



FY18-19 ARTIST IN RESIDENCE 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 Artist in Residence (AIR) program provides funds up to \$3,500 to schools and nonprofit organizations in support of activities directed by, or conducted in cooperation with an artist who engages students and enables learning through the creative process. These funds are provided through [Minnesota's Arts Legacy Fund](#).

Resident artists must be chosen on the basis of their ability to *enhance* programs and curriculum. An ideal residency is composed of a balance between demonstration and hands-on activity. Artists-in-Residence enrich student experiences by sharing and demonstrating a deep understanding of their art-form. A proposed residency (not the planning of the event) must not start prior to CMAB board review date and take place within 12 months.

Program Goals:

Strengthen support for arts integration in all areas of learning and community engagement.
Provide opportunities for deep and authentic arts experiences led by working artists.

Objectives:

- Greater arts infusion across areas of learning
- Residencies provide income to artists
- Organizations/communities/schools enhance the quality, visibility, and reach of their arts programs
- Arts learning opportunities are more accessible to students regardless of age, geographic, economic, cultural or other barriers
- Students have more opportunities to develop creative and technical skills

Proposals to the Artist in Residence program must contain the following components:

- Arts Learning activities conducted with a core group
- A Community Component that invites and informs the community surrounding the school or organization to learn about or participate in residency activities
- A Staff In-Service component that builds staff capacity and/or supports residency activities

WHO CAN APPLY

Applicants must serve Region 7W residents and be located within the Minnesota counties of Benton, Sherburne, Stearns, or Wright.

- **Nonprofit 501(c) (3) arts organizations**
- **Arts organizations or arts groups without nonprofit designation** that are using a fiscal agent
- **Nonprofit** organizations, that do not have arts as a primary focus, such as schools, senior centers, community education, cultural groups and colleges
- **Public Schools**
- **Local government** entities (city, township and county)

APPLICANTS NOT ELIGIBLE

- For-profit businesses
- Individual artists
- CMAB grant recipients with any overdue final reports

PROPOSALS ELIGIBLE

- Arts education experiences involving a professional artist
- Arts workshops
- Visits to artists' studios, art galleries, and other pertinent locations
- Performances by theatre, dance or musical groups, and readings by literary artists

PROPOSALS AND EXPENSES NOT ELIGIBLE

- Those that do not have arts as a primary focus
- Compensation for school personnel within the context of their regular contractual duties
- Purchase of equipment or improvements to facilities
- Those that intend to influence public policy or to proselytize a belief
- Events with a primary focus of fundraising. (Fundraising is allowable, but must not be the focus of an event)
- Activities already funded by the CMAB Teaching Artist Grant program or CMAB Project Grant program
- Those which provide or replace essentially the same services that teachers or arts specialists are required to provide to meet state and/or national curriculum requirements
- Any proposal that pays an artist who has already been funded to work with the applicant school or organization through the CMAB Artist in Residence program two times within the last five years. I.E.- No individual artist or group may be paid through the Artist in Residence program more than two times within any 5 year period.

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 a password.

Submit the **application online** and include:

- A. **Supporting materials**
- B. **501(c)(3) letter.** *Public schools do not submit this letter.* Applicants using a fiscal agent will submit their 501(c)(3) letter.
- C. **Fiscal agent agreement** (if applicable)

Applicants are encouraged to call the CMAB office at 320.968.4290 to discuss eligibility or to have a draft of the application reviewed at least two weeks prior to the deadline date.

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

USING Fax-to-File:

A [Fax-to-File](#) feature is available within 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. **The information is not considered in application review and is not visible to reviewers.** 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?**
- **Proposal Name** – Enter the Residency Name
- **Proposal Summary** – Name the artist(s) and briefly (one or two sentences) describe the residency
- **Proposal Discipline** – Select one category that best describes the grant activity.
- **Start Date** – activities described in the grant proposal must begin AFTER the Board Review Date.
- **End Date** – Date residency is expected to be complete. Must take place within 12 months of the Board Review Date.
- **Measurable Outcomes Summary** – Briefly describe outcomes
- **Evaluation Plan/Methods Summary** – Briefly describe evaluation plans to measure outcomes
- **Publicity** – Does the applicant use an alternate name, other than legal name, for publicity purposes? (i.e. news releases)
- **Alternate Name** – If yes, indicate the name to be used for publicity purposes (Indicate N/A if not applicable)
- **Applicant Type** – Select one that best describes your organization
- **Applicant Discipline** – Select one code that best describes the applicant's primary area of interest in the arts.
- **Status** – Legal status code describing applicant
- **Institution** – Select one code that best describes the applicant
- **Applicant Street Address** – Enter the street address (No P.O. Box) and zip code where the applicant is located
- **County** – County where organization/school is located
- **MN House District** – MN legislative house district where organization/school is located
- **Congressional District** – MN congressional district where the organization/school is located
- **Adult Artists Participating** – Estimate number directly involved in or providing art or artistic services
- **Youth Audience** – Estimate number of children and youth under the age of 18 participating in and/or benefitting directly from these grant activities, or included in an audience
- **Adult Audience** – Estimate number benefitting directly from grant activities: Excludes employees, paid performers, artists participating, children/youth, and broadcast audience. Do not double-count repeat attendees
- **Applicant's Population by Ethnicity** – Select the one code that best represents 50% or more of the staff, board or membership. 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
- **Proposal's Population by Ethnicity** – Select the categories that made up 25% or more of the population reached directly by the proposal activities. 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
- **Proposal's Population by Age** – Select the categories that made up 25% or more of the population reached directly by the proposal activities: 1 = Children/Youth (0-18 years); 2 = Young Adults (19-24 years); 3 = Adults (25-64 years); 4 = Older Adults (65 + years); 9 = No single are groups made up more than 25% population.
- **Proposal's Population by Distinct Groups** – Select the categories that made up 25% or more of the population reached directly by the proposal activities. D = Individuals with Disabilities; I = Individuals in institutions (people living in hospitals, hospices, nursing homes, assisted care, correctional facilities and homeless shelters); P = Individuals living below the Poverty Line; E = Individuals with Limited English Proficiency; M = Military Veterans/ Active Duty Personnel; Y = Youth at Risk; G = No single distinct group; 5 = Pre-K, Children 5 and under;
- **Additional Information (optional)** – Data collection questions do not always provide options to accurately describe the racial or ethnic identity of applicants and the groups they serve. If there is additional information you would like to provide about the race or ethnicity of the groups served by the project, include that information here.

ADVICE FOR APPLICANTS

The Artist in Residency program is scored using four criteria: **Artistic Merit & Quality, Demonstrated Need, Outcomes & Evaluation, and Applicant Ability**. Each criterion has a series of statements that reviewers are asked to consider when reviewing and scoring an application. When completing a grant application, refer to the statements listed beneath each heading. Strong proposals will address all applicable criteria in the narrative responses.

Proposal Narrative

ARTISTIC MERIT/QUALITY 9 of 30 points

Panel members use the following criteria when reviewing this section of the application:

- 1) Arts content is delivered by competent artists with appropriate education/training and significant teaching experience with target learners
- 2) Developmentally appropriate lessons reflect the unique needs and interests of the learners.
- 3) Arts learners will benefit in concrete and meaningful ways as a result of their experience.
- 4) Proposal provides an artistic opportunity not otherwise available by featuring underrepresented, innovative, and/or unique artistic discipline, genre, creative approach, content, and/or quality, presented in a way that is relevant to the intended audience.
- 5) Evidence of artistic, creative, and/or cultural value of the proposed residency
- 6) Community component serves to engage/inform the public (parents, neighborhood residents, caregivers, etc.) about the content and impact of the Artist Residency.

1. Describe the Residency – Refer to the criteria statements above

2. Learning Goals – List specific learning goals for the residency.

3. Artist Resume – Upload the artist’s resume.

4. Core Group – Identify the group of students that will have the most contact with the artist

5. Length of Residency – List number of days and number of hours per day.

6. Community Component – Describe the community component of the residency and how the public will be informed.

7. Example of the Artistic Quality of the proposed residency

Examples include photos of similar or previous proposals, designs or schematics for the proposed residency work, video or website URL of the artist’s work or performing group, etc. Contact the CMAB if you need assistance.

- **EXAMPLE UPLOAD** – Combine multiple pages into ONE PDF document and submit no more than 5 images, literary work examples limited to 10 page or 7 minutes of audio/video
- **OR Video/Website URL** – include this **ONLY** if you are directing reviewers to specific content on a website. Indicate the 7 minute length of video to be viewed

8. SCHOOLS ONLY –

A. List Minnesota Academic Standards that will be enhanced in the context of the residency.

B. In what ways are these standards addressed in the regular school curriculum?

OUTCOMES AND EVALUATION - 6 of 30 points

Panel members use the following criteria when reviewing this section of the application:

- 1) Evidence that the applicant has developed an evaluation plan for the project that will measure the target outcome(s).
- 2) Evidence that the applicant understands principles of documentation and evaluation and results are used to guide future planning and programming.

9. Measurable Outcomes - What will students know after the residency is complete? What will they have created or experienced? What will success look like? What will have changed?

10. Evaluation Methods - How will you see that learning took place? (i.e. surveys, observation, performance, product, student self-assessments, samples of student work, pictures, interviews, video, etc.)

11. Reflection and Action- Describe how your organization or school will utilize the information obtained from evaluation.

DEMONSTRATED NEED - 9 of 30 points

Panel members use the following criteria when reviewing this section of the application:

- 1) The proposal is well designed to address the identified community/audience's specific interests and circumstances.
- 2) Needs of participants and/or audiences are understood and well addressed.
- 3) The proposal contains evidence to show that an arts opportunity not otherwise available to the identified community/audience will be provided.

12. Describe students and staff needs and how this residency will address and/or support those needs. Refer to the criteria statements above

13. Location of Proposal - Address where the main activity will take place.

14. Explain why the artist(s) was selected - Experience, skills, recommendations, etc.

15. Has this artist conducted a residency in the school/organization within the last five years? If yes, indicate when and whether funded by the CMAB.

ABILITY - 6 of 30 points

Panel members use the following criteria when reviewing this section of the application:

- 1) Applicant has provided evidence that there is qualified staff who demonstrate the commitment and capacity to support the proposed activities
- 2) A complete and realistic timeline is in place.
- 3) Teacher/coordinator in-service activities have been fully described and are appropriately designed to enhance applicant's capacity.
- 4) The budget supports proposed activities and honors the work of artists and/or arts organizations, including payment of appropriate wages and fees, and adequate supporting expenses.

16. Name of AIR Coordinator

Person designated by the organization/school as responsible for overseeing the implementation of the proposed residency. This person is responsible for the timely submission of all forms and reports required by the CMAB and should be knowledgeable in all aspects of the proposed residency.

- **Address**
- **Phone**
- **Email**
- **Bio**

- 17. Timeline-** Describe the timeline for all residency activities. Include planning, residency activities, in-service staff development sessions, assessment and community events
- 18. Staff In-Service** - Describe how the artist will share with staff the elements of the residency that can be used again, give additional tools for assessment, identify additional student needs, engage staff in residency activities for greater impact, etc.

Proposal Budget

- 19. Download the [Excel Budget Template](#)**, complete, save and upload in .PDF format. This budget template includes a second worksheet that will be required to complete the final report if awarded. Save for future use.

BUDGET FORM INSTRUCTIONS

Expenses: List all costs associated with this residency. Provide descriptions and breakdowns of expenses

- ❖ **Column A – Proposal Expenses** - List all expenses for this residency:
 - **Contract Personnel/Artist’s Fees/Honoraria/Stipends** – List each name/title
 - Travel expenses – related to bringing in an artist from outside the state of Minnesota can be no more than 10% of the total grant amount requested. (additional travel expenses may be paid with funds from other sources)
 - Administrative costs: Applicants who are recipients of Minnesota State Arts Board or CMAB operating funds (Community Arts Support funding) cannot include or prorate regular administrative costs in any grant proposal budget. Regular administrative costs are those incurred regardless of whether an organization holds the proposed project. School personnel cannot be paid for work that falls within the scope of their contracted duties.
 - **Supplies** –consumable materials only– capital equipment may be rented
 - **Publicity** –printing, ads, promotional items, etc.
 - **Other** – Evaluation, rental of space, student transportation, etc. (For E-12 students, travel must take place during the regular school day)
- ❖ **Column B – Descriptions/Calculations**
 - **Contract Personnel/Artist’s Fees/Honoraria/Stipends** – Show methods of calculation (i.e. hours, rates, etc.) or indicate if a contract rate or stipend
 - **Supplies & Materials** – Itemize material costs-Indicate if item(s) is rented
 - **Publicity** – show calculations (i.e. 3 ads x \$50 per ad)
- ❖ **Column C– CMAB Grant Eligible Expenses** cannot exceed \$3,500–Expenses applicant intends to pay for **with CMAB grant funds.**

The following cannot be included in Column C:

- Capital expenses - costumes, stage props, computers, cameras, software, etc. - these items cannot be purchased but can be rented with CMAB funds
- Travel/lodging expenses not related to bringing in an artist or transporting students
- Food/Food Related Items – catering, plates, cups, props, etc.
- ❖ **Column D – Other Expenses** – Expenses that must be paid using non-CMAB funds and expenditures made prior to the approval date for this application (food, school personnel, etc.)
- ❖ **Column E– Total Expenses** – This column must equal *Total Revenue* in the revenue section

Revenue Section: There is no match requirement for the Artist in Residence program, but if expenses exceed the request amount, applicants must show revenue that covers all budget expenses.

- **Section A:** Cash on hand budgeted for this proposal
- **Section B:** Contributions, grants & revenues for this proposal – list the name of grantor(s) and associated grant amount. In kind contributions are not accepted as revenue (Do NOT include the CMAB request)
- **Section C: Earned Income** – list sources of other income

20. Amount Requested from the CMAB – Cannot Exceed \$3,500 in Column C (CMAB Grant Expenditures)

21. Total Proposal Expense – Must equal Total Expenses in budget form (Column E)

This section for 501(c)(3) ORGANIZATIONS ONLY

22. Person In Charge of Organizational Issues - i.e. Executive Director, Business Manager, Board President

- **Name**
- **Title**
- **Phone Number**
- **Email Address**

23. Board of Directors- list current board members and their roles. Enter information in one block of text, formatted as follows: Example: Jason Harding: Chair; Melissa Frank: board member; William Jones, Jr: treasurer

24. Board Officer Contacts – List names, title and email address or phone number for all board officers.

25. Organization's Mission Statement

26. Did the organization receive CMAB Community Arts Support or MSAB operating funds in FY17?

27. Americans With Disabilities Act (ADA) Access Plan

All organizations receiving public funding are required by the federal Section 504 Regulations and the ADA to facilitate access for people with disabilities. Requests may involve an individual's access to a facility or to the content of the project. An access plan should describe accomplishments related to ADA, and outline any future goals for making facilities, programs, or services accessible to persons with disabilities.

The CMAB does not require or enforce ADA compliance. Organizations are encouraged to consider access issues and develop a plan to accommodate requests for specialized access to events.

This section for applicants using a FISCAL AGENT ONLY

28. FISCAL SPONSORSHIP

Does not apply to public schools or government units. Applicants without nonprofit designation **must include a fiscal agent agreement**. A fiscal agent agreement must include the components listed in this [Sample Fiscal Agent Agreement](#).

- **Organization Name, Street Address, City, State, Zip**
- **Contact Person Name, Phone, Email**
- **FISCAL AGENT AGREEMENT (upload agreement)**

CERTIFICATION

29. FEDERAL 501(c) (3) NON-PROFIT STATUS LETTER - Does not apply to public schools or government units. All non-profit organizations must attach their 501(c)(3) letter to this application. If you are using a fiscal agent, submit their 501(c) (3) letter.

30. ELECTRONIC SIGNATURE

Your signature indicates that the applicant's school administration, board of directors, or advisory committee supports this proposal, that it is accurate and that the project will be carried out as described if funded.

CMAB SERVICES AND GRANTING PROCESS

APPLICATION DRAFT REVIEW

Applicants may request a draft review of an application. CMAB staff will review the application and identify any concerns, **upon request** submitted via email (media@centralmnartsboard.org) or fax (320-968-4291), at least two weeks before the application deadline. A review of the application does not guarantee that the request will be funded.

REVIEW PROCESS

Applications will be made available to the CMAB Board of Directors or a review panel at least two weeks prior to the Board Review date. Applications are assigned final scores at an in-person review meeting. Each application will receive a score on a scale from 1 to 30. **An application must obtain an average of 15 or higher to be considered for funding.** All review meetings are open to the public; see CMAB website for board and panel review dates.

CMAB Directors give final approval on all grant awards. All applicants will be notified of the Board's decision.

GRANT CONTRACT

Awardees must submit a contractual agreement **within 30 days** of notification. Failure to do so can result in the cancellation of a grant commitment.

If funds are refused within 45 days of receipt of grant notification, they will be offered to the next applicant in rank order. Returned or refused funds will be applied to future grant rounds after 45 days.

ARTIST AGREEMENT

A signed payment agreement with the artist must be uploaded with the contract.

ACKNOWLEDGEMENT OF CMAB FUNDING

Because it is important for the public to understand how state tax dollars are returning to their communities, and to fulfill Minnesota state law requirements, grantees are required to acknowledge CMAB funding.

The appropriate acknowledgement statement is provided in the grant contract. This must appear on all advertising material, programs, press releases and announcements referencing the funded event.

Grantees must provide copies of advertising materials and programs in the final report.

FINAL REPORTS

A final report must be submitted within sixty (60) days of the residency's completion. Awardees with overdue final reports are ineligible to apply for CMAB grants until the final report is received.

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

Applicant: School/group/organization organizing and implementing the proposal. If two groups are involved, select one to be the lead and therefore the applicant.

AIR Coordinator: Person designated by the applicant organization as responsible for overseeing the implementation of the proposed residency. This person is responsible for the timely submission of all required forms and reports to the Central MN Arts Board and should be knowledgeable in all aspects of the proposed residency.

Authorizing Official: Person empowered to enter into contracts for the applicant organization. This is usually the principal, finance officer, board chair, president, superintendent or executive director.

Beginning & Ending Dates: When the core group/ target population/community will experience the activities of the proposed Artist in Residency.

Community Event: Open to the public; residents outside of the staff/families/student population

Core Group: A single group of students who will participate in and experience the majority of the artist residency

Evaluation: A systematic determination of merit, worth and significance, using established criteria. The primary purpose of evaluation, in addition to gaining insight into prior or existing initiatives, is to enable reflection and assist in the identification of future change.

Fiscal Agent: Organization which is legally responsible for the proper use of the grant funds when an applicant is not a school or unit of government and does not have tax-exempt status under Section 501©(3) of the Internal Revenue Code.

Goal: Specific, measurable, attainable, realistic and **time-targeted objectives** that allow people to identify and then work towards outcomes.

Outcome: The **final result** when goals have been achieved and the proposed activities are complete

RAC Data Information: Regional Arts Councils (RAC) data collected is maintained by the Minnesota State Arts Board and is distributed to others in accordance with the Minnesota Data Practices Act. Complete information is necessary to ensure the reliability of our data.

Substitute: To take the place of and serve as a replacement for another existing source of funding. To pay for an existing program or curriculum requirement that should be funded through the state education budget.

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