



FY18-19

Teaching Artist Roster Program

GUIDELINES

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www.centralmnartsboard.org

This information can be made available in the following alternative formats: Braille, large print, and audio recording. We can also help your group find a language interpreter to translate these guidelines. To accommodate your requests, the Central MN Arts Board will need at least 10 working days.

MN Relay Service 1-800-627-3529

PROGRAM OVERVIEW

The Teaching Artist Roster Program is a seven-session training designed to support artists in refining and developing skills for conducting collaborative, in-depth arts learning experiences in organizations, community settings and schools.

Up to seven artists are selected to participate in this training, conducted in odd numbered fiscal years by artist peer coaches and partners contracted by the CMAB.

After completing the program, participants will have a personal profile on the online CMAB Teaching Artist Roster and are exclusively eligible to apply for residency funding through the Teaching Artist Grant program.

Program Outcomes

Individuals who complete the Teaching Artist Roster Program-

- Value themselves as artists and understand what they offer as teaching artists
- Expand the ways they apply their craft
- Understand the essential role arts play in a complete education
- Belong to a network of fellow teaching artists who serve as resources, mentors and peers
- Are ready to employ and lead assessments that involve personal reflection for continuous improvement
- Understand how the roles of artist and teacher intersect
- Are able to develop a residency plan
- Are familiar with the CMAB Teaching Artist Grant application process
- Employ strategies that contribute to success as a teaching artist

WHO CAN APPLY

- 18 years of age or older
- Resident of Benton, Sherburne, Stearns, or Wright County for a minimum of six months prior to application
- Either a U.S. citizen or have attained permanent resident alien status

APPLICANTS NOT ELIGIBLE

- Past CMAB grant recipients with any overdue final reports

HOW TO APPLY

Click the Manage GRANTS button in the upper right corner of the CMAB homepage. First-time applicants need to create an account using an email address and password.

- Applications must be submitted by **11:59 pm on the deadline date.**
- Applications received after deadlines are ineligible. There are no exceptions to this policy.

Submit your application online and include:

- WORK SAMPLES with descriptions

USING Fax-to-File:

A Fax-to-File feature is available with the application to help convert documents from hard copy to digital PDF format. Fax-to-File is located in the upper left portion of your screen under tools.

Click on Fax-to-File and you will be presented with a toll-free number. Once you have a fax number, you will have 20-minutes to fax documents for conversion. Click the "Finished Faxing" button to see a list of files. Converted documents will be available to download to your computer. After downloading, the documents can then be uploaded during the online application process. Contact the CMAB office if you need further assistance in converting files.

APPLICATION CONTENT

RAC Data Information

The following questions are required for data collection purposes by the Minnesota State Arts Board and the MN Legislature. To use the district poll finder, [Click Here](#). For a definition of the RAC Data codes [Click Here](#).

- **How did you learn about this program?**
- **Publicity** - Does the applicant have an alternate name, to be used for publicity purposes? (i.e. news releases)
- **Alternate Name** - If yes, indicate the alternate name to be used for publicity purposes. (or indicate N/A)
- **Applicant Discipline** - Select the code that best describes the applicant's primary area of interest in the arts
- **Applicant Status** - Enter "01" for individual
- **Institution** - Enter "01" for individual artist
- **Applicant Street Address**- Enter the physical street address (NO P.O. Box), City and Zip Code where the applicant resides.
- **County** - County of applicant
- **MN House District** - MN legislative house district of applicant
- **Congressional District** - MN congressional district of applicant
- **Artists Participating** - For these grant activities is "01" Individual Artist
- **Distinct Groups**- Indicate if you identify as a member of any of the following demographics: D= Individuals with Disabilities, M= Military Veterans/Active Duty Personnel, O= Other (describe)
- **Applicant Ethnicity** - Select any combination (**optional**). Enter "O" if you do not want to provide your ethnicity. N = American Indian/Native American; A = Asian; P = Native Hawaiian/Pacific Islander; B = Black/African American; H = Hispanic/Latino; W = White; 99 = when no single group applies; O = Other
- **Additional Information** (optional) - Data collection questions do not always provide options to accurately describe the racial or ethnic identity of applicants. If there is additional information you would like to provide about your race or ethnicity, include that information here.

ARTISTIC MERIT/QUALITY

Evaluators use the following criteria when reviewing the application:

1. Applicant provides a clear and compelling rationale for wanting to participate in the program.
2. The applicant's work exhibits originality, technical skill, and a personal artistic vision or voice.
3. Applicant work samples evoke emotion, intellectual inquiry, or other responses from an audience.

1) Describe why you are interested in participating in the Teaching Artist Roster Program.

2) Artistic training and experience: Note significant experiences you have had in your artistic field. Include formal and informal studies, exhibitions, volunteer experiences, work you were paid to complete, etc.

3) Provide a brief statement about you and your art

Artist Statement

An artist statement should help readers understand what you believe to be the most important aspects of your art and the techniques you use to make it.

- Write in the first person. Your statement is about you, so personalize it.
- Statement should be clear, understandable, not over-stated. Do not exceed 3/4th of a page.
- Keep it philosophical, not biographical. Describe what you do and why you do it.
- Everything in your statement should be relevant to your art.
- Write about what your art does for you, not what it is supposed to do for others.
- Avoid comparing yourself to other artists.

Artist Work Samples

Contact the CMAB office if you need assistance attaching work samples. The CMAB is not responsible for samples that do not upload or display correctly. **Work samples that exceed the allowed number images or run time will be excluded from application review.**

- **Two-Dimensional & Three-Dimensional:** creators of painting, drawing, photography, sculpture, ceramics, fiber arts, multi-media arts, and all fine crafts; **SUBMIT UP TO 5 WORK SAMPLES:** Submissions should not be more than 1800 pixels wide with title, description and dimension included with each sample.
- **Literary:** Original poetry, prose (fiction and creative nonfiction), playwriting and screenwriting. **Total number, including summary may not exceed 10 pages.** If the sample is part of a longer work, one of the pages may provide a BRIEF summary or context for the excerpt. **Include a description title, type (Poem, Novel excerpt, etc.) with each sample.**
 - All written materials must be submitted in .PDF format on 8-1/2" X 11" document.
 - Leave 1/2" margins (minimum) at top, bottom and sides of each sheet.
 - Use black size 12 font or larger.
 - Scholarly manuscripts, standard journalism, and translations are not accepted.
- **Performance:** Dancers, choreographers; theatre performers, spoken word; composers, musicians. While artists can perform the work of others, panel members will be looking for the applicant's unique interpretation, or "personal stamp" on the work submitted and priority will be given to original work.
 - **Theater/Dance: combined run time of 7 minutes for all selections.** Submit samples in .WMV, .SWF or .MP4 file format or provide a URL link to a video. Include in a separate document the Title, Length of excerpt with a physical description explaining how to identify you (i.e., "I am the actor in the yellow shirt")
 - **Music: combined run time of 7 minutes for all selections.** Submit samples in .MP3, .WAV, .WMA formats and include the Song Title, Length, Type of Music for each sample in a separate document. **Optional:** You may attach scores for any music sample(s) submitted.

4) **Upload Work Samples** - combine all samples into ONE PDF document or audio/video file. A website URL (optional) can be provided if the upload does not accommodate the file size.

- **Art Sample(s)** with descriptions [10 MiB allowed]
- **Audio/Video or Website URL** - (i.e. www.centralmnartsboard.org)
- **Audio/Video Description** – Describe how the samples provided relate to your proposal. If necessary, direct reviewers to specific images, or a specific 7 minutes of audio/video (i.e – view from 1:16 to 5:06 and then from 18:04 to 20:00)

ABILITY

Evaluators use the following criteria when reviewing the application:

1. Applicant demonstrates a willingness to commit time and energy to program obligations.
2. Applicant demonstrates an interest in building or expanding their skills as a teaching artist.

Training Dates

You must be able to attend training sessions held at the Paramount Visual Arts Center in St. Cloud on Thursdays from 6:00 pm until 9:00 p.m. on the following dates in 2018: January 25th, February 8th, February 22nd, March 8th, March 22nd, April 5th and April 19th. Dates and locations may be subject to change.

- 5) **Are you available to attend all of the training dates?**
- 6) **What are your strengths as an artist?**
- 7) **What are your weaknesses as an artist?**
- 8) **Describe any teaching experience you have**, formal or informal. If you have no teaching experience describe personal skills or experience that will contribute to your success as a teaching artist (volunteer experience, working with groups, etc.)?
- 9) **Name a technique, genre or medium you are interested in focusing on during the Teaching Artist Roster Program.**

LESSON PLAN OUTLINE

Explain how you could share your art discipline through a learning session.

LP1. Description of Activities- What will you demonstrate, or show to students? What will students do?

LP2. Target Age Group/Population- Students can be of ANY age. Other characteristics that will describe a particular population could be ability, location, ethnicity, etc.

LP3. Length of class- Estimate how long it might take to complete the activities you've described

LP4. Materials needed- What will you need for your lesson? What will students need?

CERTIFICATION

10) Electronic Signature

Your signature indicates that all of the information in the application is true and complete to the best of your knowledge.

CMAB SERVICES AND GRANTING PROCESS

REVIEW PROCESS

Applications will be made available to the CMAB Board of Directors or a review panel at least two weeks prior to the review date. All applicants will be notified of the Board's decision in writing.

During the review process each application will receive a score on a scale from 0 to 30. An applicant must attain a minimum average of 15 in order to be considered for funding.

APPLICANT INTERVIEWS

Panel members will interview a select number of applicants. Interviews will be scheduled within 30 days of the Teaching Artist Roster Program deadline. Final scores and a list of recommended applicants will be submitted to the CMAB Board of Directors for final approval. CMAB Staff will contact selected artists on or before December 20th, 2017.

GRANT APPEAL PROCESS

Any applicant who can show cause that established grant review procedures were not followed, or that the policies of the program were not equitable to all applicants, may file an appeal in writing within ten (10) business days of being notified of the CMAB's decision.

The Executive Committee will review the appeal and determine if further investigation is warranted. If there is cause for an appeal, the matter will go before the full board for a final decision. There is no right of appeal to dispute decisions in respect to artistic quality or merit, ability or need. Contact the CMAB office to view a copy of the complete appeal policy.

DEFINITIONS

Artistic Merit: The perceived quality or value of works of art.

Resident: One who resides in a particular place permanently or for at least six months prior to application. This will be the location on your driver's license, voting precinct, legally established residence.

For more information on Central MN Arts Board programs and services, visit our website at www.centralmnartsboard.org or call 320.968.4290 or 1.866.345.7140.