

# Artist-in-Residence PROPOSAL OUTLINE

Each residency should be thoughtfully planned prior to the start of the residency to ensure maximum effectiveness, success of project and completion of evaluation criteria.

## Site Location & Instructors: (Teachers complete this section.)

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

Name of teaching artist: \_\_\_\_\_ Art Form: \_\_\_\_\_

Coordinating Staff name: \_\_\_\_\_

## Participating Students:

**Core Group:** This group receives the most direct instruction time from the teaching artist during the residency project. A minimum of 5 direct contact hours need to take place with this group.

Number of students with IEP and/or 504 plans: \_\_\_\_\_

Number of students without an IEP and/or 504 plan: \_\_\_\_\_

**Number of direct instruction hours that this group will receive:** \_\_\_\_\_

**Exposure Group:** This group includes various students and/or classroom(s) that have the opportunity to interact with the artist and art form, but not to the extent of the core group.

Number of students with IEP and/or 504 plans: \_\_\_\_\_

Number of students without an IEP and/or 504 plan: \_\_\_\_\_

**Number of direct instruction hours that this group will receive:** \_\_\_\_\_

\*Oftentimes for VSA arts of Minnesota Artist-in-Residency projects, it works well to identify a few special education classrooms to be the core groups and then have a regular education class or classes be the exposure group(s) (Peer helpers work well also). **Please remember that 51% of the total number of participating students need to have an IEP and/or 504 plan (15 STUDENT MINIMUM).**

## Residency Project Description: (Teachers and Artists complete together.)

- Describe the proposed project in detail. Include art discipline(s), activities (for all students and staff), themes & content. Identify specific IEP goals that will be addressed through the arts experiences. How will the planned activities address the highlighted Department of Education Goal listed below?

- Identify what the students will be participating in and exploring and how these activities will work to develop the identified IEP goals. Is there a curriculum standard that you hope to address? Will your residency correlate with any other subject matters or curriculum?

- Describe the roles and responsibilities of all participating staff and teaching artist. Who will be responsible for supervising and completing evaluation procedures? Please note that VSA arts of Minnesota will provide evaluation tools but it is the site's responsibility to complete the documentation and evaluation forms. VSA arts of Minnesota needs to receive completed documentation and evaluation forms from both the teaching artist and cooperating staff in order to send out the final payment to the artist.

- Describe plans for a culminating event, performance and/or exhibition. Describe plans for promoting and publicizing the residency project. VSA arts of Minnesota will work to contact the local paper or media to announce this residency program to the community.

**Department of Education Goal:** VSA arts of Minnesota has chosen the highlighted goal to report on for our residencies. Please be aware of this for your evaluations.

**Students will increase social skills, primarily students with disabilities**

**Proposed Residency Schedule:** (Teachers & Artists complete together.)

**VSA arts of Minnesota's Rates for Teaching Artists**

Planning time/Evaluation time: \$25.00 per hour  
Direct instruction time: \$50.00 per hour  
Prep time: (Up to one hour per site visit) \$25.00 per hour

**Planning Meetings/Site visits:**      **Dates:** \_\_\_\_\_      **Hrs:** \_\_\_\_\_

**Residency Dates:** Days and times of the sessions (be as specific as possible).

Dates: \_\_\_\_\_

Times: \_\_\_\_\_

**As you are planning this residency, please be aware that VSA arts of Minnesota can award a site between \$500 and \$1250.** School support funds of \$250.00 need to be paid directly to VSA arts of Minnesota, but can be identified as funding to be used for the residency project. **Please plan accordingly.**

**Budget:** (Artists complete this section.)

**Materials:**

VSA arts of Minnesota is a nonprofit organization and will provide the teaching artist with a copy of our tax-exempt number to use when purchasing supplies.

- Include any material and/or supply expenses that will be accrued through this residency.
- Identify what materials will be provided by the site and what supplies will need to be purchased.

**Artist Time:**

- Identify total amount of direct instruction time that the artist will have within the classroom(s).
- Identify the total amount of time that will be spent planning and evaluating this residency.
- Identify the total amount of preparation time that will be accrued during this residency.

**Mileage/Travel:**

- Travel of \$.485 per mile can be paid to artists traveling beyond 20 miles (round trip) to the residency site. A total per diem of \$30.00 is allowed for artists who will have to stay overnight because of a long distance.

- Identify mileage that will be accrued during this residency. Take the total mileage for a round trip, subtract 20 miles, and that will be your total mileage number for reimbursement per trip.

- When long distances occur, teaching artists are responsible for arranging their lodging. VSA arts of Minnesota will reimburse artists up to \$60.00 a night for this expense.

*Artists are responsible for submitting a completed VSA arts of Minnesota expense/reimbursement form documenting all food, mileage and lodging expenses accompanied with all receipts. This information is to be sent in with the final evaluation forms in order to receive reimbursement.*

**Budget Numbers:**

**Total program expense:**.....\$ \_\_\_\_\_

**School Support Funding:** (\$250.00 or more) \$ \_\_\_\_\_

*\*\* VSA arts of Minnesota requires cooperating schools and/or districts to support an Artist-in-Residency program by providing \$250.00 (minimum) towards the project. This amount can be met through a variety of ways. Please contact VSA if you have questions or concerns.*

**TOTAL Amount requested from VSA:** \$ \_\_\_\_\_

**Assessment and Evaluation of the Project:** (Both Teacher and Artist complete a VSA arts of MN evaluation form.)

Describe what steps will be taken to document students' progress through this residency both artistically and socially.

- For VSA arts of Minnesota, we have identified to report on the following Department of Education goal: **students will increase social skills, primarily students with disabilities.** Describe how various identified experiences will developed these skills for the participating students.

- Will students be able to work cooperatively in groups and on group projects? Will participants build communication and cooperation skills through various arts experiences? Explain how. Please be as specific as possible.

- Will students be able to reflect and communicate positively on their own work? How will they able to do this? How will you record a change in any of the participants?

**Teaching artist responsibilities:** Complete documentation and evaluation forms & return to VSA arts of Minnesota within 10 school days following the end of a residency program. Final payments will be paid on the 10th day following the end of a residency upon receiving teaching artist's documentation.

**Cooperating teacher responsibilities:** Complete documentation and evaluation forms & return to VSA arts of Minnesota within 5 school days following the end of a residency program.

**If VSA arts of Minnesota does not receive these forms within 5 school days:** A reminder email will be sent to the cooperating teacher.

**If VSA arts of Minnesota does not receive these forms within 10 school days:** VSA arts of Minnesota will call the principal of that site asking them to please remind staff to complete this process. Upon calling the site, VSA arts will send final payment out to teaching artists.

**\*\*Residency proposals need to be received at minimum 3 weeks prior to the planned starting date of the residency.**

Please return your completed proposal to:

Arts in Education Coordinator  
VSA arts of Minnesota  
528 Hennepin Ave., Suite 305  
MPLS, MN 55403  
612-332-3888  
Fax: 612-305-0132  
[amie@vsaartsmn.org](mailto:amie@vsaartsmn.org)

