

# Artist in Residence Application Guidelines and Request Form

**Postmark Deadline:** Applications will be accepted throughout the year & will be reviewed on the 1<sup>st</sup> of each month.

*Art is a universal language that effectively transcends boundaries by focusing on the discovery of ABILITIES. Through the arts we are invited to approach learning, communication, and self expression without barriers.*

VSA arts of Minnesota Artist-in-Residency grant program is designed to provide schools and educational settings support funding to enhance creative expression through art education experiences by hosting a guest artist(s) to work with students involved in special education programs and their peers.

With this grant program, your students will be able to experience and explore new art forms including:

- Theater/Drama
- Creative Movement/Dance
- Music
- Visual Arts
- Creative Writing
- Puppetry
- Storytelling and more!

**Please complete the *Artist-in-Residency Request Form & Application Guideline and Requirements* and send them to VSA arts of Minnesota. We will then work to connect you with a teaching artist that fits your request.**

Questions? Contact:

Amie Pence, VSA arts of Minnesota  
528 Hennepin Ave Suite 305  
Minneapolis, MN 55403  
612-332-3888 Voice & TTY  
[amie@vsaartsmn.org](mailto:amie@vsaartsmn.org)



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\*See reverse side for process checklist!

# Artist-in-Residency Process Checklist

- Complete Artist-in-Residency Request Form & Artist-in-Residency Application Guidelines and Requirements & send to:

VSA arts of Minnesota, Attention Amie Pence  
528 Hennepin Ave Suite 305  
Minneapolis, MN 55403

Upon receiving these forms we will contact our teaching artists to see who would be interested, available, and a good fit for the proposed site based on the request. Once a few artists have been identified, we will contact the requesting staff to discuss artists and determine whom they would like to work with to develop an Artist-in-Residency program.

- Introductory Planning Meeting coordinated by VSA arts of Minnesota.

After this meeting, artist and cooperating teacher collaborate to develop the residency proposal. (*VSA arts of Minnesota highly encourages developing a final performance, exhibition or group experience to provide the opportunity for participants to share their new skills, artwork and pride with peers, staff and community members.*)

- Final draft of the Artist-in-Residency proposal is sent into VSA arts of Minnesota for reviewing.

Applications will be reviewed on the 1<sup>st</sup> of each month. Grants can be awarded between \$500 and \$1250 per residency (all expenses must be considered and addressed in the proposal, including mileage, supplies, lodging, etc...).

- Once an application has been reviewed & awarded, a contract is formed between VSA arts of Minnesota, cooperating teacher and/or school site and the teaching artist.

- Coordination of a visit from the Arts in Education Coordinator prior to the start of the residency to introduce VSA arts of Minnesota to staff, discuss our programs and inform them of the residency that will take place.

During the time when the residency is taking place, VSA arts of Minnesota staff will coordinate a visit to the site to observe, photograph and document students participating in this program. If possible, VSA staff will present to participants about the importance of the arts and accessibility.

- Evaluation and documentation completed by coordinating teacher and teaching artist.

Feedback on student development (artistically and socially) as well as students and staff response is of utmost importance to this program. With this information, VSA arts of Minnesota is able to provide specific developments and stress importance of programs such as these to the Minnesota Department of Education and VSA arts national program.

# Artist-in-Residency Request Form

***Please complete and return to VSA arts of Minnesota along with the signed application Guidelines & Requirements form. We will then work to connect you with a teaching artist that best fits your request and be in touch.***

## 1) Site Information:

Coordinating Staff Name: \_\_\_\_\_ Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

Best time(s) to reach you during the day: \_\_\_\_\_

Name of school or educational setting: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Site Fax: \_\_\_\_\_ Congressional Region: \_\_\_\_\_

Does your school have funds to put toward this project? \_\_\_\_\_ If yes, what amount? \_\_\_\_\_

[\*\(VSA arts of Minnesota requires a minimum of \\$250.00 from cooperating schools to help fund residency projects.\)\*](#)

## 2) Proposed participants:

Number of direct participants

\_\_\_\_\_ Students on IEP or 504 plans (minimum 15)

\_\_\_\_\_ Students without IEP or 504 plans

Grade levels of the participants: \_\_\_\_\_

**\*51% of the total number of participants need to have an IEP or 504 plan.**

## Proposed Goals for this Residency:

*What art experiences would you like the identified participants to experience during this residency?*

Art Form: Visual Art \_\_\_\_\_ Theater \_\_\_\_\_ Creative Writing \_\_\_\_\_  
Dance/Movement \_\_\_\_\_ Storytelling \_\_\_\_\_ Music \_\_\_\_\_

Any specific arts activity that you would like to see happen?

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*Please identify a few specific IEP goals that you would like to have addressed through this residency. What skills would you like the participants to develop through these arts experiences?*

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## Signature of Coordinating Staff:

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Name, Title \_\_\_\_\_ Date \_\_\_\_\_

## Application Guidelines and Requirements

VSA arts of Minnesota is pleased to award grants between \$500-\$1250 to enable schools to host an artist to work with students involved in special education programming and their peers. This grant program is offered to allow students with special needs to have greater access to and participation in the arts. *(Please read, sign and return to VSA arts of Minnesota along with your Artist-in-Residency Request Form.)*

### Requirements are as follows:

1. The educational experience must be led by a VSA arts of Minnesota teaching artist who is not a current faculty member at the applying school. Upon receiving your Artist-in-Residency Request Form we will work to connect your site with the artist that best fits your needs.
2. The experience should be participatory for all students identified and be more than a one time experience (see hour requirement below). In other words, the proposed project should not be limited to a single performance or demonstration where students are merely observers. *For a one-time presentation, please inquire about our Arts Ambassador Program.*
3. In designing the residency program, specific I.E.P. goals need to be addressed. The experience should have as its main goal something more than just entertainment. Once partnered with a teaching artist, it is the responsibility of the school staff and teaching artist(s) to develop plans and send in a final residency proposal to VSA arts of Minnesota for review.
4. A minimum of 15 students with special needs and/or students receiving educational support through an Individualized Education Plan or 504 Plan need to be identified as core participants of this program. Core students are required to receive a minimum of 5 direct contact hours with the teaching artist. Of the total number of students involved in a project, 51% of the total participants need to meet these educational support requirements.
5. Sites awarded a VSA arts of Minnesota Artist-in-Residency Grant are responsible for assisting in coordinating a short presentation from VSA arts of Minnesota to the site staff prior to the start of the residency. This presentation will inform staff and members of the site about this residency and about VSA arts of Minnesota. During the residency, VSA arts of Minnesota's Arts in Education Coordinator will visit this site, and if possible present to students about the importance of arts and accessibility.
6. As a financial supporter of the residency project, VSA arts of Minnesota should be identified in any press release and /or media recognition as a funder of the project. VSA arts of Minnesota requests that it be identified as a funder during culminating events (i.e. a demonstration, performance, and/or exhibit). *VSA arts of Minnesota will contact the local paper to announce residencies to the community.*
7. Proposed projects must meet the following Department of Education objective:
  - To Increase social skills of the participants, primarily students with disabilities.

I \_\_\_\_\_ verify that I have read through the requirements listed above. I understand and agree to be responsible in following and completing all the requirements identified.