AIE

Artists in Education Residency Grant Program

NEW JERSEY STATE COUNCIL ON THE ARTS

in partnership with

Young Audiences New Jersey & Eastern Pennsylvania

ARTISTS IN EDUCATION RESIDENCY GRANT PROGRAM

Guidelines and Application for Schools & School Districts

Application Deadline: **Monday, February 1, 2016**

www.njaie.org

❖ 20+ Day Custom School Artist Residencies

❖ Grants up to $7,000

❖ Open to all New Jersey Public, Private, Charter and Parochial Schools serving grades Pre-K through 12

AIE Grant Program 2016–2017

For residencies to take place September 2016–June 2017

GRANT APPLICATION ASSISTANCE

There are four helpful ways to get support for your application.

In-Person Workshops: All applicants, particularly those new to the Artists in Education Residency Grant Program, are encouraged to attend an AIE Residency Grant Workshop, which includes an introduction and overview of the AIE Program, activities designed to help schools plan for and prepare an application, and a question-and-answer period. Each workshop is led by AIE staff, a school teacher and/or administrator with residency experience, and AIE teaching artists.

Attendees receive documentation of professional development hours as recommended by the New Jersey Department of Education.

Wednesday, November 18, 2015, 10:00 am to 12:00 noon
Morris Arts
14 Maple Ave.
Training Room
Morristown, New Jersey 07960
Directions http://www.morrisarts.org/about/contact-us/
This workshop is offered in partnership with Morris Arts.

Thursday, December 10, 2015, 10:00am to 12:00 noon
Appel Farm Arts and Music Center
457 Shirley Rd
Dining Hall
Elmer, NJ 08318
Directions: http://www.appelfarm.org/plan-your-visit/directions.
This workshop is offered in partnership with Appel Farm Arts and Music Center.

Thursday, January 7th, 2016, 10:00am to 12:00 noon
Young Audiences of New Jersey & Eastern Pennsylvania
200 Forrestal Ave. (First Floor)
Princeton, NJ 08540
Directions: http://www.yanj-yaep.org/contact-us/

To register for Technical Assistance Workshops, please visit the AIE website at www.njaie.org.

Call or email us: We are happy to speak to you by phone or email to provide guidance on the application process. Please contact Danielle Bursk, Artists in Education Administrator at 609-633-1184 or by email to dbursk@njaie.org. If you already have a relationship with Young Audiences of New Jersey & Eastern Pennsylvania, or our regional partner agencies Appel Farm Art and Music Center and Morris Arts, feel free to contact arts education staff at the agency of your choice to inquire about the AIE program.

The Artists in Education Residency Handbook: The Artists in Education Residency Handbook is available online (as a PDF download) at www.njaie.org. This useful resource expands upon the components presented in the AIE Guidelines to offer best practices applicable to any residency. Featuring real-world experiences, it is particularly valuable for AIE grant applicants and both new and experienced residency schools and artists. Teachers, schools and art administrators, site coordinators and artists should use both the AIE Guidelines and the AIE Handbook side by side while developing their residency proposals and as instructional support throughout the entire residency process.

NJSCA Roster Teaching Artists: Schools already working with Teaching Artists on the NJSCA Roster 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, supply and equipment needs allows for a more comprehensive application. Schools that do not have a preexisting relationship with a NJSCA Roster artist will have the opportunity to interview several NJSCA Roster approved candidates and select their teaching artist after their AIE Grant application is approved.

AIE guidelines and application can be viewed and downloaded online at www.njaie.org or www.artscouncil.nj.gov and in a LARGE PRINT version as well. Contact us if you are in need of special accommodation in filing this AIE grant application at (609) 633-1184.

THE ARTISTS IN EDUCATION PROGRAM

Guidelines and Application Instructions

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

Cover image: Students in Riverside Elementary School's Theatre residency with Teaching Artist Pat Flynn
Above: Students in Vineland Public Charter School's Latin and Ballroom Dance residency with Teaching Artist Marck "Flaco" Best

ABOUT THE ARTISTS IN EDUCATION RESIDENCY GRANT PROGRAM (AIE)

Now in its 44th year, the Artists in Education (AIE) Program, a partnership of New Jersey's professional artists, educators, and leading arts education providers, serves as a national model for effective and successful arts residencies. Experience how an AIE residency can help your school and district fulfill its goals and objectives for student performance, professional development, and community-building in and through the arts. An invaluable arts experience that can help prepare your students for the competitive world of the 21st century is within reach.

The Mission

The mission of the Artists in Education Program is to make the arts a basic part of a sound, quality education for all students Pre-K through 12, and to provide quality professional development for teachers through long-term residencies with professional teaching artists.

AIE PROGRAM GOALS, OBJECTIVES

Goals:

- To make the arts a basic part of a sound, quality education for all students Pre-K through 12
- To assist educators in the development and implementation of innovative arts curriculum.
- To help schools fulfill their own goals and objectives 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 Literacy.

Objectives:

- To place the creative process of making art at the center of the residency.
- To focus on engaging students and teachers in the creative process.
- To provide professional development for teachers that can be applied to the NJ Department of Education's requirements for continuing education.
- To develop new skills and knowledge that complements and expands current practice.

NEW JERSEY STATE COUNCIL ON THE ARTS

Young Audiences Arts for Learning New Jersey & Eastern Pennsylvania

The Artists in Education Program is a cosponsored project of Young Audiences New Jersey & Eastern Pennsylvania and the New Jersey State Council on the Arts/Department of State, a Partner Agency of the National Endowment for the Arts.

IMPACT

Here's what schools have to say about the powerful impact AIE residencies have had on students, teachers and school culture:

Increased student self-confidence

"When we reflect on the impact of this AIE residency, we think specifically of certain students who may not have the opportunity to excel in academics. We saw these students come alive in their performances and then carry that high energy into their classwork."

Mark Quiles, Principal at Seth Boyden Demonstration School in Maplewood

Students stretch, explore, and persevere

"Students learned the discipline of persistence when working on a project, and the importance of personal passion when creating. The presence of professional guest artists through the AIE grants have been invaluable to our educational mission. . ."

Scott Shaw, Supervisor for the Academy for Visual & Performing Arts, Morris County School of Technology in Denville

High-level critical & creative thinking

"Students developed the tools of thinking itself—careful observation of the world, mental representation of what is observed or imagined…. We use these same thinking tools in science, philosophy, math, and history. The advantage of the arts is that they link cognitive growth to social and emotional development. Students care more deeply about what they study."

Alma Morel, Vice Principal, Thomas Jefferson Middle School in Teaneck

For students and teachers alike

"Our AIE grants play an integral part in developing an environment for professional learning communities (PLC), a state mandate beginning in middle school and continuing through high school (NJAC 6A:8). Schools can use AIE residencies to fulfill their obligation to meet this standard."

Janice Marsili, Visual Arts teacher, David Brearley Middle/High School, Kenilworth

Increase in positive behavioral and social skills

"The students learned to work together for a common goal. They were able to see the importance of working through the steps to have a final product. Students had an increase in positive behavioral and social skills."

Janene Askins, Vice Principal, Atlantic County Special Services School District

RESIDENCY GRANTS: AN INTRODUCTION

THE AIE RESIDENCY GRANT

ELIGIBILITY: All New Jersey public, charter, private and parochial schools serving grades Pre-K through 12 are eligible to apply.

INTRODUCTION

The AIE Program places highly qualified professional artists in classrooms throughout the state, presenting students and teachers with the opportunity to engage in and learn about the creative process.

Through the AIE Program, schools design residencies based on their own goals and objectives for curriculum, professional development and community connections. Residencies focus on direct learning about the arts and the process of creating including the skills, techniques and concepts of the art form. An artist in residence can also help classroom teachers 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. The focus of the residency may be class work with students and/or professional development for school staff.

AIE TEACHING ARTISTS

AIE teaching artists are selected through a rigorous peer panel review process administrated by the New Jersey State Council on the Arts (NJSCA). They are evaluated for both the quality of their artwork and their ability to create lively, substantial and sequential arts programs in an educational setting. Through mentorships and professional development, they learn how to work collaboratively with teachers and administrators and bring the best possible programming to schools. Schools that are not already working with a New Jersey State Council on the Arts Roster teaching artist will interview and select the artist to conduct the residency from the NJSCA Teaching Artist Roster after grant awards are made.

Teaching Artists are required to complete a fingerprint-based background check prior to their work in AIE funded school residency programs.

COMPONENTS OF AN AIE RESIDENCY

A glossary appears at the end of this packet with detailed definitions of terms used here. To ensure a successful residency and help schools attain their goals, schools are asked to:

- Form a **Steering Committee** to establish goals for the residency and provide support, assistance and resources for the artist. Appoint an Administrative Coordinator, On-Site Coordinator and a Teacher Liaison (if applicable) to lead the project. Steering Committee

members, classroom teachers, the AIE Teaching Artist and the AIE Partner work together to plan and implement the residency.

- Hold a **Planning Meeting** to develop the residency plan and schedule.
- **Host a twenty (20+) day residency** during the school year; including 17 or more workshop days, a planning day, a culminating event and one post-culminating event reflection day. Each workshop day consists of approximately four consecutive 45-minute class periods plus teaching artists' prep time.
- Provide **Publicity** to the local press regarding the artist and the AIE residency and introduce the AIE Teaching Artist and the project to the school and community.
- Ensure necessary workspace, appropriate facilities and **maintain a productive working environment and collaboration with the teaching artist.**
- **Provide a Teacher** in the classroom to work with the AIE Teaching Artist at all times.
- Work with your AIE Partner and the Teaching Artist to develop and implement a **Professional Development Plan** for the cooperating teachers.
- Arrange at least one **Field Trip** and/or schedule a **Visiting Artist/Company** to enhance the residency.
- Plan to provide **Documentation/Evaluation** that will be submitted electronically throughout the residency.
- Commit to **share your experiences and project** with other schools at the End of Year Meeting, held annually in May, and at a meeting of your school board.
- **Enroll at least one faculty member in the Artist/Teacher Institute** and register the Administrative Coordinator for Administrator's AIE Idea Factory and Grant Orientation at aTi.

Teachers from Ocean Acres Elementary School participate in a creative-movement professional development workshop with Teaching Artist Lela Jones

Artist/Teacher Institute (aTi)

Now in its 41st year, aTi is an exciting and powerful professional development experience in which teachers of all subject areas participate in hands-on art-making workshops with professional working artists. Represented art forms include visual, performing, literary and digital arts and help participants explore their creativity, learn with a community of peers and study with master teaching artists. It is a critical part of preparing for the AIE residency. AIE Residency Grants provide a 75% tuition stipend for one teacher to attend this acclaimed summer institute. Teachers are provided with documentation of up to 40 credit hours of Professional Development. In planning your residency please remember that schools awarded an AIE residency grant must enroll at least one teacher in aTi. Failure to enroll and attend aTi may result in the rescinding of your grant award.

aTi 2016 schedule and location:

Ramapo College, Mahwah, NJ:
Artist/Teacher Institute
July 11th through July 15th, 2016 (35 credit hours)
9:00 am- 5:00pm (Commuter program only)
**Administrator's AIE Idea Factory and Grant Orientation*
Thursday, July 14st from 10:00am-3:00pm

Stockton University, Galloway, NJ:
Artist/Teacher Institute
July 19th through July 25th, 2015 (40 credit hours)
9:00 am- 5:00pm (Residential option available)
**Administrator's AIE Idea Factory and Grant Orientation*
Thursday, July 28st from 10:00am- 3:00pm

Participants are offered a residential option at Stockton University for an additional fee. More details on this exciting opportunity will be released soon so schools can plan for maximum impact from teachers and administrators attending.

For more information about aTi, workshops and registration visit www.njati.org or contact Jenifer Simon at info@njati.org or 201.567.1766 x102.

Grantee school Administrative Coordinators are required to join their aTi attending teacher to begin residency planning at the **AIE Idea Factory and Grant Orientation**. This interactive workshop is for new and experienced Administrative Coordinators, steering committee members are also invited to learn about the AIE components, teaching artists, meet the AIE Staff and each other. Pre-planning residency meetings will be scheduled and you will have the opportunity to tour in-progress aTi workshops.

THE AIE RESIDENCY GRANT PROGRAM IN DETAIL

The AIE Residency Grant Program provides:

- Funds for a highly-qualified teaching artist from the NJSCA Teaching Artist Roster to work with students and teachers for 20 days or more during the school day
- An on-site evaluation of the residency
- Mentorship, training and technical assistance for AIE Schools and Teaching Artists
- A partial tuition scholarship for one teacher to attend aTi during the summer prior to an AIE residency at their school, up to 75% of the cost, for a maximum of $500
- The AIE Partner to help coordinate and facilitate the residency

The School should be prepared to provide:

- 1/3 of the Total Project Budget- including costs of release time and administrative costs for the administrators and cooperating teachers to attend meetings and work with the AIE Partner and the Teaching Artist. Refer to the budget page 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 artist/assembly program
- 25% of the costs to send 1 teacher to aTi (25% is approx. $160 for tuition only)
- Appropriate work space and facilities to support the residency artist
- Documentation, evaluation and publicity for the project, to help advocate support for arts education in your district

If you have any questions or require assistance with estimating your project budget for the grant application, please call us at 609-633-1184.

WHAT DOES A RESIDENCY YEAR LOOK LIKE AFTER RECEIVING A GRANT?

Sample timeline for AIE residencies

Spring 2016

- February 1, 2016 Grant Application deadline
- May 2016 Grantees notified of awards, pending funding approval
- July 2016 final funding approval announced

Summer 2016

- Designated teacher attends aTi (Ramapo College 7/11/16- 7/15/16 or Stockton University 7/24/16-7/30/16)
- Administrative Coordinator attends AIE Idea Factory and Grant Orientation meeting at aTi (7/15 or 7/28)
- AIE Contracts are reviewed
- Pre-planning of residency with AIE Partner
- Artist interview dates are identified

Fall 2016

- School returns signed AIE Grant contract before residency begins
- Artist interviews continue and selection finalized

- Planning Meeting takes place
- Professional Development Plan is drafted and implemented
- Residency begins

Winter 2016/2017

- Residency continues
- Visiting artist(s) and/or field trip
- Interim progress reports are completed by the teaching artist and the school team

Winter/Spring 2017

- On-going publicity for the program, presentation to the School Board
- Culminating/Community Event
- End-of-Year Meeting held for all Artists in Education Residency Grant recipients (May)
- Final Documentation and Evaluation submitted within 30 days of the conclusion of the residency, but no later than June 30th, 2017.
- New application for 2017 residency grant prepared and submitted

HOW ARE AIE GRANT APPLICATIONS EVALUATED?

AIE Grant Application Review 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 March 2016.
- Those schools who score in the top tier in the evaluation are then 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 comments upon, and to ensure readiness. Interviews will take place in April 2016.
- Final award determinations are made based on the panel score, interviews, available funding and Council priorities.

Evaluation Criteria for all AIE Residency Grant Proposals:

- Ability of the proposed residency to augment existing arts curricula.
- Ability of the school to accomplish the residency goals, including space, equipment and support.
- Adequacy of the matching fund requirements and appropriateness of the budget.
- Evidence of administrative and staff support and participation.
- The school's understanding of and commitment to the needs of the artist.
- Applicant's long-term commitment to sustaining the benefits of an AIE residency at its site.

Additional Criteria for Reapplying AIE School Grantees:

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

GRANT APPLICATION TIMELINE

Fall 2015

- AIE Guidelines available
- Form Steering Committee
- Appoint an On-site Coordinator, Administrative Coordinator, and Teacher Liaison (if applicable)

Winter 2015/2016

- Review guidelines and application for AIE Residency Grant Program
- Attend Technical Assistance Workshop; additional technical assistance is available via e-mail or phone
- Write narrative; prepare budget and support materials
- Submit proposal

Grant Deadline: *Monday, February 1, 2016*

A complete application packet includes: ONE electronic copy of the complete online application emailed to dbursk@njaie.org, ONE typed hard copy with original signatures in blue ink. Only complete applications postmarked by this date will be forwarded to the panel for review.

April 2016

- Schools that score in the upper tier of the panel review are 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 Council priorities. Please note that an interview is not an indicator or guarantee of grant funding; more schools are asked to interview than available funding will support.

May 2016

- Notification of grant award by mail at the end of May. Note: all awards are pending the availability of state funds and are confirmed in July.

FREQUENTLY ASKED QUESTIONS

Q. What is the size of the Grant?

A. Grants are for up to $7,000. The AIE Residency grant covers NJSCA Roster Teaching Artist fees for 20 residency days and a 75% scholarship (up to $500) for one faculty member to attend aTi.

Q. What are the financial responsibilities of the school/district?

A. The AIE Grant expects schools to match grant funds 3:1. The school/district must provide a financial match of at least one-third of the total grant request (for a $7,000 request, 1/3 would be $1750).Matching funds can be made in cash and/or planned expenditures that already exist in the school budget. Please be sure to include the materials needed for the residency project, teacher release-time and administrator's time in your grant match figure.

Q. What is a School Financial Match and how can schools make a match?

A. The School Financial Match is the dollar amount the school commits to match the AIE grant, to create the Total Project Budget. Schools should anticipate their commitment of teacher and administrator time for meetings and planning, substitute teachers, equipment, supplies, materials 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 those for 25% of the teachers' aTi costs, additional residency days, visiting artists, field trips, etc. in their financial match figure. The total of the school match budgeted must be at least 1/3 of the total grant request, and should be spread over the various expenditure categories as appropriate to your residency proposal. Sources of the match funds can include the existing school budget, PTA fundraising, a local bank, etc. Funding sources listed on the grant application should be secured in advance.

Q. How are the grant funds managed?

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

Q. Who should write the grant application?

A. 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, chooses an artistic discipline for study and experiential exploration, writes and submits the grant application and then implements the residency.

Q. What types of disciplines are available?

A. Residencies are available in the following disciplines: Dance, Music, Theatre, Opera/Music Theatre, Visual Arts, Design Arts, Crafts, Photography, Media Art, Creative Writing*, Interdisciplinary** and Folk Arts.** Schools already working with a teaching artists who is on the NJSCA Teaching Artist Roster may choose to continue to work with that artist, including 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 narrow down choices from the New Jersey State Council on the Arts Teaching Artist Roster.

**Although Creative Writing is one of the many disciplines supported, only proposals to sponsor long-term writing residencies are covered by this program. Short-term writing residencies (5 days) are coordinated through the New Jersey Writers Project, and administered by Playwrights Theatre of New Jersey (see AIE Handbook, page 48). For information, contact PTNJ at 973-514-1787 x14.*
***Schools interested in Interdisciplinary or Folk Arts residencies must first consult with AIE staff at 609-633-1184.*

Q. How many students can be served in a residency?

A. Characteristically, a core group consists of students who meet with the AIE Teaching Artist every workshop day, with a residency day serving three or four core groups, for a total of approximately 75-100 students. Schools seeking to increase the size of the core group (for instance, an entire grade level that is more than four classes) should factor in increased Teaching Artist hours or days into their budget. Please contact AIE for assistance. Additional students can be served as a participating group - they may meet with the AIE Teaching Artist on occasion, attend visiting artist's events and assemblies and participate in field trips, culminating and other events related to the residency.

Q. What is the application deadline?

A. The AIE School Grant Application postmark deadline is ***Monday, February 1, 2016***. Schools ranked highest by the application review panel will be contacted to schedule an interview to take place in April.

Q. When do I find out if my school received a grant?

A. Notification will be mailed in late-May to the designated school contact. Grant awards are made pending the availability of state funds and are confirmed in July. A letter finalizing the grant award will be mailed at that time.

A student from Sussex Ave. School in the Newark Public School District works on the mural designed by the students with Residency Teaching Artist Kit Sailer.

Please note: Dates, aTi tuition and other information is subject to change. Please check the website (www.njaie.org) for changes prior to submitting your application.

<u>End of 2016-2017 AIE Guidelines- Application Follows</u>

End

This application is available online at www.njaie.org and www.artscouncil.nj.gov.

AIE GRANT APPLICATION INSTRUCTIONS

Please review this brochure, the grant application guidelines and read the AIE Residency Handbook carefully before getting started.

Special Instructions for Reapplying Schools:
Please confer with your AIE Partner when developing a new application. You should also request an AIE Partner Letter of Consideration, as well as one from your most recent AIE Teaching Artist, to include in your application packet. If you plan to work with the same AIE Teaching Artist for the proposed residency, please include them in the planning and application process.
Handwritten, incomplete, or faxed applications will not be accepted.

A checklist to confirm that your application satisfies the submission requirements can be found on the application (page A8).

If you need any help with the application, or if you have questions, please contact AIE staff at (609) 633-1184.

A complete application packet includes:

- One digitally-submitted copy, assembled as one complete .doc, .jpg or .pdf document titled as follows: yourschoolnameaie2016.(doc/jpg/pdf) emailed to dbursk@njaie.org. Please indicate in the subject line of your email the name of the school.

- One (1) original copy - with original signatures in blue ink;

Emailed and Postmarked by Monday, February 1, 2016

Via US Mail:
Danielle Bursk, Artists in Education Administrator
c/o The New Jersey State Council on the Arts
PO Box 306
Trenton, NJ 08625

Via Ground Shipping (UPS, FedEx, etc.):
Danielle Bursk, Artists in Education Administrator
c/o The New Jersey State Council on the Arts
225 West State Street, 4th Floor
Trenton, NJ 08625

Extension requests must be received via email to dbursk@njaie.org no less than 2 weeks prior to the deadline.
Only one extension request will be permitted per school.

Applicants are advised to mail applications early.

Please retain a copy of your application and the guidelines for future reference.

AIE Residency Grant Application

The New Jersey State Council on the Arts AIE School Residency Grant Program in partnership with Young Audiences New Jersey & Eastern Pennsylvania

PLEASE READ THE AIE RESIDENCY PROGRAM GUIDELINES BEFORE COMPLETING THESE FORMS.

Residencies must be a minimum of 20 days and be part of the regular school day. A residency day is considered to serve approximately four consecutive 45-minute class periods. The core group of students should meet with the Artist in Residence during every workshop day. *Proposals for less than the minimum residency length will not be considered.*

First-Time and Reapplying Applicants: You must submit at least 2 letters of support with this application. One must come from your school principal.

First-Time Applicants: If you have a pre-existing relationship with a NJSCA Roster artist that you intend to work with in your AIE Funded residency, please be sure to include the artist on your steering committee. If you have not been working with a NJSCA Roster artist, you and your AIE Partner will select an AIE artist through interviews after receiving notice of a grant award.

Previous AIE Grantee Applicants: If you are continuing to work with a NJSCA Roster artist from a prior AIE residency, please be sure to include the artist on your steering committee. Previous and current AIE Grantees *must* include Letters of Consideration from their AIE Partner, as well as from the AIE Artist with whom they worked most recently. *Include, too, documentation of past residencies (e.g. newspaper articles, press releases, blogs, student work, photographs, etc). Send no more than 5 pages of supporting materials with your application.*

APPLICANT INFORMATION

Has your school previously received AIE grants? ☐Yes ☐No

If yes, list year(s) grants awarded:

Proposed participating target grade(s):

Proposed total number of students participating in residency project activities (participating group):

Proposed total number of students who will meet with the teaching artist every residency day (core group):

Proposed total number of adults (teachers, parents, etc.) impacted by the project activities:

Please provide a 50 word summary of your grant proposal, including the art form, students and grade levels to be served, and primary residency goals:

GRANT REQUEST:

Cash Sources: For the 2016-2017 School Year, the total AIE grant must be matched one dollar committed from the school for every three dollars granted by AIE. The match may be through either direct cash or through actual expenditures and should be spread over the various budget categories.

Name of School (or School District)	Superintendent/CEO	Federal ID Number
School Street Address		
Address, continued		
City		
NJ Zip	County	

Certification: *By signing below, I certify that I have read and support the residency proposal.*		
Principal's Name	Principal's Telephone	E-Mail (provide one address only)

Authorizing Official's Signature (Blue ink, please) Date (mm/dd/yyyy)

Legislative District: State Federal

(*This information is available at http://www.njleg.state.nj.us/members/legsearch.asp or www.house.gov/writerep/*)

APPLICANT STATUS Which category best describes your organization's legal status? Please enter appropriate code number		APPLICANT INSTITUTION Which category best describes your organization? Please enter appropriate code number	
02 Nonprofit Organization	07 County Government	**19** School District	**23** Secondary School
05 State Government	08 Municipal Government	**21** Elementary School	**24** Vocational/Technical School
06 Regional Government	09 None of the Above	**22** Middle School	**25** School/Other (describe)

DISCIPLINE: *Choose the **ONE discipline** which best describes the desired residency or project, and enter the appropriate code numbers and letter prefix (if applicable) for which you are applying.*

(01) Dance

A. Ballet

B. Ethnic/Jazz

C. Modern

(02) Music

A. Band (does not include jazz or popular)

B. Chamber (includes only one musician/part)

C. Choral

D. New (includes experimental & electronic)

E. Ethnic (includes folk-inspired)

F. Jazz

G. Popular

H. Solo/Recital

I. Orchestral (includes symphonic & chamber orchestral)

(03) Opera/Music Theatre

(04) Theatre

(05) Visual Arts

A. Experimental (includes conceptual, installations, new media, new approaches)

B. Graphic (includes printmaking, book arts, drawing, does not include graphic design)

D. Painting (includes oil, acrylic, watercolor)

F. Sculpture

(06) Design Arts

A. Architecture

B. Fashion

C. Graphic/Illustration

D. Industrial

E. Interior

F. Landscape Architecture

G. Urban Design/Planning

(07) Crafts

A. Clay

B. Fiber

C. Glass

D. Leather

E. Metal

F. Paper

G. Plastic

H. Wood

I. Mixed Media

(08) Photography

(09) Media Art

A. Film

B. Audio(includes radio, sound)

C. Video

(10) Creative Writing

A. Prose

B. Playwriting

C. Poetry

(11) Interdisciplinary*

Pertaining to art forms/art works that integrate more than one arts discipline to form a single work (e.g., collaboration between/ among the performing and/or visual arts) as well as performance art.

(12) Folk Arts*

Schools interested in applying for these residencies must first consult with AIE staff at 609-633-1184.

Steering Committee/ Residency Support Structure: Refer to Glossary (p. A9-A10) and Handbook (p.8) for definitions

Please provide the name, phone number and email address of the contact person for questions regarding this grant proposal. Name: Phone number: Email address:

List the members of the Steering Committee:

On-site Coordinator: Title/Position:

Administrative Coordinator: Title/Position:

Teacher Liaison (if applicable): Title/Position:

Teaching Staff (please include grade level, subject area or current title. Please specify those who will have a direct role in the residency):

Community Members (Please include affiliations, i.e. parent, business person, Teaching Artist, etc.):

How did you hear about the AIE Grant?

☐ An AIE School ☐ From my Administrator ☐ AIE Staff ☐ Technical Assistance Workshop
☐ Direct Mail ☐ Email ☐ aTi ☐ Teaching Artist ☐ Other (please specify)

aTi Selection: Refer to the guidelines (page 7) for more details

Please select one aTi location that your cooperating teacher will attend, and complete the corresponding section below:

Who will attend the Artist/Teacher Institute at Ramapo College 7/11/16-7/15/16?

Name		Title/Position	
E-mail		Phone	

Who will attend the Administrators' AIE Idea Factory and Grant Orientation meeting at Ramapo College 7/14/16?

Name		Title/Position	
E-mail		Phone	

Who will attend the Artist/Teacher Institute at Stockton University 7/24/16-7/30/16?

Name		Title/Position	
E-mail		Phone	

Who will attend the Administrators' AIE Idea Factory and Grant Orientation meeting at Stockton University 7/28/16?

Name		Title/Position	
E-mail		Phone	

INSTRUCTIONS FOR FILLING OUT FIELDS BELOW: Fields are set with word limits and will end when the limit is reached. As you type, the field will expand to accommodate your entry and push subsequent content down. This will automatically increase the amount of document pages that you will submit and document length will vary for each user.

Residency Grant Narrative

1. Please describe the proposed residency and how it will augment the existing arts curricula at your schools' site. Why was this art form selected? (750 word limit)

2. Please describe what students will learn from this residency. List 5-10 student outcomes you anticipate from this residency. *Please be succinct and realistic* in your anticipated outcomes.

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3. Describe the artistic processes that students and teachers will engage in to meet the goals stated above.

4. List 3-5 teacher Professional Development goals and objectives for the residency. *Please be succinct and realistic* in listing your anticipated outcomes.

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5.Number of Core groups: Number of students in each Core group:
(Please refer to Core Group definition in glossary)
Briefly describe the criteria for selecting the core and participating groups.(500 word limit).

6. Does your school/district have an improvement plan or set of adopted goals that includes the arts? If yes please describe:

7. Please provide the following demographic information:

	# Courses	# Full-Time Staff	# Part-Time Staff	Comments
Creative Writing:				
Dance:				
Media Arts:				
Music:				
Theatre:				
Visual Arts:				
Other:				

Site and Community
8. Briefly describe your school and community including geographic and socio-economic characteristics.

9. Please describe any existing or planned partnerships with community or cultural organizations.

Support/Scheduling

10. How do you anticipate scheduling student workshops?

- ☐ **Current class period/schedule**
- ☐ **Block scheduling**
- ☐ **Flexible/alternative scheduling**
- ☐ **Other (please describe)**

11. How do you anticipate scheduling planning meetings with your steering committee, AIE teaching artist, and AIE partner?

- ☐ **Current class period/schedule**
- ☐ **Block scheduling**
- ☐ **Flexible/alternative scheduling**
- ☐ **Other (please describe)**

12. Please provide the projected number of times per week, length of sessions and the general time of year for the proposed residency (See Residency Components and Sample Timeline on pages 5, 6 & 8 of Guidelines).

Support/Facility

13. Please describe the artist's work space in your school, with particular consideration for the specific needs of the artistic disciplines involved. Describe the facilities/equipment available for the artist's use. (300 word limit)

Documentation and Evaluation

14. The AIE Grant expects participating schools to assist in documenting and evaluating the residency outcomes. Please describe ways you are prepared to provide on-going documentation and evaluation of the residency in progress. Please check all that apply:

☐ **Photographs** ☐ **Blog** ☐ **Samples of student work** ☐ **Sample lesson plans** ☐ **Journal(s)**
☐ **Video recordings** ☐ **Audio recordings** ☐ **Articles- local and school newspaper or video broadcasting**
☐ **Sample lesson plans** ☐ **Notebooks** ☐ **Other (please describe)**

15.How do you plan to evaluate the outcomes of the student goals described in question #2? (300 word limit)

(Reapplying Grant recipients only)

16. Briefly summarize what took place in past AIE residencies. Describe how the proposed residency relates to the experiences and learning of those residencies. Please elaborate on any proposed changes in focus or artistic disciplines. Will the same or different artists be involved? Reminder: Please provide no more than 5 pages of documentation from past residencies (500 word limit)

17. Describe how past professional development activities and proposed projects will help to institutionalize the outcomes from your residencies. (500 word limit)
Reminder: Current and previous AIE Grantees reapplying for funding should include Letters of Consideration from their AIE Partner as well as from the most recent AIE Artist with whom they worked.

Budget		
Expenditures	Income Sources and Amounts	
	A AIE Grant	B School Financial Match
Artist in Residence Fee ($300 x ___ days) (Must be 20 days or more per year)	$	$
Artist/Teacher Institute: 75% from AIE, 25% from School Financial Match (See guidelines page 7 and application page A7 for fees and explanation.) Include here in school match amount, stipend to teachers, travel costs for aTi attendance that are to be paid by the school, etc.	$	$
		$
		$
		$
		$
		$
		$
		$
		$
Totals	**$** **(Maximum request is $7,000)**	$ **Must be at least 1/3 of Column A**
Total Grant Request:$_____** (Total Column A) **Total Project Budget:$_____ (Total Columns A+B) ***For budget-related questions, consult the definitions at the end of this section, or call AIE at 609-633-1184.***		

Description of School Financial Match Sources

Cash Sources: The total AIE grant request for the 2016-2017 school year must be matched <u>one dollar committed from the school for every three dollars requested from AIE</u>. Please describe the sources of the school match.

This matching may be made through expenditures from the school budget (for instance, teacher release time), direct cash payments by the school (for instance, purchase of art making supplies) or other donated funds (for instance, PTA field trip fund) and must be spread over the various budget categories, as is appropriate for the proposed residency project.

Cash Sources	Amount	Cash Sources	Amount
1.		3.	
2.		4.	

In-Kind Sources: *Please use space below to list any donated materials or services for the project and their estimated cash value. While not included in the project cash budget, it is helpful information for the grant review process.*

In-Kind Sources	Amount	In-Kind Sources	Amount
1.		3.	
2.		4.	

Estimate In-Kind Sources Total Value $_____

BUDGET NARRATIVE

Please provide a brief explanation of your school's cash match, and how you arrived at anticipated expenses for supplies/materials, equipment, field trips, teacher release/substitute fees, documentation, publicity, administrative costs and other (if applicable).

DEFINITIONS OF BUDGET ITEMS:

Artist in Residence Fee: The required AIE Teaching Artist fee is $300 per teaching day, which should include about 4 consecutive class periods per day. The minimum number of residency days is 20 per year ($300 x 20 days = $6,000 minimum for AIE Teaching Artist fees per year). The AIE Partner manages these funds directly from the AIE Grant.

Visiting Artist: Individual visiting artists should receive the same $300 per day as residency artists.

Supplies/Materials: 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.

Equipment: Permanent items, such as a printing press, camera, video recorder, etc. that are purchased by the school specifically for the residency.

Field Trips/ Assembly Fee: Costs for bus transportation, admission fees, etc. Performing groups/company fees may vary.

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 # Hours = $Total Release Time/ Substitute Fees). In most instances, this amount is a significant portion of the schools' financial match amount.

Documentation/Evaluation/Publicity: Costs of video duplication, printing, postage, etc.

Administrative Cost: Estimated costs for time dedicated to the residency by administrative staff such as principals or supervisors. (Calculated by $Hourly rate X # Hours = $Total Administrative cost)

Artist/Teacher Institute (aTi): The AIE Grant provides a 75% stipend for one teacher's tuition to attend **aTi**. The school is responsible for the remaining 25%. The stipend may be used towards tuition, materials fees and housing *up to the total stipend amount of $500*. The stipend will be applied as a credit on the invoice provided by aTi. The school should be prepared to pay the remainder of the invoice to aTi directly.

Other: Expenses associated with the residency that do not fit into other categories.

AIE Grant: Total amount requested to help cover residency artist fees and **aTi** partial scholarship.

School Financial Match: Dollar amount the school commits to match the AIE grant. It should include expenditures to cover teacher release time, administrative time, supplies and materials appropriate to the project, and other expenses. The total of the School Financial Match must be at least 1/3 of the total grant request - the total of column B should be at least 1/3 of the total of column A.

In-Kind Sources: List the individuals, businesses 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 contributes paint.)

FINAL CHECKLIST

Please use this checklist to indicate the items submitted and ensure that your application packet includes all the required materials.
Only complete applications will be considered.
School or School District Name:_____
APPLICATION CHECKLIST

Completed application form, including:		
Applicant Information	1 Original	☐
	1 Email	☐
Certification *(Email copy can be without signatures)*	1 Original	☐
	1 Email	☐
Residency Grant Narrative	1 Original	☐
	1 Email	☐
Budget	1 Original	☐
	1 Email	☐
Required Documents – to be mailed with signed original		
Two (2) Letters of Support (*One from the school principal)*	1 Original	☐
Documentation from Past Residencies *(Reapplying schools ONLY)*	1 Original	☐
Letter of Consideration from AIE Partner *(Reapplying schools ONLY)*	1 Original	☐
Letter of Consideration from most recent AIE artist *(Reapplying schools ONLY)*	1 Original	☐

Thank you for your application.

Please keep an additional copy for your records.

Awards will be announced in late-May 2016.

GLOSSARY OF KEY TERMS & AIE RESIDENCY COMPONENTS

SCHOOL TEAM:

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 AIE Program.

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

AIE TEACHING ARTIST
An AIE Teaching Artist is a professional artist on the NJSCA Artists Roster. 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.

CORE GROUP
The students who will work with the AIE Teaching Artist each workshop day throughout the project. Characteristically, a core group consists of a class of 25-30 students, with a residency day serving up to three core groups, for a total of approximately 75-100 students. *Schools seeking to increase the size of the core group (for instance, an entire grade level) should factor in increased Teaching Artist days into their budget. Please contact AIE for assistance*.

ON-SITE COORDINATOR (OSC)
The AIE Residency Artist's liaison to the site, students and community. The OSC is generally a teacher, department head or vice principal. He or she works cooperatively with the artist, and continues to stimulate and expand art activities at the site after completion of the residency. NOTE: If the OSC is not a teacher, then a Teacher Liaison should also be identified.

PARTICIPATING STUDENTS
Students who work with the AIE Teaching Artist on a less regular basis than the Core Group(s). For example, these students might rotate through a designated period during the AIE Teaching Artists' day or attend related activities such as an assembly or a field trip.

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.

VISITING ARTIST
Guest artist(s) invited by the AIE Teaching Artist to present a workshop or demonstration that expands the focus of the residency. The Visiting Artist is present with the AIE Teaching Artist to help make connections to the residency discipline.

RESIDENCY COMPONENTS:

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

the importance of the arts in learning.

DOCUMENTATION & EVALUATION
Final and completed Documentation and Evaluation of the project is due to the New Jersey State Council on the Arts no later than 30 days after completion of the residency. It 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 & 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, statistic information and publicity samples.

PROFESSIONAL DEVELOPMENT PLAN
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 professional development 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. Attachment C of the grant contract provides the appropriate language to use in press releases when defining the program and its managing entities.

RESIDENCY DAY
Based on four 45-minute consecutive class periods with additional time for class preparation as needed.

#End of 2016-2017 AIE Residency Grant Application#