROUP

Checklist

All the following documents must be submitted for applications to be considered eligible. Your application should be submitted in this order.

Completed Checklist

Fill in and include this checklist as the front page of your application.

Contact Information *form attached*

Grant Application Details *form attached*

Proposal (maximum two pages)

Answer the required questions and number each section as indicated on page 3.

Schedule (see pages 3-4)

Budget – School Portion *form attached*

Artist's Letter of Understanding

Schools contact artists to discuss availability and the residency proposal. It is the artist's responsibility to email the *Artist's Letter of Understanding* to the school to submit with their application. Application will be deemed ineligible without this letter attached.

THIS APPLICATION **MUST** BE DROPPED OFF OR SENT BY MAIL POSTMARKED BY THE DEADLINE DAY OF MAY 15. THE MANITOBA ARTS COUNCIL DOES NOT ACCEPT EMAILED OR FAXED APPLICATIONS

Manitoba Arts Council
525-93 Lombard Avenue
Winnipeg, Manitoba R3B 3B1

FOR OFFICE USE:
 Application Grant # _____
 Applicant ID _____
 Received Date _____

Contact Information – Artists in the Schools Residencies Program
 (confidential, not forwarded to assessors)

Applicant

Name of school

School division

Address

Town/City Postal code

Phone # Fax #

Email

Name of school principal

Project Coordinator

Name Position

Email

Cell #

Work # Fax #

Artist(s)/Groups

Name of artist(s) or group

Name of group contact

Email

Cell #

Work # Fax

Address

Town/City Postal code

If your school would like to receive email notices with changes and announcements about MAC's arts and learning programming let us know.

- YES I would like to receive email notices.
- NO I do not wish to receive email notices

FOR OFFICE USE:
 Application Grant # _____
 Applicant ID _____
 Received Date _____

Grant Application Details – Artists in the Schools Residencies Program
 (forwarded to assessors)

Applicant

Name of school

School division

Town/City

Name of school principal

Project coordinator

| Name | Position |
|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> |

Project details

Name of artist or group

| | |
|----------------------|--------------------------------------|
| # of artists | # of weeks requested for each artist |
| <input type="text"/> | <input type="text"/> |
| Start date (d/m/y) | End date (d/m/y) |
| <input type="text"/> | <input type="text"/> |

Participants

| | |
|----------------------|-------------------------|
| # of teachers | # of students per class |
| <input type="text"/> | <input type="text"/> |
| # of classes | Total # of students |
| <input type="text"/> | <input type="text"/> |
| Grade levels | |
| <input type="text"/> | |

Discipline(s) relevant to project

(if multidisciplinary, check all applicable boxes)

- Dance Literary Music
- Theatre Craft Visual Arts
- Storytelling Film/Video/Media Arts

Project summary (maximum 25 words)

DECLARATION

I have read and understand the eligibility criteria and comply with the requirements of the program, as outlined in the general guidelines and the program-specific guidelines. I confirm that the statements in this application are true. If I am applying on behalf of an organization, I confirm that I am authorized to make an application for funding on its behalf.

 Signature of Principal (On behalf of school)

 Date

Budget – School Portion

Artist Fees

| | | | |
|----------------------|------------------------------------|---|--|
| Number of Artists | Number of weeks for each artist | | |
| <input type="text"/> | <input type="text"/> | X | X \$450 = <input type="text"/> |
| | | | GST (if applicable) = <input type="text"/> |

Materials (if applicable)

| | | | |
|-----------------------|----------------------|---|------------------------|
| \$ Amount per student | # of students | | |
| <input type="text"/> | <input type="text"/> | X | = <input type="text"/> |

Equipment/instrument rental (if applicable)

=

Extra travel costs (if applicable)

=

TOTAL COST FOR SCHOOL =