



# Artist Residency Request Form

## Our Mission

ArtsQuest's mission is to provide access to exceptional artistic, cultural and educational experiences using arts and culture as key elements of economic development for our urban communities. ArtsQuest™ supports this mission via the presentation of performing and visual arts, film, arts education classes and outreach, youth programming and cultural events.

Through festivals such as its flagship event, Musikfest; the Banana Factory Arts Center; and the ArtsQuest Center and SteelStacks arts and cultural campus, ArtsQuest's programming reaches more than 1.9 million people annually. The organization's programs and events, approximately 50 percent of which are free to attend, have a combined economic impact of more than \$136 million annually in the region.

## About the Artist Residency

ArtsQuest's Arts in Education Partnership is one of 14 organizations across the state that formally partners with the Pennsylvania Council on the Arts to administer an Arts in Education (AIE) program. As a partner, we leverage funds provided by the Commonwealth to support in-depth arts experiences for youth and adults within four counties of eastern Pennsylvania, including: Carbon, Lehigh, Monroe, and Northampton. The purpose of the Pennsylvania Council on the Arts' AIE division is to champion the arts as a tool for both personal and community development for all Pennsylvanians by supporting quality programs in schools and community settings.

The AIE Partnership designs, implements, manages, and provides financial support for artist residencies in schools and community sites throughout eastern Pennsylvania. We train artists who teach 10-60 visual and performing arts-making sessions per residency with students in Pre-K-12 classrooms and community sites and brokers relationships between artists and schools. ArtsQuest facilitates the process of selecting artists for inclusion in the Directory of Pennsylvania Artists in Education and sponsors arts residencies in school and community sites in which Teaching Artists integrate the arts with academic curricula and promote the development of career and workforce readiness skills.

Residencies can be placed in Pre-K-12 schools and community sites serving a diverse population for learners of all ages. Interested host sites can select a Teaching Artist representing a wide variety of visual and performing arts from the PAEP/PCA Directory of Pennsylvania Artists in Education.

During a residency, an artist may conduct in-person or virtual presentations. Host sites may request an assembly, a final production, and/or community participation; however, most of the time and work of a residency involves hands-on work with a small number of participants. Planning is an important part of the success of a residency. Residencies are developed collaboratively between the artist and the host organization. Planning conducted well before the beginning of the residency allows time for necessary arrangements to be made by both artist and residency host.

## Funding Guidelines

AIE residency awards must be matched at least dollar for dollar in cash. In addition, the host site is responsible for admin fees and supply costs. AIE Partnership and programming funds may not be used as match for or be matched by other PCA funds, including but not limited to Arts Organizations and Art Programs Track, Entry Track, Pennsylvania Partners in the Arts (Project and Program Stream), or Preserving Diverse Cultures.



## Request Form Directions

The host site can begin the planning process by selecting a Teaching Artist. The PCA of Pennsylvania Arts In Education directory includes Teaching Artists that represent a wide variety of visual and performing arts.

Contact artist or ensemble to discuss possible residency, or ArtsQuest for suggestion on artist.

Once the artist or ensemble is decided a meeting should take place to discuss in detail the residency, this includes, core group, residency setting, length of residency, goals and objectives, artist fee, and other residency needs.

Submit an Artist Residency Request Form and narrative description of the residency to ArtsQuest for an artist residency scheduled between September 1 through August 31 of current year. The request form should be worked on collaboratively between the host site and artist. ArtsQuest is always available to assist where necessary.

While project plans must be developed prior to application submission, it is understood that some “fine tuning” of the plans will occur between submission and the actual residency. ArtsQuest will use this narrative to determine award amounts in the event funding is not sufficient to match the Host site’s request.

PCA funded residency must have a host coordinator to serve as liaison between artist(s), site(s) and the groups involved. The host coordinator is responsible for the management of the residency, including consulting with the artist and Partner to schedule the overall residency, residency activities and appropriate groups for workshops and performances.

A teacher must be present for all school-based residency activities involving students. The host site is responsible for making sure artists and visitors have the necessary clearances required by the host site. At no time are artists permitted to work with students without the presence of a teacher or administrator at the location.

### *Company/Ensemble Residency*

The entire company/ensemble must be present for **at least one day**. The plan must identify at least one artist who will be present for the entire residency period.

ArtsQuest maintains a rolling deadline for residencies however, decisions are made on a first-come first-serve basis. Your request will be reviewed by ArtsQuest, and you will be contacted by an ArtsQuest staff member should your residency request be selected for funding. Funding depends upon the quality of the project and the amount of available funds.

Please feel free to contact ArtsQuest for assistance on the request form or other questions:  
(610) 332-1300 or [visualarts@artsquest.org](mailto:visualarts@artsquest.org).



# ArtsQuest ARTS IN EDUCATION

## Artist Residency Request Form

### Narrative Description of Residency

Narrative should:

1. Address each of the points listed below, 2. Be no more than three pages long using 12-point font.

### Goals & Objectives:

- A. What purpose does this project serve? What are the goals of the project?
- B. What is the theme, topic, or essential question of your project?
- C. What experiential activities and events will occur?

### For School-Based Residency:

- D. How will other curricular connections be integrated into the project?
- E. What local, state, and/or national standards will the project address?
- F. What specific learning objectives do you expect participants to achieve? List these objectives. for each area of integration as well as arts skills development and affective skills development.
- G. What participants' work, such as performances, exhibits, products, writings, will be created?

**Core Group(s):** Identify the number, ages, and types of participants in the core group(s) and how the participants are selected. The core group(s) can be comprised of various grade/age levels but may not exceed 100 participants. The artist should meet with each Core Group each day of the residency.

**Other Participant Groups:** Describe activities that will involve the wider scope of the school/organization. The Resident Artist should be accessible to other groups of participants on a limited and practical basis, e.g., a special workshop with a non-core group class or a school-wide performance or assembly.

**Schedule of Events:** 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.

**Evidence of Participant Involvement in the Creative Process:** Define the creative process and show clearly how participants will be involved directly in the process.

**Teacher/Staff Involvement:** How will the teacher/staff assist the Resident Artist throughout the residency? What activities are planned to bring the artist(s) and other teachers/staff together? Describe activities such as staff in-service workshops, a resource list of books &/or websites, etc. Please, be specific.

**Community Outreach/Family Involvement:** Describe activities that will include the larger community. Possibilities include "Meet the Artist" breakfast/lunch at school, Family Night exhibit or performance, school time exhibit or performance to which parents and community have been invited.

**Facilities/Supplies:** What facilities, materials, supplies, space, etc., will be needed and made available for the residency? Include studio time and space for the artist when relevant.

**Plans to extend the impact of the residency:** What activities are planned to ensure that the processes learned in the residency will continue to be implemented and used in various forms beyond the artist's time.

**Evaluation/Follow-up:** How will the participants be assessed? What elements will be assessed? What evaluation tools will you use? What will you do with the results of the evaluations? Consider using a variety of tools such as pre- and post-testing, reflective journals, performance tasks. Include copies if those tools are already developed.

### Artist Clearances on File

Please submit request form along with narrative to:

ArtsQuest  
25 W 3rd St.  
Bethlehem, PA 18015  
610-330-1300  
visualarts@artsquest.org

# Artist Residency Request Form

**Please print clearly.**

**School/Community Site:** \_\_\_\_\_ **District:** \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip +4: \_\_\_\_\_ County: \_\_\_\_\_

Congressional District: \_\_\_\_\_ PA House District: \_\_\_\_\_ PA Senate: \_\_\_\_\_

**Site Coordinator:** \_\_\_\_\_

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

**Adminsitrator:** \_\_\_\_\_

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

**Artist:** \_\_\_\_\_ Art Form: \_\_\_\_\_

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

Grade level(s) of Core Groups: \_\_\_\_\_

Tentative Dates for Residency (MM/DD/YY) \_\_\_\_/\_\_\_\_/\_\_\_\_ to \_\_\_\_/\_\_\_\_/\_\_\_\_

**Application Submitted by (all signatures required in blue ink)**

\_\_\_\_\_  
Signature of Site Coordinator

Date

\_\_\_\_\_  
Signature of Principal/Administrator

Date

\_\_\_\_\_  
Signature of Artist

Date

## Residency Budget

### I. Artist Fees\* (minimum of 5 days for individual artist; 6 days for companies/ensembles)

\_\_\_\_\_ Days in residence x \$ \_\_\_\_\_ per day = \$ \_\_\_\_\_

\*At least one Residency Planning Day should be included in addition to the minimum days in residence.

\_\_\_\_\_ planning day x \$ \_\_\_\_\_ per day = \$ \_\_\_\_\_

Total Artist Fees \$ \_\_\_\_\_

### II. Travel Expenses (if applicable)\*\*

Milage: \_\_\_\_\_ of miles/day x \_\_\_\_\_ # of days x 56¢/mile = \$ \_\_\_\_\_

Rate charged from Mile One if over 50 miles one way/day

### III. Materials/Supplies\*\*

Materials: (if necessary) \_\_\_\_\_

Materials/supplies are the school/agency's responsibility.

PCA request + School/Site match= \_\_\_\_\_

\*10% administration fee (responsibility of site to fully cover) = Total \_\_\_\_\_