



VSA arts of Minnesota Artists-in-Residence Grant Program

Request Guidelines and Forms

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

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

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);
- 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);
- 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

Interested schools or educational settings are asked to complete and submit the AIR **Request Form** prior to submitting the AIR **Grant Proposal**. 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 [Request Form](http://www.vsaartsmn.org/forms.html) (www.vsaartsmn.org/forms.html).

Forms

1. Cover Pages. Contact information and other basic details including preferred artistic activities, IEP goals, date(s) / time(s) and participants of this residency project. AGREEMENT page needs to be signed by authorizing official.

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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Process

- Upon receiving the request, the AEC will notify requesting staff if funding is available in their 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 works 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 Coordinating Staff (CS) and determine the TA they would like to work with to develop AIR **Grant Proposal**.
 - If funding is not available: the AEC documents the site's interest in developing a residency and places the request on the waiting list. Should funds become available the applicants will be contacted in the order in which the requests were received.
- Once a TA has been identified the AEC will set up an introductory meeting with the CS. This meeting will provide the opportunity for everyone to meet, discuss the initial request including participating students, and review the application process.
- The CS and TA need to take responsibility for developing and summitting an AIR **Grant Proposal**, since this allows the most freedom for custom programming.
- Proposals need to be received a minimum **three weeks prior** to the proposed start date of the residency. This includes one complete set of items as follows:
 - Cover Pages: contact information and other basic details;
 - Narrative: project, inclusion, planning and evaluation description;
 - Budget: TA time, mileage, material cost

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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.

- 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);

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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. If you have extensive questions, or would like to have a draft of your application reviewed prior to submitting it, please plan to schedule an appointment.

Deadline & Delivery Instructions

Requests are processed on-going, on a first-come, first-served basis. Request forms are accepted by mail, fax or hand-delivered to VSA arts of Minnesota. In addition, a digital copy of the request sent as an email attachment is preferred but not mandatory.

- Email a copy of the request to: jenea@vsaartsmn.org
- Mail request 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 request to: (612) 305-0132
- Requests 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**.

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- 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.
 - 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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