



# VSA arts of Minnesota Artists-in-Residence Grant Program

## *Proposal Guidelines and Forms*

School Year 2009 - 2010  
(September 1, 2009 – August 31, 2010)

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\* Visit our website to download the [Proposal Form](http://www.vsaartsmn.org/forms.html) (www.vsaartsmn.org/forms.html).

**\* Very Important Note: Prior approval is needed to submitting an Artists-in-Residence Grant Proposal \***

Interested schools or educational settings are asked to complete and submit the Artists-in-Residence **Request Form** prior to submitting the Artists-in-Residence Grant Proposal. Visit our website to download the [Request Form](#) ([www.vsaartsmn.org/forms.html](http://www.vsaartsmn.org/forms.html)).

**For more information**, please contact the VSA arts of Minnesota Arts in Education Coordinator (AEC), Jenea Rewertz-Targui, by phone (612) 332-3888V/TTY or (800) 801-3883, fax (612) 305-0132 or email [jenea@vsaartsmn.org](mailto:jenea@vsaartsmn.org).

- Upon receiving the Artists-in-Residence **Request Form**, the AEC will notify the requesting staff within one week if funding is available in your Congressional District for the current school year. The submission of a request will not guarantee funding. As a statewide organization, we work to distribute residencies throughout the state. All requests must include required information to be accepted for review by VSA arts of Minnesota.
- If funding is available, the AEC will then work to contact VSA arts of Minnesota Roster 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, the AEC will contact the requesting staff to discuss artists and determine whom they would like to work with to develop a residency project and complete the Artists-in-Residence Grant Proposal.
- If funding is not available, the AEC will document the site's interest in developing a residency project and place the request on the waiting list. Should funds become available the requesting staff will be contacted in the order in which the request was received.

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## **VSA arts of Minnesota General Information**

VSA arts of Minnesota, founded in 1986, is an affiliate of VSA arts in Washington D.C. which was founded in 1974 by Ambassador Jean Kennedy Smith. Each year millions of people participate in VSA arts programs through a nationwide network of 40 state affiliates and in 60 countries around the world. VSA arts of Minnesota is a nonprofit organization that provides programs and services that make the arts available and accessible to Minnesota people with disabilities.

The mission of VSA arts of Minnesota is to create a community where people with disabilities can learn through, participate in and access the arts. VSA stands for *Vision of an inclusive community, Strength in shared resources* and the *Access to the arts*.

## **Artists-in-Residence Grant Program**

VSA arts of Minnesota believes that all Minnesota students should have access to high quality arts learning experiences as part of a complete, basic education. The goal of the Artists-in-Residence (AIR) Grant Program is to enhance creative expression and personal development through arts experiences for students with disabilities and their peers who otherwise would have limited access to these opportunities. These grant awards act as a catalyst for partnerships between educational settings throughout the state and teaching artists to work together to support, strengthen, and expand arts education for all Minnesota students.

Residency projects are scheduled according to available funding, location of requests and teaching artist availability. Projects vary in artistic disciplines and duration, dependent upon the needs of the students. While it is not a requirement, recipients of these grants are encouraged utilize the VSA arts of Minnesota's Teaching Artist Roster. Residency sponsors and teaching artists work together to design the residency project, along with administrative support from VSA arts of Minnesota's Arts in Education Coordinator (AEC). Teaching Artists (TA) who work with VSA arts of Minnesota are professional artists with expertise in one or more arts disciplines and have skills in working with children, youth, and teachers in educational settings. In addition, these artists are familiar with various disabilities and effective methods for adapting techniques and differentiating instruction to reach all learners.

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## **Eligibility**

Any public or private school (Kindergarten to Grade 12), or organizations serving as an alternative education site for Special Education students (Kindergarten to age 21) in the state of Minnesota with students who have an Individualized Education Plan (IEP) or 504 Plan can apply.

- Residencies funded by VSA arts of Minnesota require a minimum of **15 students** receive educational support through an **IEP/504 Plan**.
- Of the total number of students involved in a project, **51% of the total participants** need to meet these educational support requirements and need to be identified as core participants of the residency project.
- Core participants need to receive a minimum of **5 direct contact hours** each with the TA.

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## Funding Range

Applicants developing an AIR Grant Proposal can request funding from VSA arts of Minnesota in the range of \$500-\$1,250. Applicants are asked to provide **support funds of \$250** (minimum) to help support their residency.

- In-kind contributions may not be used as support funds. They may, however, be included as evidence of the commitment of additional resources.
- If the applicant wishes to extend the residency experience, they are welcome to secure additional funds from other sources and may indicate these funds in the proposal.

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## Restrictions

This grant does not support residencies involving:

- Educational settings who:
  - have been awarded AIR Grants for two consecutive years (or more). They are not eligible to apply again for two years. (This is an effort to encourage new applicants to apply);
  - have failed to submit the required final report documents on previous awarded AIR Grants. VSA arts of Minnesota may not consider requests from these applicants; or
  - are unable to commit to support funds of \$250 (minimum).
- Teaching Artists that are:
  - not approved by VSA arts of Minnesota. Residency sponsors are encouraged to make use of the VSA arts of Minnesota Teaching Artist Roster. To review this roster, please contact the AEC; or
  - that are non-roster artists. Approval must be obtained by VSA arts of Minnesota prior submitting the proposal. Credentials will be reviewed based on the same criteria required to be on the VSA arts of Minnesota

Teaching Artist Roster. Visit our website to find out how to apply to be on this [roster](http://www.vsaartsmn.org/new.html#news14) (<http://www.vsaartsmn.org/new.html#news14>).

- Projects that are:
  - not designed to meet identified IEP goals developed by the residency committee;
  - not designed to reinforce the Minnesota Department of Education [Academic Standards in the Arts](http://education.state.mn.us/MDE/Academic_Excellence/Academic_Standards/Arts/index.html) ([http://education.state.mn.us/MDE/Academic\\_Excellence/Academic\\_Standards/Arts/index.html](http://education.state.mn.us/MDE/Academic_Excellence/Academic_Standards/Arts/index.html));
  - primarily performance-based (bringing in an artist or group to perform a concert, play, or reading) or demonstration-based (having an artist paint a mural).
    - The activities chosen for the residency must be hands-on with students directly involved in the creative process. Performance-or demonstration-based activities in which students are primarily spectators are not considered residencies but may be suitable for VSA arts of Minnesota [Arts Ambassador Program](http://www.vsaartsmn.org/new.html) ([www.vsaartsmn.org/new.html](http://www.vsaartsmn.org/new.html));
  - extra-curricular (out-of-school time) activities. Arts instruction for students should take place as part of the regular school day. However, in-service sessions may occur during non-school hours, and a limited amount of grant funds can support out-of-school time engagement; or
  - not preceded or followed by an in-service session for participating staff.

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## ***Application Materials***

These pages are designed as fill-in forms, to be completed on a computer, and may not be reformatted. Visit our website to download the [Proposal Form](http://www.vsaartsmn.org/forms.html) ([www.vsaartsmn.org/forms.html](http://www.vsaartsmn.org/forms.html)).

## **Forms**

**1. Cover Pages.** Contact information and other basic details. AGREEMENT page needs to be signed by authorizing official.

**2. Narrative Questions.** Each residency project should be thoughtfully planned by both the Residency Sponsor and the Teaching Artist prior to the start of the residency to ensure maximum effectiveness, success of project and completion of evaluation criteria.

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Please respond to the following questions below by typing in the form or if necessary on separate sheets of paper -no more than four pages.

- **Project description:**
  - Describe the proposed AIR project in as much detail as possible. Outline the arts activities to be included that may address:
    - Identify specific IEP goals.
    - US Department of Education Goal: *students will increase academic content knowledge, primarily students with disabilities.*
    - Minnesota Department of Education Academic Standards in the Arts.
    - Describe if these activities link to any other subject matters or curriculum
- **Access and inclusion:**
  - Demonstrate an understanding of disabilities that may be encountered and describe strategies to ensure that everyone is served.
  - Describe how the AIR project may work to increase the understanding of and appreciation for inclusion within the school/organization and community.
- **Planning and implementation:**
  - Name the key participants: Coordinating Staff, participating teachers, and proposed Teaching Artist(s) involved.
  - Identify both the core and exposure group(s) of students and describe how each group may participate.
  - Describe the in-service portion. Identify who may be involved.
  - Describe how parents and community members may be involved and how the project may be promoted within the community.
  - Describe plans for a culminating event, performance and/or exhibition.
- **Assessment and evaluation:**
  - Describe strategies to determine progress as planned.
  - Describe how the completed AIR project may be evaluated in order to measure its value to students, teachers, parents, and other participants.

- What evaluation instruments may be used?
- Describe how the AIR project may be documented.

**3. Budget.** Please respond to the following questions below by typing in the form or if necessary on a separate sheet of paper.

- **Teaching Artist Time:** VSA arts of Minnesota's Teaching Artist rates:
  - Identify total amount of direct instruction time that the artist may have with core and exposure group(s) and in-service: \$50.00 per hour.
  - Identify the total amount of time that may be spent planning and evaluating this residency: \$25.00 per hour.
  - Identify the total amount of preparation time that may be accrued during this residency: \$25.00 per hour (up to one hour per site visit).
- **Mileage/Travel:** Identify mileage that may be accrued during this residency.
  - Travel of \$.50 per mile can be paid to artists traveling beyond 20 miles (round trip) to the residency site.
  - When long distances occur, artists are responsible for arranging their lodging. VSA arts of Minnesota may reimburse up to \$60.00 a night for this expense.
  - A total per diem of \$30.00 is allowed for artists who may have to stay overnight because of a long distance.
- **Materials:** Identify any materials and/or supplies that may be accrued during this residency.
  - Include any materials that may be provided by the site and what supplies may need to be purchased.

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## Formatting and Preparation

Submitted materials (non digital format) are preferred to be typed on 8½" x 11" white paper, standard, easy-to-read font (Arial, such as this), 12pt. or larger and a 1" margin. Please include your name and date at the top of each page, and do not exceed the number of pages allowed for each section.

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## Resources

Applicants may find the following information useful, please contact the AEC:

- *Planning a Residency Guide*, which suggests steps to creating successful residency.
- *VSA arts of Minnesota Teaching Artists Roster*, which lists Teaching Artists recommended for residency projects.
- *Planning Meeting Worksheet*, an initial planning tool for residency.
- Minnesota Department of Education [Academic Standards in the Arts](http://education.state.mn.us/MDE/Academic_Excellence/Academic_Standards/Arts/index.html) ([http://education.state.mn.us/MDE/Academic\\_Excellence/Academic\\_Standards/Arts/index.html](http://education.state.mn.us/MDE/Academic_Excellence/Academic_Standards/Arts/index.html));

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## Assistance

The AEC is available to answer questions about these guidelines and provide assistance regarding the application process: contact Jenea Rewertz-Targui directly at (612) 332-3888 ext. 3, (800) 801-3883 ext. 3 or email: [jenea@vsaartsmn.org](mailto:jenea@vsaartsmn.org). If you have extensive questions, or would like to have a draft of your proposal reviewed prior to submitting it, please plan to schedule an appointment.

## Checklist

**One set of the following application materials, assembled in the following order:**

- Cover Pages (signed)
- Narrative (4 pages max.)
- Budget

## Deadline & Delivery Instructions

We recommend that you allow sufficient time to review the contents of your proposal. Proposals need to be received a minimum **three weeks prior** to the proposed start date of the residency project. All applicants will receive notification as to the status of their proposal within one week. The submission of a proposal will not guarantee funding. All proposals must include all the required information and materials to be accepted for review by VSA arts of Minnesota.

The proposal is accepted by mail, fax or hand-delivered to VSA arts of Minnesota. In addition, a digital copy of the proposal sent as an email attachment is preferred but not mandatory.

- Email a copy of the proposal to: [jenea@vsaartsmn.org](mailto:jenea@vsaartsmn.org)

- Mail proposal to:  
Attention: Jenea Rewertz-Targui, Arts in Education Coordinator  
VSA arts of Minnesota  
Hennepin Center for the Arts  
528 Hennepin Ave #305  
Minneapolis, MN 55403
  
- Fax proposal to: (612) 305-0132
  
- Proposals may also be hand-delivered to the VSA arts of Minnesota office at the address above during normal business hours 8:00AM – 5:00PM, Monday – Friday, please call (612) 332-3888 or (800) 801-3883 in advance.

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## ***Funded Residency Project Requirements are as follows:***

### Residency Sponsors contractual obligations:

- Authorized approval of residency project
- Payment of \$250.00 (minimum) support funds

### Coordinating Staff and Teaching Artists contractual obligations:

- Develop a collaborative AIR **Grant Proposal**.
- Facilitate
  - initial **planning meeting**;
  - described **residency project**;
  - **culminating event** (presentation, performance and/or exhibition); and
  - an **in-service session** for participating staff.
  
- Complete and submit a **final evaluation**.
  - the Cooperating Staff evaluation within 10 business days following the end of a residency project. Visit our website to download the [Evaluation Form](http://www.vsaartsmn.org/forms.html) (www.vsaartsmn.org/forms.html).
  
  - the Teaching Artist evaluation within 5 business days following the end of a residency project. Visit our website to download the [Evaluation Form](http://www.vsaartsmn.org/forms.html) (www.vsaartsmn.org/forms.html).

### Coordinating Staff additional responsibilities:

- **Documentation** through photos, when possible. Please capture students working independently or as a collaborative group, students working along with the artist, as well as the culminating event, performance and/or exhibition.

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- Photo/Media Release forms will need to be completed for each individual identified in the photos received (if not already on file). Visit our website to download the [Release Form](http://www.vsaartsmn.org/forms.html) (www.vsaartsmn.org/forms.html).
- **Record** comments made by staff, students, or parents.
- **Identify** VSA arts of Minnesota as a financial supporter of the residency project in any press release and /or media recognition or during culminating events (i.e. a demonstration, performance, and/or exhibit) as a funder of the residency project.
  - Visit our website to download the *VSA arts of Minnesota* [Credit and Publicity Guidelines](http://www.vsaartsmn.org/forms.html) (www.vsaartsmn.org/forms.html).

Teaching Artists additional responsibilities:

- Maintain an **activity log** that provides documentation on group activities and student responses, with respect to teaching observation of student growth, skill development, or other stated goals (one page minimum).
- Submit actual **expense/ reimbursement form** documenting all food, mileage and lodging expenses accompanied with all receipts. Visit our website to download the [Reimbursement Form](http://www.vsaartsmn.org/forms.html) (www.vsaartsmn.org/forms.html).

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