ArtsPath • 2010-11

Artist Residency Planning Form

For residencies occurring between September 1, 2010, and August 31, 2011

Planning Forms are accepted and approved on a first-come-first-served basis, dependent upon available funding.

In order to receive PCA/ArtsPath funding for a *previously submitted and approved artist residency request*, the host coordinator must complete this planning form in full collaboration with the selected AIE Directory Artist. Final funding decisions are determined upon review of this form.

IMPORTANT: If you have not already secured your match funding through an initial request form and are using this planning form as your request and application, you must have secured funding at your requested percentage of all the artist-related fees prior to submitting this form (daily fee and applicable travel if more than 50 miles one way between artist's residence and host site). PCA/ArtsPath will cover up to 50% of the remaining artist-related fees and nearly all administrative fees. There is a 10% administrative cost applied to the artist fee's. Additional costs such as supplies and other activities that directly support the residency may also be matched on a percentage basis as approved by ArtsPath on a case-by-case basis. Please see page 6 for more information.

Please type or print. Do not exceed space allotted. Minimum of 10 pt. type.

Host School/Org. _____ District _____

Host Coordinator _____ Site Administrator/Principal _____

Address _____ Host email _____

_____ Administrator email _____

Day Phone _____ Evening phone _____

Directory Artist _____ Art Discipline _____

Artist Phone _____ Artist email _____

Per-day fee agreed upon for the artist $ _____ (minimum of $195/day required)*

Other Teachers/Hosts and Schools/Organizations Involved (if any):_____

_____

**All fees agreed upon over the minimum are subject to final approval by ArtsPath.*

Required Signatures

By your signature below, you attest to your complete agreement and support of this application, including **financial commitment** should the residency be approved. All three signatures are required before the application can be accepted.

_____ _____

Host Coordinator/Teacher Date

_____ _____

Site Administrator/Principal Date

_____ _____

Directory Artist Date

1 RESIDENCY GOALS AND OBJECTIVES
Note: A host teacher/coordinator must be present at all times while the artist is working with students.
Example: *To integrate multicultural themes into the curriculum through students' creation of and responses to traditional African vessels, exploring the significance of decorative and functional art and their place in culture throughout time. We will also keep journals detailing experiences with the artist and his art form.*

2 CORE GROUPS
Note: Not to exceed approx. thirty students per core group with no more than three core groups.
Example: *Two sections of eighth grade English students with 25 in each group and one section of seventh grade History students with 29.*

3 PLANNING TO DATE
Note: Please provide dates you have met for planning.
Example: *We discussed our ideas initially with the ArtsPath staff and met subsequently with the artist on two occasions (Feb. 1 and March 1). We also had several phone calls.*

4 DATES OF RESIDENCY
Note: Please give us either the firm dates discussed, or the basic time frame this residency will be actualized. The residency must begin between September 1, 2009, and August 31, 2010.

5 SPACE/SET-UP/TECHNICAL REQUIREMENTS
Note: The host school is responsible for providing a suitable studio/working environment for the artist as well as any necessary supplies to actualize any projects described in this application.
Example: *The district offers an art room, three potters' wheels, a kiln, sufficient clay and glazes, and a wide variety of tools.*

6 SCHEDULE OF EVENTS

Please include a sequence of events and/or activities. You may list a day-by-day schedule or a more general outline such as describing the beginning, middle, and end of the residency.

Note: There must be a minimum of ten days in residence (exclusive of days dedicated to planning and evaluation). However, the days do not have to be sequential but should be completed within a reasonably limited time frame, generally within one month.

Example: *(DAY 1-2) The artist is introduced to the core group and the facility. The artist will discuss his artwork and provide an ethnic orientation. Parents of core group members will be invited to participate. Etc.*

7 OTHER STUDENT GROUPS
Example: *Other students taught by the eighth grade English teacher will have contact with the artist. Teachers, life-skills, and gifted students will also be invited to interact with the artist in assembly environments.*

8 OTHER TEACHER INVOLVEMENT
Example: *The artist will provide a hands-on workshop, enabling all teachers involved to create their own vessels. The artist will also be meeting, as available, with groups of teachers throughout the school.*

9 COMMUNITY/PARENTAL INVOLVEMENT
Example: *Parents and guardians of core group students will be invited to work collaboratively with the artist and the students for at least one session.*

10 PRESENTATIONS/PERFORMANCES/EXHIBITIONS
Example: *A gallery-style opening will be held on the last day of the residency for all students, teachers, and parents, and will remain on exhibit for one month.*

11 MEDIA AND ADVOCACY COVERAGE
Note: All materials must acknowledge the Pennsylvania Council of the Arts and ArtsPath.
Example: *The ArtsPath office will be consulted to discuss press opportunities as well as advocacy with civic leaders and other elected officials.*

12 RESIDENCY ARTIST PROFESSIONAL ACTIVITY

Note: An important component of this program is for others at the host site to witness the creative process of a professional artist with the artist expected to be in residence equivalent to ten or more full work days.

Example: *When not in a class or presentation, the resident artist will work on pottery she is currently creating for an upcoming exhibit.*

13 EVALUATION/FOLLOW-UP

Note: Artist, teacher/coordinators, and students will be given evaluation instruments to complete as part of the residency. We encourage artists and coordinators to seek other meaningful ways for evaluation as well as concrete ideas teachers/coordinators may use in the future.

Example: *The students will keep journals to record their experiences. The Museum's evaluation tools will be utilized and the teachers involved will meet with the artist following the residency to discuss future possibilities within lesson plans.*

14 OTHER INFORMATION

Is there another information you would like to share with ArtsPath about this project? Something especially unique? Special outreach? Non-traditional partnerships? Special needs populations served?

15 RESIDENCY BUDGET

ArtsPath 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 other as applicable. Match ratios by ArtsPath are up to 30% for residencies of 10-14 days, 40% for 15-19 days, and up to 50% for 20 or more days. Residencies greater than 20 days may be funded over 50% with consultation and permission from the PCA. There is a 10% administrative cost applied only to the artist fee's. Please use the following EXAMPLES as a guide in determining your residency costs and budget.*

Residency Length	***ArtsPath***		***Host Organization***			***Total Artist/ Admin. Fee's***
	Percentage	**Dollars**	**Percentage**	**Dollars**	**10% Admin. Fee**	
10 Days	Up to 30%	$600	70%	$1,400	$200	$2,200
15 Days	Up to 40%	$1,200	60%	$1,800	$300	$3,300
20 Days	Up to 50%	$2,000	50%	$2,000	$400	$4,400

**EXAMPLES are based on a $200 per day artist fee. The ArtsPath minimum is $195*

BUDGET:		***Line***
Artist Fee: _____ x _____ days in residence (minimum of 10 days)*	_____	*a.*
Planning: _____ (Artist fee) x _____ day(s) (minimum of 1 day)*	_____	*b.*
TOTAL ARTIST FEE: _____ (Artist fee) x _____(total days)*	_____	***c.***
HOST SITE ADMINISTRATIVE FEE (10% of artist fee's, line c.)	_____	*d.*
*Travel***		
Mileage: _____ miles/day x .505/mi = _____/day x ____ days	_____	*e.*
*Per Diem: $80/day x _____ days (overnight only**)*	_____	*f.*
TOTAL TRAVEL COSTS:	_____	***g.***
Additional Support (see NOTE below)		
Additional costs, such as supplies, only as approved by Artspath (please list)		
1.	_____	*h.*
2.	_____	*i.*
3.	_____	*j.*
TOTAL ADDITIONAL SUPPORT:	_____	***k.***
TOTAL RESIDENCY-RELATED FEES *(artist, travel, additional support)*	_____	***l.*** *(c+g+k)*
AMOUNT OF HOST SUPPORT: 30%_____ 40%_____ 50%_____	_____	*% of l + d.*
AMOUNT REQUESTED FROM ARTSPATH (REMAINING %)	_____	

** Minimum of $195; however, artist and host are free to negotiate a higher fee where appropriate.*

***Artists are entitled to travel expenses (mileage and per diem) when the artist's residence is 50 miles or more from the host site (one way). This is, however, negotiable with the host site. Mileage is subject to change. Per diem is given only when the artist is staying overnight in the host site community. Following the residency, the artist will be required to submit a statement, signed by the host coordinator, requesting per diem.*

NOTE: Supplies for the students and any supplies needed to create artwork that will remain within the community, the host site, or with the students may also be matched up to the ArtsPath percentage as approved by ArtsPath.

Please return this form to: Jeff Wacker, Assistant Director
ArtsPath, IUP, Performing Arts Center, Rm. 202, Indiana, PA 15705-1008
Phone: 724-357-4565 - Fax: 724-357-7899
Email: artspath-info@iup.edu - www.arts.iup.edu