

Artist Residency Request Form Part One

All applicants should provide the following materials:

- **Part One:** Artist Residency Request Form (this form)
- **Part Two:** Narrative Description of Project (see below)
- **Residency Budget Worksheet:** (see attached)

Please type or print clearly.

School/Community Site: _____ **District:** _____

Mailing Address: _____

City: _____ **Zip:** _____ **County:** _____

Congressional District _____ **PA House District** _____ **PA Senate** _____

Site Coordinator: _____

Phone: _____ **Email:** _____

Principal/Administrator: _____

Phone: _____ **Email:** _____

Requested Details

Requested Artist *(if applicable)*: _____ **Art form:** _____

Grade Level(s) of Core Groups: _____

Tentative Dates for Residency: ____/____/____ to ____/____/____

Application Submitted by *(please signify your agreement to the forgoing terms & conditions by typing in your name in the space below.)*

 Signature of Person Submitting Application Date

 Signature of Administrator Date

 Signature of Artist Date

Please **submit this form WITH the Residency Request Form Part TWO** (project narrative) and the Residency Budget Worksheet to: Capital Area Intermediate Unit 15, Attn: Jackie Ford 55 Miller St. Enola, PA 17025 or email at jford@caiu.org

Artist Residency Request Form Part Two

Narrative Description of Residency: Attach to Artist Residency Request Form Part One

Residency projects should be developed collaboratively with the artist(s), host site, and CAIU15. While project plans must be developed prior to application submission, it is understood that some “fine tuning” of the plans will occur between submission and the actual residency. *Capital Area Intermediate Unit 15 will use this narrative to determine award amounts in the event funding is not sufficient to match the Host site’s request.*

Your narrative should address each of the points listed below and be no more than the amount of space provided. You may use bullet points for your narrative.

Please complete the following:

- **Introduction:** Briefly describe your school/community organization: e.g., district, number of students, demographics, etc.
- **Goals and Objectives:** **What do you want the students/participants to achieve as a result of this residency? How can the art form be integrated into classroom curricula? Consider arts-related goals as well as curriculum-related goals. You may want to list a series of learning objectives. For example, “at the conclusion of residency, students will demonstrate achievement in...**
- **Core Group(s):** Identify the number, ages and types of students in the core group(s) and how the students are selected. The core group(s) can be comprised of various grade levels but may not exceed three (3) groups with up to 30 students per group. The artist should meet with each Core Group each day of the residency.
- **Other Student Groups:** Describe activities that will involve the wider scope of the school/organization. The Resident Artist should be accessible to other groups of students on a limited and practical basis, e.g., a special workshop with a non-core group class or a school-wide performance or assembly.
- **Schedule of Events:** Include a sequence of events and/or activities. You may list a day-by-day schedule or a more general outline such as describing the beginning, middle, and end of the residency.
- **Evidence of Student Involvement in the Creative Process:** Define the creative process and show clearly how students will be involved directly in the process.
- **Teacher/Staff Involvement:** Have you identified a host teacher? Who will that be? How will the teacher assist the Resident Artist throughout the residency? What activities are planned to bring the artist(s) and other teachers/staff together? Describe activities such as staff in-service workshops, a resource list of books &/or websites, etc.
- **Community Outreach/Parental Involvement:** Describe activities that will include the larger community. Possibilities include “Meet the Artist” breakfast/lunch at school, Parents’ Night exhibit or performance, a school time exhibit, or performance to which parents and community have been invited.
- **Facilities/Supplies:** What facilities, materials, supplies, space, etc., will be needed and made available for the residency? Include studio time and space for the artist when relevant.
- **Plans to extend the impact of the residency:** What activities are planned to insure that the processes learned in the residency will continue to be implemented and used in various forms beyond the artist’s time?
- **Evaluation/Follow-up:** How will the participants be assessed? What elements will be assessed? What evaluation tools will you use? What will you do with the results of the evaluations? Consider using a variety of tools such as pre- and post-testing, reflective journals, performance tasks, etc. Include copies if those tools are already developed.
- **Note: Artist Clearances on File with CAIU15 and will be provided upon request.**

Narrative Description of Residency:

Artist Residency: Schedule Worksheet

Host Site:

Start Date (mm/dd/yy):

Artist:

End Date (mm/dd/yy):

Schedule: Day(s) of the Week:

Time(s):

Attach this schedule to the Residency Agreement. THE FINAL SCHEDULE MUST BE SUBMITTED AT LEAST TWO WEEKS BEFORE THE RESIDENCY BEGINS.

Planning Days:

- 1.
- 2.

Residency Days: (please include DAY OF THE WEEK, DATES AND TIMES)

- | | |
|-----|-----|
| 1. | 16. |
| 2. | 17. |
| 3. | 18. |
| 4. | 19. |
| 5. | 20. |
| 6. | 21. |
| 7. | 22. |
| 8. | 23. |
| 9. | 24. |
| 10. | 25. |
| 11. | 26. |
| 12. | 27. |
| 13. | 28. |
| 14. | 29. |
| 15. | 30. |

TOTAL # OF DAYS (including planning days):