Artist in Residence Grant Program

Program Overview and Application Instructions
NDCA Fiscal Year 2025 (July 1, 2024 – June 30, 2025)

Artist in Residence Grant Program

Artist in Residence (AIR) is a noncompetitive reimbursement grant program that provides up to $2,500 in support for North Dakota pre-K-12 students and teachers to work with professional artists either in a traditional school setting or during after-school or summer programs.

Program Deadlines

APPLICATION SUBMISSION DEADLINE	Earliest Project Start Date	Latest Project End Date	Final Report Due Date
SIX (6) weeks prior to the start date of the proposed activity, 11:59 pm CST	July 1, 2024	June 30, 2025	30 days after project end date or June 30, 2025, whichever comes first

Incomplete or late applications are not accepted.

Maximum Grant Request - $2500

Program Officer
Arts in Education Director – Matthew Anderson | Email: mbanderson@nd.gov | Phone: (701) 328-7593

Contact the program officer for application support and/or questions.
Alternate application formats available upon request.

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PROGRAM OVERVIEW

Artist in Residence
The Artist in Residence (AIR) grant program is a noncompetitive reimbursement grant program that provides up to $2,500 in support for North Dakota preK-12 students and teachers to work with professional artists either in a traditional school setting or during after-school or summer programs. Residencies include twenty (20) or more contact hours spanning four (4) days or longer [up to five (5) hours per day of artist activities]. Teaching artists work together with

teachers and staff to design activities that enhance educational programs and help to address learning standards or curricular goals.

There is limited funding available for this program. Early submission of applications is highly recommended. Applications will be accepted until May 31, 2025, or until funding is no longer available.

Note: Applicants seeking a more prolonged, intensive, and sustained experience are encouraged to consider NDCA's Arts in Education Collaboration (AIEC) grant program. Applicants may receive only one NDCA Artist in Residence grant or one Arts in Education Collaboration grant per fiscal year.

Program Goals
❖ Provide preK-12 students an opportunity to learn from a professional artist
❖ Serve teachers by providing a resource person in a specific arts discipline who can help develop methods of creative teaching and assist schools and teachers in meeting educational content standards
❖ Aid in the development of a school and community commitment to the arts as basic to education and lifelong learning

Eligibility
A North Dakota school district, government agency, nonprofit organization, or fiscally sponsored group is eligible to apply and serve as the lead partner and/or fiscal agent for the grant.
Applicants must be one of the following:
✓ **Federally tax-exempt nonprofit arts organization**
✓ **Federally tax-exempt non-arts nonprofit organization -** Arts budgets must be isolated from the larger entity's budget.
✓ **Public entity such as a unit of state, local, or tribal government**
✓ **Public schools, private schools, and school districts**
✓ **Fiscally sponsored groups with arts projects** must be comprised of at least three (3) people and have an advisory committee of at least three (3) people that is responsible for the oversight of project and grant funds. Fiscal sponsors must be a tax-exempt 501(c)(3) organization, unit of state or local government, or federally recognized tribal community or tribe. For more information: arts.nd.gov/sites/www/files/documents/grants/FiscalSponsorshipNDCA.pdf

All Applicants Must:
✓ Be physically located in North Dakota
✓ Have the majority of arts programming, services, or activities take place in North Dakota
✓ Primarily serve and engage North Dakota audiences and participants

This Program Does NOT Fund:
• Lectures, concerts, or performance-based activities
• Applications that seek to replace arts programs, curriculum, or arts educators in schools
• Support for individual professional development activities

Ineligible Applications and Expenses:
- Projects completed in previous fiscal years
- Payment of project costs incurred before the project start date
- Debt reduction or elimination
- Replenishing depleted reserve and/or endowment funds
- Starting, matching, adding to, or completing any type of capital campaign or capital expenditures
- Capital costs, such as improvements, construction, property, equipment costing over $5,000
- Permanent acquisitions
- Fundraising events and activities
- Prizes, awards, or benefits
- Entertainment functions, including food, beverages, alcohol, and associated costs
- Sales inventory and related fees/taxes
- Fellowships, scholarships, or tuition fees
- Projects that are part of a required course or curriculum
- Travel and projects that take place outside the geographic boundaries of North Dakota
- Projects that are not open to the general public
- Projects involving the arts as therapy unless artists are employed as art therapists
- Projects that violate any federal, state, or local laws, ordinances, or policies
- Projects that support activities that are essentially for the religious socialization of the participants or audience or discriminate against people or groups
- Projects that attempt to influence any state or federal legislation or appropriation
- Projects that are managed by another entity other than the applicant
- Applications that are not complete and received by 11:59 pm CST on the application deadline
- Applications that use NEA or other federal funds and/or NDCA funds toward the match
- Grantees of NDCA's Arts in Education Collaboration (AIEC) grant program in the current fiscal year
- Applicant is not in compliance with any active grant agreement with NDCA

Grant Award Amount

Maximum award request:
- ➢ For proposals that include a North Dakota teaching artist resident: may not exceed $2,500 or 70% of the total project cost, whichever is less.
- ➢ For proposals that include an out-of-state teaching artist resident: may not exceed $2,500 or 50% of the total project cost, whichever is less.

Matching Funds
- ✓ For proposals that include a North Dakota teaching artist resident, a 30% match of the total NDCA request is required.
- ✓ For proposals that include an out-of-state teaching artist resident, a 50% match of the total NDCA request is required.
- ✓ Matching funds need to be from a cash source other than from NDCA and National Endowment for the Arts. Matching sources may include PTO/PTA funds, foundations, individual donations, earned revenue, other grants, and/or by adding Artist in Residence (AIR) programming to the school's general budget.

Project Requirements

Planning
1. Before applying for the grant, sponsor(s) must contact artists directly.
2. The residency must be planned collaboratively between the artist(s), appropriate teacher(s), and/or a community representative(s).

Teaching Artist Selection
- Teaching artists on NDCA's roster of teaching artists (arts.nd.gov/grants/arts-education/rostered-artists) are vetted for artistic expertise and suitability and approved to conduct residencies in North Dakota. Applicants who select a teaching artist from this roster are not required to provide the teaching artist's resume or work samples for panel review. **Note:** NDCA does not conduct criminal background checks as part of the approval process. When contracting with artists, each school or community group should utilize its own policy.
- Applicants who select a teaching artist not on NDCA's teaching artist roster are required to provide information about why the teaching artist was selected and include the teaching artist's resume and work samples.

Student Workshops
- One or more core groups (a single classroom or a small group of participants) must be established to ensure an in-depth experience. The core group's specific learning outcomes for the residency must be described in the grant proposal.
- The core group is required to receive **a minimum of three (3) contact sessions** with the artist. A full day may not exceed five (5) hours of contact time with participants. This includes in-service sessions with teachers and activities with families or community members.

> **Scheduling/Planning Tip:** In situations where the teaching artist is working in a large school, NDCA recommends the applicant refrain from overscheduling the artist in an attempt to impact every student. The result can often be a superficial learning experience that does not address or meet the goals of the AIR grant program. Below are some suggested planning options to consider:
> ❖ Focus the residency on either lower level or upper-level students (*Example:* K-3 or 4-6).
> ❖ Focus the residency on one grade level with a particular need.
> ❖ Contract the teaching artist for multiple weeks and schedule one core group per week (*Example:* week one – 1st grade, week two – 2nd grade, etc.).

Sponsor and Artist Agreement and Residency Schedule Form
The Sponsor and Artist Agreement and Residency Schedule form is required for the application and must be signed by the teaching artist and sponsor. The agreement states that the grantee is required to pay the teaching artist(s) in full on the final day of the residency and includes residency details such as schedule, fees, travel, terms of payment, and lodging. The terms of the agreement are subject to approval by NDCA. Download the form here: https://www.arts.nd.gov/sites/www/files/documents/grants/AIRSponsorandArtistAgreementandResidencyScheduleFormFY25.pdf.

Residency Evaluation and Documentation
- ✓ All residency plans must include an evaluation and documentation.

Community Event and Outreach
✓ All residency plans must include a final project, performance, or culminating community event.
✓ The residency must be promoted within the school or sponsoring organization and the community at large. Intentional publicity of the residency, including invitations to school board members and legislators, will result in well-attended community events and encourage stronger support for future arts programs.

Accessibility and Accommodations
✓ The programmatic aspects of the project are required to be accessible as either part of the planned activity or upon request.

Review Criteria
➢ Artist in Residence (AIR) is a noncompetitive grant program. Applications are reviewed for eligibility and completeness throughout the year by the program officer. Eligible applications are awarded in the order in which they are received while funds remain available. Grants are contingent on available funding as approved by NDCA's Board of Directors.

If Funded
Notification
• Communication regarding the grant award is via email.

Payment
• **Request for Funds Form and Timing:** Artist in Residence grantees are required to submit a Request for Funds with the final report to receive payment of grant funds awarded. After submission, allow up to four (4) weeks for payment.
• **Return of Funds:** Grantees are required to spend the entirety of the NDCA grant award. In cases where a match was required, applicants are required to raise and spend the match as well as the grant award. The final report must show expenses at or greater than the budgeted amount or funds will need to be returned.

Reporting
• **Change Reports:** Any project changes to the activities, timeline, or budget need to be approved in writing by the program officer. Note that not all project changes can be approved.
• **Final Reports:** An online final report is due 30 days after the project end date on the application or by June 30, 2025, whichever comes first. Overdue final reports will affect future eligibility to apply for and/or receive NDCA funding.

Recognition
• Grantees are required to acknowledge NDCA support by using the **NDCA logo and credit line** on all promotional materials of the funded activity.

Application Instructions

How to Apply

Grant applications are submitted online through the NDCA online grant system.

1. **To apply**, go to grantinterface.com/Home/Logon?urlkey=ndca.
2. **Register or log into account.**
3. **Tutorials:** Video and downloadable PDF tutorials are available when creating an account that guide new users through the registration and application process.
4. Click **"Apply"** at the top navigation of the website.
5. Click the **"Apply"** button next to "Artist in Residence FY25 Application."

Contact the program officer if you have any difficulties with the online application.

Application Support

First-time applicants are encouraged to contact the program officer if they have questions while preparing the application. The program officer can assist with eligibility questions and project idea development and goals.

Online Application Tips

- You can type responses to application questions into text boxes or you can work in another document and paste the answers in. The online grant system automatically saves your work. There is also a "Save Application" button at the bottom of the application form.
- Rich text formatting is limited in narrative questions. You may use bullets, numbers, bolding, italicizing, and underlining. Text boxes with character length limits include letters, numbers, spaces, and paragraph breaks.
- **Links are only allowed in the work sample section.** Links provided in any other sections will not be reviewed.
- Confirmation emails are sent automatically to the applicant after the application is successfully submitted. If you do not receive a confirmation email, contact the program officer.

Application Requirements
- ✓ Applicant Information
- ✓ Narrative
- ✓ Budget
- ✓ Teaching Artist Work Samples and Narrative (optional for artists on NDCA's roster of teaching artists)
- ✓ Sponsor and Artist Agreement and Residency Schedule
- ✓ Determination Letter

Applicant Information

SAM Unique Entity ID *(Required)*

For organizational applicants, provide a System for Award Management (SAM) Unique Entity ID (UEI) number. Applicants can attain a SAM UEI without having to complete a full entity registration.
1. To apply, click here sam.gov.
2. You will need the organization's legal name and address.

Organization Mission Statement *(Required)* (750 maximum characters)

Provide the applicant's board-approved mission statement. Do not include additional information such as vision or values statements.

Organization/Group History *(Required)* (1,500 maximum characters)
This section helps introduce your group to panelists who may not be familiar with who you are.
- ❖ Provide a brief general history of the applicant.
- ❖ In general, what kinds of arts programming has been produced and/or does the group plan to produce?

NEA Questions *(Required)*
NDCA collects this information for the National Endowment for the Arts.

Residency On-Site Coordinator Name *(Required)*
Provide the name of the on-site coordinator who will manage the day-to-day aspects of the residency.

Residency On-Site Coordinator Phone Number *(Required)*

Residency On-Site Coordinator Email Address *(Required)*

Narrative

In this section, describe the details of the proposed project and illustrate how the proposal is addressing the Artist in Residence goals, intentions, and required elements.

Project Title *(Required)* (75 maximum characters)
Provide a short title describing the project.

Project Start Date *(Required)* The earliest date that can be entered is 7/1/2024.

Project End Date *(Required)* The latest date that can be entered is 6/30/2025.

Teaching Artist(s) Name *(Required)*
Provide the name of the artist who will be conducting the residency.

Teaching Artist Phone Number *(Required)*

Teaching Artist Email Address *(Required)*

Is the artist included on NDCA's Teaching Roster? *(Required)*
From the dropdown menu, choose "yes" or "no." If the answer is no, provide work samples and a resume of the selected teaching artist.

1) **Planning Committee** *(Required)* (5,000 maximum characters)
➢ Provide the names and titles of the members of the residency planning committee. Indicate who is the on-site residency coordinator and describe how the committee worked together to plan the residency.

2) **Planning** *(Required)* (5,000 maximum characters)

➢ Describe any defining characteristics of the school or organizational sponsor's anticipated participant population (e.g., students, teachers, and community). If the project will serve a high percentage of students who are considered underserved (such as economically disadvantaged, geographically isolated, disabled, or composed of specific cultural or ethnic groups), describe the population and any relevant statistical and demographic information.

3) **Describe the population(s) that will make up the core group(s) during the residency.** *(Required)* (3,300 maximum characters)

4) **Provide a complete description of the residency.** *(Required)* (10,000 maximum characters)
➢ What is the overall goal for the residency?
➢ Describe the art activities and expected outcomes for both the core and non-core groups. Include any plans for extending the residency's impact, such as providing teacher or staff training and follow-up activities.
➢ Describe the final project, community performance, or culminating event. What will it include? Who will be invited? Where and when will it take place?
➢ Describe the promotion plan.
➢ Describe the plan for documenting and evaluating the overall impact of the residency. This is required for NDCA's AIR final report.

> **Project Evaluation Tip:** To have an impact, to learn from successes and mistakes, and to assure sustainability, it is important that that the project proposal has a plan to document and evaluate the outcomes. "Getting Started with Program Evaluation: A Guide for Arts Organizations" located here nasaa-arts.org/wp-content/uploads/2017/04/Getting-Started-with-Program-Evaluation.pdf is a valuable resource for any organization funded through a state or federal grant.

5) **Accessibility and Accommodations** *(Required)* (3,300 maximum characters)
➢ The programmatic aspects of the proposed activity are required to be accessible. In what ways does the activity ensure that people with disabilities can participate?
➢ Describe how the proposed activity will meet this requirement and/or upload a PDF of the organization's board-approved Accessibility Plan. Examples might include ADA accessible venue, ASL interpretation, audio described performance, large print programs, sensory tours, or other options for full participation.

> **General Information about Accessibility and the Americans with Disabilities Act (ADA)**
> NDCA's applicants' programs and facilities should be accessible to every person.
>
> If you have questions about the ADA or need ideas to make your programs and facilities accessible, contact NDCA's Accessibility Coordinator Rhea Beto at rbeto@nd.gov or (701) 328-7594 or visit the National Endowment for the Arts' Office of Accessibility resource page arts.gov/impact/accessibility.

Budget Form and Instructions
Download the budget form on the AIR webpage here: https://www.arts.nd.gov/sites/www/files/documents/grants/AIRFY25BudgetandInstructions.pdf. Complete and upload to the online application.

Teaching Artist Work Samples

✓ Work samples are required to evaluate the artistic quality of a teaching artist who is **NOT** on NDCA's roster of teaching artists (arts.nd.gov/grants/arts-education/rostered-artists).

Teaching Artist Selection Question *(Required)* (1,000 maximum characters)
Provide information about why the teaching artist has been selected.

Teaching Artist Resume *(Required)* (2 pages maximum, upload a PDF)

Complete work samples include:
1. Images, video, audio, and/or written work
2. A work sample description

Notes about Rights
1. The works and the rights to those works resulting from NDCA grants are the sole property of the artist(s).
2. Copyright registration is the sole responsibility of the applicant.
3. All work samples submitted are public information and will not be returned. NDCA may use samples in promotional materials.

Work Sample Description
Include the following information for each work sample:
1. Artist Name
2. Title of Work
3. Completion Date
4. Location - Provide the location of any work sample that is a performance, concert, event, exhibition space.
5. Medium – Provide the medium for any work sample that is visual art (e.g., acrylic, clay, etc.).
6. Duration/Pages
    a. For video and audio samples, state the length of the sample and the length of the complete artwork (e.g., 2 minutes of a 46-minute symphony).
    b. For written work, provide the number of pages of the portion of the artwork that will be read in the work sample. (e.g., two pages of a 12-page scene, or three pages of a 200-page novel).
7. Statement – 1,000 maximum characters (optional). The panel will read this to better understand the work sample.

Images
Provide a **JPG or JPEG** file for up to **5 images** with a maximum of **5 MB each.**

Video and Audio
Provide a URL link for **one (1) video or audio sample** for a maximum total length of **3 minutes.**
- Video files must be uploaded to youtube.com/ or vimeo.com/
- Audio files must be uploaded to soundcloud.com or dropbox.com
- Include a Vimeo or Soundcloud password, if applicable
- Include only the material intended for panel review

- No video slide show of images or promotional videos

> If you **do not** want your video(s) to be public, see guidelines below on how to make them private **and** available for panel viewing.
> - In **YouTube**, set the video sample to **"Unlisted" (not the "Private" setting listed). This allows** anyone with the link to view the video without a Google account and is not public for viewing.
> - In **Vimeo**, when uploading a video, select "**Only people with a password can see this video**."
> - For YouTube support, visit support.google.com/youtube.
> - For Vimeo support, visit https://help.vimeo.com/hc/en-us.

Online Samples: Keep video and audio samples available online until notified of grant award status.

Written Work
Provide a **PDF file** for **up to three (3) pages** of written work.
- Include only the material intended for panel review
- Remove title pages, table of contents, etc.
- Prose and Poetry: double-spaced
- Scripts: formatting should follow industry standards

Combination
If using a combination of sample types: 1 page = 1 image = 1 minute. You may submit up to 3 images/pages/minutes. *Example:* If there is 1 minute of video, you can include a combination of images and written work that total 2 additional pages and/or images.

Sponsor and Artist Agreement and Residency Schedule
    Sponsor and Artist Agreement and Residency Schedule Form *(Required)*
    Download the AIR "Sponsor and Artist Agreement and Residency Schedule" form here
    https://www.arts.nd.gov/sites/www/files/documents/grants/AIRSponsorandArtistAgreeme
    ntandResidencyScheduleFormFY25.pdf. Complete and upload.

Determination Letter
    In this section, provide the applicant's Federal IRS 501(c)(3) determination letter, North
    Dakota certification of nonprofit incorporation, or tax-exempt certificate/determination letter
    for a public entity. *(Required)* (upload a PDF)