



# Artist in Residence Grant Program

## Program Overview

NDCA Fiscal Year 2021 (July 1, 2020 – June 30, 2021)

## Program Officer

Arts in Education Director – Rebecca Engelman

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Review the guidelines and contact the program officer for application support and/or questions. Upon request, application instructions can be made available in an alternate format.

## Application Deadline

Before 11:59 pm (CST), 6-weeks prior to the start date of the proposed activity

Incomplete or late applications are not accepted

## Earliest Project Start Date

July 1, 2020

## Latest Project End Date

June 30, 2021

## Program Overview

### Artist in Residence

**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 and/or summer programs. Residencies include 20 or more contact hours spanning four days or longer (up to five 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.

Applicants seeking a more prolonged, intensive and/or sustained experience are encouraged to consider NDCA's Arts in Education Collaboration grant program. Applicants may receive only one North Dakota Council on the Arts Artist in Residence grant or Arts in Education Collaboration grant per fiscal year. Applicants cannot receive both in the same fiscal year.

**Note:** There is limited funding available for this program. Early submission of applications is highly recommended. Applications are reviewed and grants awarded on a first-come, first-serve basis and it is not guaranteed that funds will be available. Applications will be accepted till May 1 or until funding is no longer available.

**Applicants** are encouraged to carefully review the Program Overview and Application Instructions here [arts.nd.gov/grants/arts-education/artist-residence](https://arts.nd.gov/grants/arts-education/artist-residence), then call the program officer prior to beginning an application.

### Program Goals

- Provide preK-12 students an opportunity to work with and 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/teachers in meeting educational content standards.
- Assist in the development of a school/community commitment to the arts as basic to education and life-long learning.

### Eligibility

**Applicants must be one of the following:**

- A North Dakota school, school district, government agency, or nonprofit organization is eligible to serve as the lead partner and fiscal agent for the grant.

**All Applicants Must:**

- Be physically located in North Dakota, Moorhead, MN, or East Grand Forks, MN;
- Have 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 (lyceum) activities
- Applications that seek to supplant arts programs, curriculum, or arts educators in schools
- Support for individual professional development activities

**An Application Will Be Ineligible If:**

<p><b>Funds are requested for expenses specifically for:</b></p>	<ul style="list-style-type: none"> <li>• Capital improvements</li> <li>• Purchase or long-term rental of equipment or property</li> <li>• Payment of equipment costing \$5,000 or more</li> <li>• Starting, matching, adding to, or completing any type of capital campaign</li> <li>• Payment of project costs incurred before the earliest project start date All expenses included in the grant proposal must be incurred on or after this date.</li> <li>• Debt reduction or elimination</li> <li>• Replenishing depleted reserve and/or endowment funds</li> <li>• Projects completed in previous fiscal years</li> <li>• Hospitality or entertainment functions, including food, beverages, and alcohol and associated costs</li> <li>• Prizes, awards, or benefits</li> <li>• Fellowships, scholarships, or tuition fees</li> <li>• Projects that are part of a required course or curriculum</li> <li>• Travel outside of North Dakota</li> </ul>
<p><b>Funds are requested to support activities:</b></p>	<ul style="list-style-type: none"> <li>• That violate any federal, state, or local laws, ordinances, or policies</li> <li>• That attempt to influence any state or federal legislation or appropriation</li> <li>• That are essentially for the religious socialization of the participants or audience</li> <li>• That discriminate against persons or groups</li> <li>• That are managed by another entity other than the applicant</li> <li>• For the purpose of fundraising events or activities</li> </ul>
<p><b>The Application:</b></p>	<ul style="list-style-type: none"> <li>• Is not complete and received by 11:59 p.m. (CST) on the application deadline</li> <li>• Uses National Endowment for the Arts and/or North Dakota Council on the Arts funds towards the match</li> </ul>
<p><b>The Applicant:</b></p>	<ul style="list-style-type: none"> <li>• Is a current grantee of the Arts in Education Collaboration NDCA grant program</li> <li>• Is not in compliance with any active grant agreement with NDCA</li> <li>• Has any overdue reporting requirements as specified in a previous grant agreement with NDCA</li> </ul>

## 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 AIR programming to the school's general budget.

## Project Requirements

### Planning

- Sponsors must contact artists directly before applying for the grant.
- The residency must be planned collaboratively between the artist(s), appropriate teacher(s) and/or community representative(s).

### Teaching Artist Selection

- NDCA publishes a roster of teaching artists here [arts.nd.gov/grants/arts-education/rostered-artists](https://arts.nd.gov/grants/arts-education/rostered-artists), who 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 apply its own policy.
- Applicants who select a teaching artist who is NOT on NDCA's Teaching Artist roster are required to provide information about why the teaching artist was selected and the teaching artist's resume and work samples for panel review.

### Student Workshops

- One or more core groups must be established to ensure an in-depth experience for selected groups. A core group is a single classroom or small group of participants. Specific learning outcomes for what the core group is to accomplish by the residency's end must be described in the grant proposal.
- A core group is required to receive a **minimum of three contact sessions** with the artist. A full day may not exceed 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 and/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 and week two – 2nd grade).

### **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 on NDCA's Artist in Residence webpage here [arts.nd.gov/grants/arts-education/artist-residence](https://arts.nd.gov/grants/arts-education/artist-residence). Select "Downloads Required for Application."

### **Residency Evaluation/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/sponsoring organization and the community at large. Good 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/Accommodations**

- The programmatic aspects of the project are required to be accessible as either part of the planned activity or upon request, where relevant.

### **Review Criteria**

- Artist in Residence 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 and Agreement

- Communication regarding the grant award is via email with the contact person listed in the grant proposal.
- An authorized signer for the application will need to complete an online grant agreement.
- **Accessibility Checklist:** NDCA receives funding from the National Endowment for the Arts (NEA). As a requirement for receipt of these funds, NDCA organizational grantees are required to complete a brief “Accessibility Checklist” provided by the NEA as part of the grant agreement.

### Payment

- **Payment to Artist:** Artist and Residence organizational grantees must be prepared to pay the artist in full on the last day of the residency.
- **Request for Funds Form and Timing:** Upon completion of the project and following submission of a full and complete final report, applicant organization grantees are reimbursed for their awarded grant amount by submitting the required Request for Funds form. Request for Funds forms can be downloaded at [arts.nd.gov/grants/request-funds-form](https://arts.nd.gov/grants/request-funds-form). After submission, allow up to 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, groups are required to raise and spend the match requirement as well as the grant award. The final report must show expenditures at or greater to 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, as not all project changes can be approved.
- **Final Reports:** An online final report is due 30 days after the project end date that was entered at the time of application. The final report must include documentation and evidence of evaluation. Overdue final reports will affect future eligibility to apply for and/or receive NDCA funding.
- **Teaching Artist Survey:** An online survey is required to be completed by the teaching artist(s) or other arts providers within 30 days of project end date at [surveymonkey.com/r/LG7NFBW](https://surveymonkey.com/r/LG7NFBW).

### Recognition

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