

**2018-19 Arts in Education Program  
RESIDENCY FINAL REPORT / EVALUATION by the Artist**

**THIS SECTION FOR MSAC USE ONLY:**

ASA Grant Number _____
AAA Grant Number _____
Total Grant Amount \$ _____

**INSTRUCTIONS:** Fill out the final report in its entirety and submit one copy with a signature to the address at the bottom upon completion of the residency. All sections are required, and completed forms must be submitted for payment.

Artist or Group-Full Name
School/Site-Name

**IN THE SPACES BELOW, LIST THE DATES OF SERVICE AND # OF SESSIONS PER DAY. MAKE SURE TO INCLUDE ORIENTATION, PLANNING, AND EVALUATION MEETINGS, BUT DO NOT COUNT THEM – THEY ARE AUTOMATICALLY ADDED IN ON NEXT PAGE  
\*\*\* These numbers should match the eGrant application.**

	Date	No./Type of Sessions* (see codes below)		Date	No./Type of Sessions*(see codes below)
Orientation		OR		Day 14	
Planning		PL		Day 15	
Evaluation		EV		Day 16	
Day 1				Day 17	
Day 2				Day 18	
Day 3				Day 19	
Day 4				Day 20	
Day 5				Day 21	
Day 6				Day 22	
Day 7				Day 23	
Day 8				Day 24	
Day 9				Day 25	
Day 10				Day 26	
Day 11				Day 27	
Day 12				Day 29	
Day 13				<b>Total (w/o OR/PL/EV)</b>	

\*CG – Core Group, SP – Student Performance, PD – Professional Development, PSC - Parent-Staff-Child, OR – Orientation, EV – Evaluation, PL - planning

**ARTS RESIDENCY BUDGET**

Orientation Meeting, Planning, and Evaluation Meeting (will be subtracted from number of sessions above)	\$210.00
<b>PERFORMING ARTISTS ONLY</b> Total Cost of Professional Performance(s)	\$
Total Cost of Workshop Sessions @ \$70 per session	\$
Total Cost of Travel Expenses (Refer to grant application)	\$
<b>TOTAL COST OF PROGRAM*</b>	\$

*\*The total cost of the program may not exceed the amount listed on the Artists-in-Residence Program Application.*

**EVALUATION OF RESIDENCY COMPONENTS – MUST BE FILLED OUT**

Residency Components	Excellent	Very Good	Good	Adequate	Inadequate
Orientation meeting	5	4	3	2	1
Student response	5	4	3	2	1
School administration support	5	4	3	2	1
Parent/community support	5	4	3	2	1
Space provided	5	4	3	2	1
Ordering of materials/supplies	5	4	3	2	1
Evaluation meeting	5	4	3	2	1
<b>Overall Rating</b>	5	4	3	2	1

1. Describe the residency’s impact on you and your work as an artist.

2. Would you return to this school for future residencies? If not, why not?

ADDITIONAL COMMENTS (stand out moments/successes/feedback):

I certify that all information contained on this worksheet is true and accurate.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_ Title \_\_\_\_\_

**Your signature is required as this is your invoice to MSAC for services.**

Email to [jennifer.menkhaus@maryland.gov](mailto:jennifer.menkhaus@maryland.gov). OR KEEP COPY AND MAIL ORIGINAL TO: AiE Program Director,  
Maryland State Arts Council, 175 W. Ostend Street, Suite E, Baltimore, MD 21230