



GUIDELINES FOR SCHOOLS RECEIVING MARYLAND STATE ARTS COUNCIL ARTIST IN RESIDENCE FUNDING

An Arts Residency is made available to schools in order to offer students a better understanding of the artist's art through participatory activities and workshops. The residency is not an "ersatz" arts course, or a substitute for the non-existing arts curriculum or a lack of art instruction in the absence of a qualified, certified specialist.

The artist is expected to teach and the students are expected to learn during the hands-on workshops, but **the artist's role in the classroom is not that of a substitute teacher or a demonstrator of a specific technique.** To teach a structured, sequential art curriculum is a task that properly belongs to the teacher, a certified specialist.

It is the teacher who remains responsible for the class even when the artist-in-resident is present. The AiE artist's status is that of a consultant, not a school employee, therefore, **a member of the school staff must be present while the artists are working in the classroom. Artists are instructed to also leave the classroom, should the teacher leave.**

Each residency begins with an orientation meeting between the artist and participating teachers. Those attending the orientation will finalize all arrangements concerning the number and grade level of participating students, space, schedules, and follow-up activities. **The artist then takes time to plan the residency with this information in mind, then returns for a planning meeting** with the same teachers. **An evaluation meeting date should be chosen to take place at the end of the residency and the date held on everyone's calendar. During the evaluation meeting** the goals of the residency are discussed, as well as successes, challenges, and improvements should the school wish to engage the artist the following year.

The school is responsible for turning in a [School Residency Evaluation Form](#) within ten (10) business days of the completion of the residency. This form may be accessed via the hyperlink or our website via the "Arts in Education" tab. Choose "Applications and Forms" in the drop down list. Scroll down to the bottom of the page. Forms should be emailed to AiE Management Associate Jennifer Menkhaus at Jennifer.menkhaus@maryland.gov.

Performing arts residencies consist of one performances plus a series of at least three sequential workshop sessions with a core group of students. The core group will be of a maximum of 25-30 students who participate in a minimum of three workshop sessions each. There may also be a student showcase and professional development sessions for teachers. **The residency is 12-40 sessions.**

Playwriting residencies consist of a series of at least three sequential workshop sessions with a core group of students. The core group will be of a maximum of 25-30 students who participate in a minimum of three workshop sessions each. There may also be a student showcase and professional development sessions for teachers. **The playwriting residency is 12-40 sessions.**

Poetry residencies consist of residencies consist of a series of at least three sequential workshop sessions with a core group of students. The core group will be of a maximum of 25-30 students who participate in a minimum of three workshop sessions each. There may also be a student showcase and professional development sessions for teachers. **The poetry residency is 12-40 sessions.**

Visual Arts residencies consist of a series of at least three sequential workshop sessions with a core group of students. The core group will be of a maximum of 25-30 students who participate in a minimum of three workshop sessions each. There will also be material prep and installation sessions for the artist and there may also professional development sessions for teachers. **A visual arts residency is 20-60 sessions.**

Regular breaks and a lunch period must be discussed and scheduled during the Orientation meeting. As well as parking and snow cancellation policies. Cell phone numbers should be exchanged between site coordinator and artist for emergencies. Artist should be given sufficient space in which to work between sessions.

A RESIDENCY MAY NOT BE CHANGED WITHOUT PRIOR PERMISSION from the AiE Program Director, Chris Stewart. The [Residency Change form](#) is to be used for changes due to illness, inclement weather, or a death in the family, only. Any other changes should be sent in writing to AiE Program Director Chris Stewart for discussion. This email or the Residency Change form should be sent to Chris Stewart at christine.stewart1@maryland.gov.

Each residency project is set up between the teacher and the artist, so please feel free to look for a challenging concept. However, make sure you set realistic limits to your inspiration by considering time, space, and materials available. **The school is responsible for the cost of the materials related to the residency, including visual arts supplies.**

PAYMENT: Payment of the school's portion of the residency (local grant match) is due BY DECEMBER 1ST. For schools working with InterAct Story Theatre or Young Audiences, payment of the grant match will be made to these organizations who will be in touch.

All other site coordinators will receive the invoice stapled to the award letter. If it is missing, please check with your school office.

Note that submitting the payment request and invoice to the accounts payable office for your school or county is not sufficient. Site Coordinators must follow up to ensure that payment is made by the due date.

Failure to make this payment or to request an extension (March 1 only) renders the school ineligible for future funding.

NEW: A W-9 form is now required from all grantees. It was included with this document and your award letter. **Please fill out the form and return by October 5, 2018.**

QUESTIONS/ISSUES: Chris Stewart, AiE Program Director
christine.stewart1@maryland.gov or 410-767-6476.