

# ARTISTS IN EDUCATION RESIDENCY GRANT PROGRAM

Guidelines for Schools and School Districts  
2021 - 2022

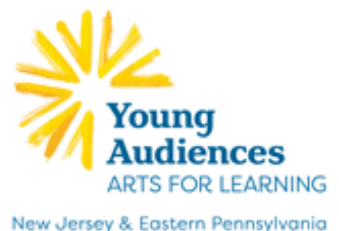
**Application Deadline: March 5, 2021**



Photo Credit: Driven by Design Creative Agency LLC.



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# OVERVIEW

The Artists in Education Residency Grant Program (AIE) is a co-sponsored project of the New Jersey State Council on the Arts and Young Audiences Arts for Learning NJ & Eastern PA. The program is carried out in partnership with regional partners, including Appel Farm Arts & Music Campus, Count Basie Center for the Arts, and Morris Arts.

For more than 40 years, the New Jersey State Council on the Arts has recognized the value of partnerships. The foundation of AIE is the partnership between professional teaching artists and educators in order to bring students quality, long-term arts education.

## PROGRAM SNAPSHOT & ELIGIBILITY

- 20-day\*, custom residencies
  - 1 Planning Meeting
  - 16 Workshop Days
  - 1 Professional Development
  - 1 Culminating Event
  - 1 Reflection Day
- Grants for programming in value of \$11,000+
- Residencies to take place September 2021 - June 2022
- Open to all NJ public, private, charter, and parochial schools serving Pre-K - 12

\*Please see Mural & Permanent Art Installations for additional requirements.

## CONTACT INFORMATION FOR AIE

**Samantha Clarke, AIE Manager**

Visit AIE at [njaie.org](http://njaie.org) | Follow AIE at @NJArtistsinEd



Call AIE at 609.984.7019 | Email AIE at [sclarke@yanjep.org](mailto:sclarke@yanjep.org)



Photo Credit: Driven by Design Creative Agency LLC.

# APPLICATION DEADLINE

Early Bird: February 5, 2021

Final: March 5, 2021



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## AIE GUIDELINES AND APPLICATION

AIE Guidelines and Application Overview can be downloaded at [www.njaie.org](http://www.njaie.org), [www.yanjep.org](http://www.yanjep.org), or [www.artscouncil.nj.gov](http://www.artscouncil.nj.gov).

**Submit your application via [njaie.org/apply](http://njaie.org/apply) by February 5, 2021 for Early Bird feedback. Final deadline: March 5, 2021.**

For accommodation in filing the application, contact Samantha Clarke, AIE Manager, at 609.984.7019 or [sclarke@yanjep.org](mailto:sclarke@yanjep.org).



Photo Credit: Driven by Design Creative Agency LLC.

### ALEXIS | 3RD GRADE

"At home I was really nervous because, I thought I was gonna ruin the show. At school, I was still nervous, but inside I was brave! When it was my turn, I was really brave and all my fear is gone."

# ABOUT AIE

Now in its 49th year, the Artists in Education (AIE) Residency Grant Program, a partnership of New Jersey's teaching artists, educators, and leading arts education providers, serves as a national model for effective and successful arts residencies.

The mission of AIE is to make the arts a basic part of a sound, quality education for all students, Pre-K through 12. AIE amplifies the importance of the unique partnership and synergy between a teacher and a teaching artist: providing quality professional development for teachers and life-altering experiences for students through long-term residencies.

## PROGRAM GOALS

- To make the arts a basic part of a sound, quality education for all students
- To assist educators in the development and implementation of innovative arts curriculum
- To help schools fulfill their goals for curriculum, professional development, and community connections in and through the arts
- To aid in the implementation of the Core Curriculum Content Standards in the Visual, Performing, and Language Arts

## PROGRAM OBJECTIVES

- To place the creative process of art making at the center of the residency
- To focus on engaging students and teachers in the creative process by developing new skills and knowledge
- To provide professional development for teachers that can be applied to the NJ Department of Education's requirements for continuing education
- To build community engagement through arts experiences





# AIE GRANT DETAILS

## ELIGIBILITY

**All New Jersey public, private, charter, and parochial schools serving students Pre-K - 12th grade are eligible to apply.**

AIE places highly qualified, professional teaching artists in virtual and in-person classrooms throughout the state, presenting students and teachers with the opportunity to engage in and learn about the creative process. Through AIE, schools design residencies based on their own goals and objectives for curriculum, professional development, and community connections, while highlighting the strengths and interests of their students. Residencies focus on direct learning about the arts and the process of creating, including the skills, techniques, and concepts of the art form. An AIE teaching artist can also help educators with new approaches to traditional subjects through the arts. Residencies are offered in a wide variety of disciplines and are a minimum of 20, nonconsecutive days.

## AIE TEACHING ARTISTS

AIE teaching artists are professional teaching artists who are currently on the roster at one of AIE's partner agencies, [Young Audiences Arts for Learning New Jersey & Eastern Pennsylvania](#), [Appel Farm Arts & Music Campus](#), [Count Basie Center for the Arts](#), and [Morris Arts](#). These artists have been chosen for both the quality of their artistry and their ability to create lively, substantial, and sequential arts programs in an educational setting. They work collaboratively with teachers and administrators to bring the best possible programming to schools. After grant awards are made, schools that are not already working with an AIE teaching artist will interview several artists and select the teaching artist that best matches the needs of their school. If a school wants to work with a teaching artist not already affiliated with AIE or its partners, please contact the AIE Manager for more information about the interview process for new AIE teaching artists. Teaching artists are required to complete a fingerprint-based background check prior to their work in AIE-funded school residency programs.

## THE SCHOOL PROVIDES...

- A school financial match of at least \$2,000\*
  - The match should come from the school's existing budget and/or other income sources. Refer to the budget definitions at the end of this packet for more information
- Substitute teachers, as required
- Supplies, materials, and equipment needed for the residency project
- Costs associated with a field trip or a visiting teaching artist/assembly program (may be virtual)
- Necessary workspace, appropriate facilities, and collaboration with the teaching artist
- A certified teacher in the classroom to work with the AIE teaching artist at all times
- Publicity to the local press, on social media, and through school-affiliated outlets regarding the AIE residency to help advocate support for arts education in your district
- Documentation and evaluation for the project

# AIE GRANT DETAILS

## AN AIE RESIDENCY GRANT PROVIDES...

- Funds for a highly qualified, AIE-approved teaching artist to work with core group of students (no more than 100) for 20 days or more
- An on-site evaluation of the residency (virtual or in-person)
- Mentorship, training, and grant assistance for AIE schools and teaching artists
- An AIE Partner to help coordinate and facilitate the residency
- An Orientation and End of Year event for your Steering Committee - great opportunities for schools to network with leading arts education organizations and AIE schools

### **AIE does not provide funding for...**

- After school or extra curricular activities
- Established programming that exists between the teaching artist and school or as an existing program with the proposed teaching artist
- Programming with the same teaching artist for more than two years

# MURAL & PERMANENT ART INSTALLATIONS

To accommodate the work needed to complete a mural or permanent art installation in your school, AIE requires all applications proposing a mural or permanent art installation to increase their school match to \$3,000. This match increase will include three additional days for the AIE teaching artist to complete their work.

The school will be billed for the three workshop days (\$350/day) plus travel for the teaching artist at the beginning of the residency.



Photo Credit: PG Chambers School

## HEATHER GILILAND | PRINCIPAL

“[Our teaching artist’s] sensitivity to the needs of students with movement and sensory challenges will foster creativity and collaboration between the artist, the students, staff, and families. Her experience as a dancer and dancing coach will inspire students to participate in the creative process and honor their personal movement styles.”

\*Please see Mural & Permanent Art Installations for additional requirements.



## THE ADDITIONAL THREE DAYS INCLUDES...

- One Studio Day
  - A studio day is defined as one day (or more) where the teaching artist works without the students to ensure that the project is progressing effectively. This may include shopping for materials, priming, grouting, and troubleshooting issues prior to installation.
- Two Installation Days
  - Installation of a permanent art project can sometimes be a technical and labor-intensive endeavor, and the teaching artist may not be able to include all or any of the the students in this process. To ensure that the teaching artist is not losing time with the students during the workshop days, we are requiring that schools applying for a mural or permanent art project residency provide funding for two installation days. *Please note that some installations may take longer than two days.*

For additional support and guidance in planning and budgeting for a mural or permanent art project, visit [njaie.org](http://njaie.org). Sample material costs, size guidelines, and more are available to help you in your planning.

# GRANT APPLICATION TIMELINE

This is a sample timeline of the application and residency process. Please note that timing may vary depending on the confirmation of program funding and the start date of your proposed residency.

A glossary appears at the end of this packet with detailed definitions of terms used here.

## FALL 2020

- AIE Guidelines and Application available
- Form Steering Committee (if you have not formed one already)
  - Appoint an On-Site Coordinator, Administrative Coordinator, and Teacher Liaison (if applicable)

## WINTER 2020 - 2021

- Review AIE Guidelines and Application
- Attend Grant Assistance Workshops or Virtual Office Hours
  - Additional grant assistance is available via email or phone
- Write narrative, prepare budget, gather support materials
- Submit proposal via the online portal on [njaie.org/apply](http://njaie.org/apply)
  - **Early Bird Deadline: February 5, 2021 | 5:00 PM**
  - **Deadline: March 5, 2021 | 5:00 PM**
    - Only complete applications submitted by the due date and time will be forwarded to the panel for review.

## APRIL - MAY 2021

Schools that score in the upper tier of the panel review may be contacted for an interview. Steering Committee meets with interview team via conference call to respond to panel comments. Final award determinations are made based on panel score, interviews, available funding, and State Arts Council priorities. Please note that an interview is not an indicator or guarantee of grant funding.

## JUNE 2021

Notification of grant award by email and mail at the beginning of June 2021. Please note: All awards are pending the availability of state funds and are confirmed in July.

## SUMMER 2021

- July 2021: Final funding approval announced
- AIE Orientation takes place with AIE staff
- Teaching artist interview dates are identified

## FALL 2021

- Teaching artist interviews begin and selection finalized
- Planning meeting takes place with Steering Committee, teaching artist, and AIE Partner
- School returns signed agreements and completes paperwork
- Residency begins

## WINTER 2021/2022

- Residency continues
- AIE Manager conducts On-Site Evaluation to manage and adjust program goals
- Professional development takes place
- Supporting workshop, assembly, or field trip takes place
- Prepare and submit application for 2022 - 2023 residency (if applicable)

## SPRING 2022

- Present to school board
- Residency concludes with Culminating Event and Reflection Day
- End of Year Event for all AIE recipients (May 2022)
- Final documentation, evaluation, and reporting submitted





# APPLICATION EVALUATION PROCESS

An independent review panel evaluates applications based on the criteria listed below. The review includes a scoring metric and written panel comments. The comments are written to be constructive and informative for a school applicant. The panel process takes place in the spring of 2021.

Those schools who score in the top tier of the evaluation may be contacted for a brief follow up interview with AIE staff via conference call. Key members of the school Steering Committee should be available for this interview, which is an opportunity to clarify points that the review panel commented upon, and to ensure school and district readiness. Interviews will take place in April and May 2021.

Final award determinations are made based on the panel score, interviews, available funding, and State Arts Council priorities.

## EVALUATION CRITERIA

- Strength of the learning objectives and goals for the professional development of all students and staff
- The level of opportunity for students to express their voice and take on collaborative opportunities
- Ability of the proposed residency to augment existing arts curricula
- Ability of the school to accomplish the residency goals, including the provision of space and equipment
- Evidence of administrative, staff, and community support and participation
- The school's understanding of and commitment to the needs of the artist
- Evidence of a long-term commitment to sustaining the benefits of an AIE residency at the school
- Adequacy of the matching fund requirements and appropriateness of budget

## CRITERIA FOR RETURNING AIE SCHOOLS

- Ability of the proposed residency to effectively build upon past AIE residencies and expand upon the learning and experience
- Evidence of a commitment to institutionalize the residency benefits in past and proposed projects

Please note, AIE does not provide funding for programs with the same teaching artist for more than two years.

# GRANT ASSISTANCE

To register or find out more about any of the opportunities for grant assistance, visit [njaie.org/grant-application-assistance/](https://njaie.org/grant-application-assistance/) or call 609.984.7019.

## VIRTUAL WORKSHOPS

All applicants, particularly those new to the Artists in Education Residency Grant Program, are encouraged to attend a virtual AIE Grant Assistance Workshop. The workshops include an introduction and overview of the AIE Program, activities designed to help schools plan for and prepare an application, and a Q&A. You will hear from past participating schools, AIE teaching artists, and AIE staff. Attendees receive documentation for professional development hours as recommended by the New Jersey Department of Education.

### Virtual Workshops for the 2021 - 2022 School Year:

- November 17, 2020 | 4:00 - 5:30 PM
- December 17, 2020 | 12:00 - 1:30 PM
- January 16, 2021 | 10:00 - 11:30 AM

## EARLY BIRD APPLICATION

Schools that wish to receive feedback on their application should submit a strong, completed first draft of their application via the online portal at [njaie.org/apply](https://njaie.org/apply). All applications will be reviewed by AIE staff and recommendations will be sent via email. The school will then have the opportunity to update the application prior to the March 5th deadline.

### Early Bird Application Deadline:

- February 5 | 5:00 PM

## AIE PARTNERS AND TEACHING ARTISTS

Schools already working with an AIE Partner or teaching artist can include them on their Steering Committee. The Steering Committee works together to draft the AIE application, including the teaching artist's input on the art form, as well as the supply and equipment needs. Schools awarded the AIE grant that do not have a pre-existing relationship with an AIE teaching artist will have the opportunity to select an artist through an interview process.





# GRANT ASSISTANCE

## VIRTUAL OFFICE HOURS & APPOINTMENTS

Have a quick question for AIE staff or want to gain more clarity on the application process? Contact us directly by calling 609.984.7019, emailing Samantha Clarke, AIE Manager, at [sclarke@yanjep.org](mailto:sclarke@yanjep.org), or popping in for one of our Zoom Office Hours. To register for Zoom Office Hours, visit [njaie.org](http://njaie.org).

### **Office Hours for the 2021 - 2022 School Year:**

- October 15 & 29, 2020 | 1:00 - 2:00 PM
- November 12, 2020 | 1:00 - 2:00 PM
- December 10 & 17, 2020 | 1:00 - 2:00 PM
- January 7 & 21, 2021 | 1:00 - 2:00 PM
- February 4, 2021 | 1:00 - 2:00 PM

# FREQUENTLY ASKED QUESTIONS

## WHAT IS THE SIZE OF THE GRANT?

Grants are for programming in value of \$11,000+.

## HOW MANY STUDENTS ARE SERVED?

**The total number of students in the core group may not exceed 100 students.**

An AIE residency consists of a core group of students who meet with the AIE teaching artist every workshop day, with a workshop day serving three to four sections of students, for a total of approximately 75 - 100 students. The average workshop day is no more than four hours.

Schools seeking to increase the size of the core group and/or extend the workshop day should factor in increased teaching artist hours or days into their budget. Please contact AIE for assistance.

Additional students can serve as a participating group. Students in the participating group may meet with the AIE teaching artist on occasion, attend visiting teaching artist's events, field trips, and assemblies, participate in the documentation of the residency, and participate in the Culminating Event or other events related to the residency.

# FREQUENTLY ASKED QUESTIONS

## WHAT ARE THE FINANCIAL RESPONSIBILITIES OF THE SCHOOL/DISTRICT?

The school/district must provide a financial match of at least \$2,000. Schools that submit an application for a mural or permanent art installation must also fund three additional days for the teaching artist, plus travel for a \$3,000 match minimum. The school will be billed for these days at the beginning of the residency.

Matching funds can be made in cash and/or planned expenditures that already exist in the school budget. Schools should anticipate their commitment of teacher and administrator time for meetings and planning, substitute teachers, equipment, supplies, materials, visiting teaching artist/assembly/field trip, and other expenses needed for the AIE Residency project will constitute their school financial match. Schools may also choose to include cash expenditures such as additional workshop days, additional support components, etc. in their financial match figure. Sources of the match funds can include the existing school budget, PTA fundraising, a local bank, etc. Funding sources must be listed on the grant application and should be secured in advance.

## WHAT IS THE SUPPORT COMPONENT?

Schools that receive an AIE grant are required to provide funds for and schedule a support component. This can be in the form of a field trip, assembly, or workshop(s) with a visiting artist. It should support the work that your AIE teaching artist is doing within the classroom, but can be in another art form or discipline.

## WHO SHOULD WRITE THE GRANT APPLICATION?

The grant application should be developed and written by the Steering Committee, which is composed of teachers, administrators, parents, and members of the community. The committee establishes goals based on the school's needs and students' strengths, chooses an artistic discipline, writes and submits the grant application, and implements the residency.



Photo Credit: Morris-Union Jointure Commission

## DENISE SMALLACOMB | ASSISTANT SUPERINTENDENT

"We love this grant. It is truly one of the best experiences for our students and the visiting artists. The arts are so important for all students, especially for those who have such difficulty with communication. Thank you for all that you do for our students and their families!"



# FREQUENTLY ASKED QUESTIONS

## WHAT DISCIPLINES ARE AVAILABLE?

Residencies are available in the following disciplines: Dance, Music, Theatre, Opera/Musical Theatre, Visual Arts, Design Arts, Crafts, Photography, Media Art, Interdisciplinary\*, Folk Arts\*, and Literary Arts. Schools already working with an AIE teaching artist may choose to continue to work with that artist for one additional year, and can include them on the Steering Committee as the grant application is prepared. Otherwise, the school Steering Committee will interview and select the teaching artist to conduct the residency after the grant awards are made. The AIE Partner will help the Steering Committee identify potential AIE teaching artists for an interview.

*\*Schools interested in Interdisciplinary or Folk Arts residencies must first consult with the AIE Manager at 609.984.7019.*

## HOW DO I FIND A TEACHING ARTIST?

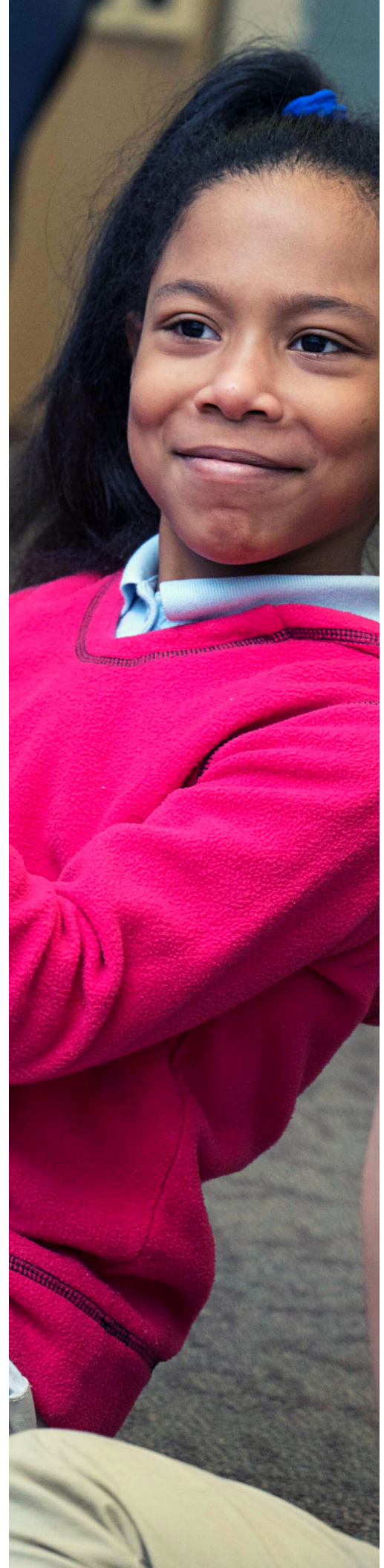
Schools who are awarded the AIE grant and do not have an existing relationship with an AIE-approved teaching artist will be led through an interview process. They will meet with several teaching artists in order to find the right fit for your school. If a school wants to work with a teaching artist not already affiliated with AIE or its partners, please contact the AIE Manager for more information about the interview process for new AIE teaching artists.

## HOW ARE THE GRANT FUNDS MANAGED?

Funds for teaching artist fees are paid directly by Young Audiences to the teaching artist. The school is responsible to manage and track their own spending for equipment, supplies, teacher and administrator time, etc.

## WHEN DO I FIND OUT IF MY SCHOOL RECEIVED A GRANT?

Notification will be emailed and mailed in early June to the Grant Contact listed on your application. Grant awards are made pending the availability of state funds and are confirmed in July.



# FREQUENTLY ASKED QUESTIONS

## WHAT IS THE APPLICATION DEADLINE?

Applicants may submit the application via the online portal at [njaie.org/apply](http://njaie.org/apply). **The Early Bird Deadline is Friday, February 5, 2021 | 5:00 PM.** Applicants who submit a completed draft of their application to Early Bird will receive feedback on their application that they can apply before the final deadline. **The Final Deadline is Friday, March 5, 2021 | 5:00 PM.** All applications must be submitted by this date and time to be reviewed by the panel.

## GLOSSARY OF KEY TERMS

**ADMINISTRATIVE COORDINATOR (AC):** A district-level person – the principal, vice principal, or other administrator of the site (depending upon the administrative structure in place). The AC has the necessary authority and responsibility for scheduling and making all other arrangements necessary for the smooth operation of the residency. AIE also requests that the AC attend the AIE Orientation meeting that occurs during the summer.

**AIE PARTNER:** Schools that receive an AIE grant work with one of the AIE staff who will help facilitate the residency and provide grant assistance, support, and guidance throughout the residency.

**AIE TEACHING ARTIST:** An AIE teaching artist is a professional artist who has been approved to work with AIE. AIE teaching artists are interviewed and selected by the school Steering Committee, with the assistance of their AIE Partner, and lead the residency for a minimum of 20 days. The artist helps plan all the residency components and works with the Steering Committee to plan a field trip or invite a visiting artist/assembly.



Photo Credit: Bradley Beach Elementary School

### KIRSTY SUCATO | ART TEACHER

"These projects raise our school's profile in the community and help earn us the reputation of being a place where interesting and dynamic things are happening, where we foster a culture of the arts. This generates a lot of pride for staff and students. Graduated students often return and talk about their emotional connection and engagement with the school and the arts within the context of past grants."



# GLOSSARY OF KEY TERMS

**CORE GROUP:** The students who will work with the AIE teaching artist each workshop day throughout the project. Characteristically, a core group consists of students who meet with the AIE teaching artist every workshop day, with a workshop day serving three or four core groups, for a total of approximately 75 - 100 students. Core groups can be smaller, but should never exceed 100 students. Schools seeking to increase the size of the core group (for instance, an entire grade level) should budget for additional days with the teaching artist. Please contact AIE for assistance.

**ON-SITE COORDINATOR (OSC):** The AIE teaching artist's liaison to the site, students, and community. The OSC is generally a participating teacher, department head, or vice principal. The OSC works cooperatively with the artist and continues to stimulate and expand art activities at the site after the completion of the residency. **NOTE:** If the OSC is not a teacher, then a Teacher Liaison should also be identified. AIE also requests that the OSC attend the AIE Orientation meeting that occurs during the summer.

**PARTICIPATING STUDENTS:** Students who work with the AIE teaching artist on a less regular basis than the core group. For example, these students might rotate through a designated period during the workshop day, attend related activities such as an assembly or field trip, or participate in the documentation of the residency.

**STEERING COMMITTEE:** Composed of members of the faculty and administration, parents, and members of the community. It establishes goals, writes and submits the grant application, and then implements the residency. The AIE teaching artist and the AIE Partner become part of the committee at the start of the residency.

**TEACHER LIAISON (TL):** Represents teachers on the Steering Committee when the OSC is not from the site teaching staff. The TL ensures that the teaching staff from the sponsor site has direct input and involvement in the residency project from inception through completion. A TL is not needed if the OSC is a member of the teaching staff.

**VISITING ARTIST/ASSEMBLY:** Guest artist(s) invited by the Steering Committee to present a workshop or demonstration that expands the focus of the residency. When possible, the visiting artist is present with the AIE teaching artist to help make connections to the residency discipline.

## DEFINITIONS OF RESIDENCY COMPONENTS

**AIE ORIENTATION MEETING:** Once the grants have been awarded, the On-Site Coordinator and Administrative Coordinator will meet with the AIE staff to discuss the residency, make any necessary updates, and identify teaching artists to interview for the residency. This meeting is typically held in July/August.

**CULMINATING EVENT:** An event for the community (such as a dance/music/theatre performance and/or exhibition of student art) that celebrates the students' creative efforts during the residency, brings their work to a wider audience, and affirms the importance of the arts in learning.

# GLOSSARY OF KEY TERMS

**DOCUMENTATION AND EVALUATION:** A final report (which documents and evaluates the project) is due to the AIE Manager no later than 30 days after completion of the residency (no later than June 15th for residencies ending in May/June).

Documentation and evaluation should be on-going and submitted electronically throughout the residency, using the format provided by AIE staff at the start of the residency. This will include documentation and samples of work produced, photographs, narrative responses, evaluation responses from students, teachers, administrators, community members, and the AIE teaching artist, as well as a budget component, demographic information, and publicity samples.

**PLANNING MEETING:** Once the teaching artist has been identified, the Steering Committee, teaching artist, and AIE Partner will meet before the residency to review the grant agreement, residency schedule, supplies and equipment needed, budget, student and teacher goals, etc. This meeting is typically held in late summer or during the fall.

**PROFESSIONAL DEVELOPMENT PLAN (PD):** A plan developed and implemented during the residency in cooperation with the AIE teaching artist to help teachers and staff fulfill their Professional Development goals for the AIE residency. The PD activities might take the form of a workshop, a series of hands-on individual lessons in specific art-making techniques, co-teaching a designated lesson, or other professional development/adult education models. PD should be planned in advance, documented, and evaluated.

**PUBLICITY:** Schools are responsible for publicizing the residency to the community through print and electronic media. The AIE Grant Agreement provides the appropriate language to use in press releases when defining the program and its managing entities.

**REFLECTION DAY:** This day should be held after the Culminating Event and include the On-Site Coordinator, Administrative Coordinator, participating teachers and staff, the teaching artist, and core group students. This day offers students and teachers the opportunity to meet one last time with the teaching artist to reflect on the project through meaningful activities and discussion. This day is also an ideal opportunity to capture important feedback for the Steering Committee, AIE team, and the required reporting.

**WORKSHOP DAY:** Based on four, consecutive, 45-minute class periods with additional time for class preparation as needed. Ideally, the teaching artist is at the school for approximately 4 hours for each residency day. The workshop day must be during school hours. After-school hours are not covered by AIE funding.

## DEFINITIONS OF BUDGET ITEMS

**ADMINISTRATIVE COSTS:** Estimated costs for time dedicated to the residency by administrative staff such as principals or supervisors. (Calculated by hourly rate X number of hours = total administrative costs) This is typically an item that is listed as coming from the school's existing budget.



# GLOSSARY OF KEY TERMS

**ARTIST TOOLS RENTAL FEE:** Some residencies may require special tools that the school does not necessarily need/want to purchase for a one-time residency. The school may negotiate a rental fee with the teaching artist, if the teaching artist owns the tools necessary for the residency (i.e.: power tools, welding equipment, etc.).

**DOCUMENTATION/EVALUATION/PUBLICITY:** Costs of video duplication, printing, postage, etc.

**EQUIPMENT:** Permanent items, such as a printing press, camera, video recorder, dance shoes, scripts, etc. that are purchased by the school specifically for the residency.

**FIELD TRIPS:** Costs for bus transportation, admission fees, etc. Schools must budget for either a field trip, visiting artist, or assembly to support the overall residency.

**IN-KIND SOURCES:** List the individuals, business organizations, etc. and the estimated value of the goods and services that will be donated for residency use. (An example of donated services: A parent who is a carpenter donates time with construction. An example of donated goods: A local art supply store donates paint.)

**MATERIALS/SUPPLIES:** Non-permanent items, including paper, paint, etc. to be used in the residency. When drafting the budget, please make sure the supply allocation supports the proposed residency as well as any materials needed for professional development. If your residency involves a permanent, installed structure (such as a mural or sculpture), a detailed description of how these items can be purchased and the approvals needed for installation will be needed by the school's Planning Meeting.

**OTHER:** Expenses associated with the residency, which do not fit into other categories.

**TEACHING ARTIST FEE:** The required AIE teaching artist fee is \$350 per workshop day (see definition of "workshop day" on previous page). The minimum number of workshop days is 20 per residency. ( $\$350/\text{day} \times 20 \text{ days} = \$7,000$  paid by AIE to teaching artist) The AIE Partner manages these funds directly from the AIE grant. The 20 days covered by the AIE grant include the Planning Meeting, professional development, workshop days, Culminating Event, and Reflection Day. If the school wishes to add extra workshop days, the school is responsible for paying the daily fee for the extra days and will be billed by Young Audiences. Those planning to host a mural or permanent art installation will fund three additional workshop days for the teaching artist as part of their \$3,000 school match.

**TEACHING ARTIST TRAVEL FEE:** AIE artists are reimbursed for roundtrip travel each workshop day (from the artist's home to the AIE school). AIE pays \$0.575 per mile for roundtrip miles for the 20 workshop days covered by AIE. The AIE Partner manages these funds directly from the AIE grant. If the school wishes to add extra residency days, the school is responsible for paying the travel fee for the extra days.

# GLOSSARY OF KEY TERMS

**TEACHER RELEASE TIME/SUBSTITUTE FEES:** Costs as needed for time outside of class time spent by teachers for the residency project: planning, attending workshops, field trips, completing documentation/evaluation, etc. (Calculated by hourly rate X number of hours = total release time/substitute fees). In most instances, this amount is a significant portion of the school's financial match. This is typically an item that is listed as coming from the school's existing budget.

**VISITING ARTIST(S)/ASSEMBLY:** Individual visiting artists should receive the same \$350 per day, plus travel, as AIE teaching artists. Performing groups/company fees may vary for assembly programs. Schools must budget for either a field trip, visiting artist, or assembly to support the overall residency.

< End of 2021 - 2022 Guidelines >



Photo Credit: Sussex Avenue School

## DARLEEN GEARHART | PRINCIPAL

"The students have opportunities within the residency to interact with each other and their classroom teacher in a different way. Oftentimes the classroom teacher acts as a participant while the resident artist instructs students which allows the classroom teacher to view the work from a student perspective. In addition, students are more free and creative within the residency."

## CONTACT INFORMATION FOR THE ARTISTS IN EDUCATION RESIDENCY GRANT PROGRAM

**Samantha Clarke, AIE Manager**

Visit AIE at [njaie.org](http://njaie.org)

Follow us at @NJArtistsinEd



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