

State of Illinois
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Arts-in-Education Residency

GUIDELINES

Fiscal Year 2016

DEADLINE: June 22, 2015

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PROGRAM DESCRIPTION

The Arts-in-Education Residency Program (AIE Residency) provides support for professional artist to provide hands-on learning in schools and communities statewide.

Examples of programs:

- An elementary school engages a theatre company to work with all third grade students and their teachers, weaving drama into their literacy and social studies curricula.
- A museum partners with a local elementary school to host a visual arts residency that integrates with an upcoming exhibition featuring the residency artist. The artist works with 5th and 6th grade students on a textile arts project that focuses on batik, fabric painting, and quilt-making. In addition, the artist provides classes at the museum for community members focusing on the same skills as the school's students.
- A community center and a library collaborate to engage a poet for six months to work after-school at the center with a group of teen-agers and at the library with senior adults on poetry craft, editing, and recitation in order to create poems that tell their stories. Guest artists include a printmaker and a book-binder who assist the two populations in the designing, printing, and binding of a series of their poems. The residency culminates with a community event where the two groups share their poetry through recitation and display of the pieces created.

Program Goals

- To create a focus around which the educational and civic community can develop or strengthen programs in arts education.
- To assist educators in innovative curriculum development and implementation.
- To increase the understanding of, and appreciation for, the arts and artists within schools and communities.
- To support arts programming that reflects the diversity and cultural richness of Illinois and encourages active participation from all residents.

Grant requests for fiscal year 2016 are for residency activities occurring between November 1, 2015 and August 31, 2016.

Program Alternatives

Schools, school districts and local community organizations interested in a short-term (five to 30 hours) residency should apply to the [StARTS Program](#). First-time applicants to the IACA are strongly encouraged to apply for this grant before applying to the Agency's AIE Residency Program.

GUIDELINES

Eligibility Requirements

- Applicants must be tax exempt (501c3) organizations registered as not-for-profit corporations in good standing with the Illinois Secretary of State, or units of government (i.e., school, school district, park district, library district), or institutions of higher education. Refer to the [Proof of Eligibility](#) page on the IACA website for specific details and verification requirements.
- Artist or company selected as the artist in residence must be currently based in Illinois. Individual artists must be current residents of Illinois. Companies must be based in Illinois. *Applicants may consult the Illinois Arts Council Agency's [Arts-in-Education Artists Roster](#) or the [Artstour Roster](#) but are not limited to selecting an artist from these listings.*
- Applicant must secure a cash match for no less than 40% of the residency project expenses.
- Applicants must submit all required application materials by the deadline.

Applicant Restrictions

- An applicant may not receive IACA funding to work with the same artist-in-residence for more than three consecutive years.
- A first-time sponsor's residency is limited to two months.
- Applicants with which advisory panelists or IACA Board members are affiliated are eligible to apply. However, a panelist or Board member may not be the authorizing official signing any documents relating to an application or grant award.
- Artists participating in IACA funded artist-in-residence projects are restricted to no more than six months of cumulative residency activities within a single program year.
- An artist-in-residence will not be approved to work at two sites simultaneously.

Residency Options

Artist residency options are listed below. Select the option that will best meet educational and programmatic goals.

All residency projects must be developed by the applicant/host site in consultation with the professional Illinois artist or company selected to carry out the residency project.

Individual Artist Residency – lasts for a minimum of four weeks to a maximum of six months and is carried out by a single artist.

Company Residency – lasts for a minimum of two weeks up to a maximum of six months. It involves an established Illinois ensemble or company of professional artists working in the disciplines of dance, interdisciplinary arts, music, and theater. A company residency requires

that at least three members of the resident company are engaged *to teach as an ensemble* for the duration of the residency.

In addition company residencies require:

- At least one company performance to be scheduled during the residency. If the performance is open to the community, it also may be considered the community activity for that month.
- At least two of the three company artists to be engaged for the residency participate in the in-service.
- The company members engaged for the residency are on-site at least two days each week for the duration of the residency.
- A guest artist is selected to participate in residency activities at least once each month for company residencies lasting four weeks or longer. Sponsors are encouraged to choose a guest artist from outside the ranks of the resident company.

Multi-Disciplinary Residency - lasts for a minimum of two weeks up to a maximum of six months and involves two or more individual artists who collaboratively plan and execute a series of unique experiences. This type of residency project is designed to introduce participants to experiences that combine two art forms in new and experimental ways by highlighting the unique artistic perspectives and creative processes of the two residency artists. **First-time sponsors are not eligible to apply for this residency due to the extensive planning required.** Experienced sponsors interested in applying for this type of residency should contact IACA AIE staff well in advance of the deadline.

Request Amount

Request amounts are calculated based on the information entered in the budget form of the application. Applicant may request up to 60% of the residency total allowed cash expenses.

Cash Match Requirement

Applicant must secure a cash match for no less than 40% of the residency project total cash expenses from sources other than the State of Illinois, including the Illinois Arts Council Agency.

How to Apply

- Read the IACA [Policies and Priorities](#) and AIE Residency Program guidelines carefully and contact IACA staff for clarification. It is the responsibility of the applicant to be familiar with IACA [policies, priorities](#), and [grantee requirements](#).
- Identify and contact the artist or company, to discuss availability and design the residency project.
- Complete the online application and upload the required attachments.
- Successfully submit the online application to Illinois eGrant by the deadline.

Deadline

The deadline for the FY2016 AIE Residency Program is Monday, June 22, 2015. Applications must be successfully submitted to the Illinois eGrant system by 5:00pm Central time.

PREPARING AN APPLICATION

Planning Steps

Applicants are encouraged to use the following steps in developing their AIE Residency request for funding support to the IACA. Planning an AIE Residency project requires a deep commitment of time and resources from the applicant, host site staff, and the proposed artist-in-residence. Spending time developing the residency's blueprint will help insure that all required residency components are included, deadlines for tasks are established, and responsibilities assigned. The residency plan will also allow the applicant to respond to the application's narrative questions in detail.

1. Develop a Steering Committee

This is a broad-based group committed to the residency's success that will assess the community's and the organization's needs, garner financial support, and ensure the residency's success. Keep notes of all Steering Committee meetings and discussions so that there is a record of what committee members agreed upon and what the resident artist/company agreed to do and provide.

There is no limit to the number of members on the steering committee. There must be at minimum three members who fill each of the positions listed below:

- ***On-Site Coordinator***—responsible for organizing and overseeing daily activities at the residency site including scheduling, monitoring, communication, and collecting response forms and narrative sections for the final report. The on-site coordinator is also responsible for organizing the residency evaluation plan, team and schedule.
- ***Community Coordinator***—a community member responsible for coordinating community activities, promoting the residency, and serving as a project liaison with the community and the residency site.
- ***Administrative Coordinator***—responsible for administering residency funds including payment to the artist-in-residence and guest artist(s) and disbursement of funds for additional expenses.

Suggestions for other members of the steering committee include:

- If the participants are children, one parent from the student group that will participate in the residency.

- The school principal or their designee.
- If the applicant organization is different from the host residency site, a representative from the applicant organization.
- Additional staff members from the school or residency site.
- A student from the identified core group, if appropriate.
- Members representing the community, local social service organizations, local businesses, or local government agencies.
- When applicable, students who participated in previous residencies.

2. Schedule the Arts-in-Education Residency

The planned residency must take place between November 1, 2015 and August 31, 2016 and comprehensive planning for the residency must occur before the application is submitted. This ensures that the sponsor fully meets all of the program requirements and that the site develops a successful residency plan.

At this stage, members of the steering committee:

- Select an artist for the residency project and contact the artist to determine availability.
- Meet with the selected residency artist to discuss the site's needs and goals of the residency.
- Discuss the artist's requirements for studio space and time for their own use outside of the residency's schedule of activities.
- Approach local businesses, organizations and community members to arrange for in-kind donations and matching funds.
- For an applicant working with an artist-in-residence for a second or third consecutive year, revisit previous final report evaluations to identify next steps and activities.

At least one scheduling meeting involves the selected artist-in-residence. At this meeting:

- Discuss the appropriate residency length.
- Design the residency focus and content.
- Identify the core group and non-core group.
- Select a guest artist(s).
- Schedule the beginning and ending dates of the residency and schedule dates for the pre-service, in-service, and community activities.
- Determine the weekly dates and times when all required residency components will occur.

Schedule Requirements

All residencies must schedule the required components. Additionally, the steering committee must follow these guidelines when planning the residency schedule.

- Residencies may not be condensed or spread out over a period longer than the official residency (i.e., a two-month residency must be completed within eight consecutive weeks).
- A teacher or member of the host site’s staff must remain in the classroom during all residency activities. Having this person participate in the residency activity is highly recommended.
- Adequate studio or rehearsal space must be available at the artist-in-residence’s request at specified times for the artist-in-residence to work undisturbed.
- Open studio time may be scheduled for observation by participants, teachers, and community members so that the creative process can be witnessed first-hand.

Required Residency Schedule Components

The artist/company-in-residence may be involved in residency activities for up to twenty hours per week. All residency schedules must adhere to the following guidelines:

- Core Group Activity: the majority of the contact hours each week.
- Non-Core Group Activity: frequency determined by sponsor.
- Guest Artist(s) Visits: at least one required visit per residency; residencies of more than one month must have a minimum of one guest artist visit per month
- Community Activities: at least one required per residency; residencies of more than one month must have a minimum of one community activity per month.
- Pre-Service: once before the residency begins.
- In-Service: one required per residency; residencies of more than one month must have a minimum of one teacher in-service per month.
- Meetings: the frequency of meetings for planning, scheduling, and evaluation are determined by artist-in-residence and sponsor.
- Studio Time: frequency determined by resident artist, access to studio space is determined by host site’s availability.

3. Address Other Required Components of the Residency

The steering committee must also address these aspects of the residency:

- **Residency Accessibility:** In accepting a grant from the IACA, the sponsor agrees to make every attempt to ensure that the residency is accessible to individuals with disabilities. According to state and federal law, every organization receiving public funding must be able to provide accommodations when individuals with disabilities request services. Accessibility involves both the location and the content of the residency. Thinking about accessibility issues during the early planning stages of the residency is the key to ensuring that individuals with disabilities will be able to participate.
- **Promoting the Residency:** Good publicity for the residency will result in well-attended community presentations and stronger support for future arts programs. Suggested publicity efforts include flyers for participants to take home, posters to display at the site and throughout the community, daily update announcements to participants and

staff on the progress of the residency, and media releases to local newspapers, radio, and television stations. Following notification of application funding, grant recipients must credit the IACA in all promotional material and public notices until the end of the grant period. Credit is not required until the applicant receives award notification.

- **Documenting the Project:** The IACA requires examples of the residency documentation with the sponsor’s final report. In addition, both the sponsor and the artist-in-residence should be provided with copies of the residency documentation. Any documentation, including images of artwork created during the residency and of residency activities submitted to the IACA may be publicly displayed by the IACA and become the property of the IACA.
- **Evaluating the Project:** Mid-project and final evaluation meetings are strongly suggested. The project activities and objectives may be adjusted due to the outcome of an evaluation. In the event that a mid-project evaluation outcome necessitates a change in the residency schedule, or an adjustment to the project’s goals and outcomes, IACA staff must be notified in writing immediately.

4. Create the Application Narrative

Respond to each of the [narrative topics](#) in the order listed. Use each narrative topic as a heading. Narrative topic responses should be as specific as possible while keeping in mind the four page limit.

5. Create the Residency Project Budget

Listed below are descriptions of specific line items which directly correspond to the numbered line items in the Residency Project Budget.

Anticipated Expenses

1A. Individual Artist Residency Stipend

- The Individual Artist Residency Stipend is based on a minimum fee of \$40 per hour. As recorded on the Residency Schedule Summary, this fee should include hours the resident artist will spend with the core and non-core groups, on community activities, and in pre-service, in-service, planning and evaluation meetings.
- Artist studio time is not included in this fee.
- The sponsor must establish an independent contract with the artist for the residency activities.
- Residency artists are responsible for paying their own income taxes.

1B. Company Residency Stipend

- The Company Residency Stipend is based on a minimum of \$40 per hour of residency activity per company artist participating in the residency. This fee should include:

- The hours the resident company members will spend with the core and non-core groups, on community activities, and in pre-service, in-service, planning and evaluation meetings as recorded on the Residency Schedule Summary
- Fees for the Artistic Director (when he or she is an active weekly residency participant only)
- An administrative fee of up to 15% of the Company Residency Stipend.
- One company performance, which is required during the residency
- Artist studio time is not included in this fee
- The maximum cumulative total amount a company can request for residency fees per fiscal year is \$45,000. Companies should consider this stipend limit when determining the number of IACA AIE Residency Program applications that they will participate in each year.
- The sponsor must establish an independent contract with the company for the residency activities.
- Residency artists are responsible for paying their own income taxes.

1C. Multi-Disciplinary Residency Stipend

- The Multi-Disciplinary Residency Stipend is based on a minimum of \$40 per hour of residency activity per artist. As recorded on the Residency Schedule Summary, this fee should include hours the resident artists will spend with the core and non-core groups, on community activities, and in pre-service, in-service, planning and evaluation meetings.
- Artist studio time is not included in this fee.
- The sponsor must establish an independent contract with each artist for the residency activities.
- Residency artists are responsible for paying their own income taxes.

1. Total Residency Stipend (should equal the residency type stipend selected above)

2. Guest Artist(s) Fee

- The Guest Artist(s) Fee is based on a minimum of \$40 per hour of residency activity.
- More than one guest artist may be included.
- A guest artist must participate at least once per residency; residencies of more than one month must schedule a guest artist visit at least once a month for the duration of the residency.
- The sponsor must establish an independent contract with each guest artist for the residency activities.
- Guest artists are responsible for paying their own income taxes.

3. Artist-in-Residence Travel

- Reasonable travel expenses to and from the residency site during the residency and expenses for one planning meeting prior to the residency may be included if the artist/company's home site is more than fifty miles one way from the residency site.

- As a guide, the State of Illinois currently reimburses mileage at 56 cents per mile.

4. Artist-in-Residence Lodging

- If the artist-in-residence will be traveling more than 50 miles each way, reasonable lodging expenses may be included to allow for the artist to stay overnight in the residency site's community.
- Applicant/Residency host sites must assist in locating appropriate housing and workspace for an artist-in-residence who will temporarily relocate to conduct the residency.
- Applicants are encouraged to pursue possible in-kind contributions for lodging but should consult with the artist-in-residence regarding acceptable lodging conditions.
- As a guide, the State of Illinois currently reimburses lodging between \$68 and \$145 per night depending on the region.

5. Supplies

- Applicants are required to submit a one page breakdown of anticipated supplies as reflected in this request line.
- Sponsors and artists-in-residence should discuss supply needs and determine costs prior to submitting the application.
- Sponsors may wish to pursue possible in-kind donation of supplies but should consult with the artist-in-residence regarding the specific supply needs.
- Typical past residencies have averaged \$125 per week for supplies.

6. Documentation

- Project documentation must be created for the site, the artist, and the IACA.
- Sponsors are encouraged to pursue in-kind contributions of materials or time for documenting the project.
- Past residencies have averaged \$125 for project documentation.

7. Total Project Expenses

- The combined totals from lines 1 through 6.

Anticipated Income

8. IACA Grant Request

- Sponsors may request up to 60% of the Total Project Expenses.

9. Sponsor Cash Match

- Sponsors must supply a cash match of at least 40% of the Total Project Expenses.
- Participants may not be charged for any activity related to the residency program.
- Details of the cash match (sources, amounts, and status) should be included in the Application Narrative.

10. Total Project Income

- The combined total of the IACA Grant Request and the Sponsor Cash Match.
- This sum must equal the Total Project Expenses.

11. In-kind Donations

- In-kind donations are all goods or services donated for use in the residency project. In-kind donations are not required nor does their value affect the IACA Grant Request or the Sponsor Cash Match.
- Consider materials, staff time beyond the regular workday, and any services that would otherwise be a cash expense.

Details of in-kind donations (the type of donation, the source, and the value) should be included in the Application Narrative.

Application Components

The AIE Residency application consists of electronic and non-electronic components. Each component must be completed in full and submitted in the proper format by the application deadline.

The IACA utilizes eGrant, an online application submission system. It consists of form field components and the uploading of required documents. For complete Illinois eGrant instructions go to the [Using Illinois eGrant](#) section of the IACA website.

All attachments for which a template is not provided, must:

- Be saved as PDF files.
- Be organized using the headings listed for each attachment.
- Be labeled as follows:
 - Organization name (or a recognizable acronym)_Attachment Name
- Use the same organization name or acronym for all attachments.
- Be 8 ½ " x 11" with at least a 1" margin.
- Use a 12-point or larger black type on a white background.
- Have sequentially numbered pages.
- Have the applicant organization's name and the attachment title on the top of each page.
- Not be typed in all capital letters.
- Not be photo reduced.
- Adhere to page limits.

There are many PDF converter options available for free or purchase on-line, including:

- [Adobe PDF Pack](#) (web-based subscription service)

- [CutePDF](#) (free download)
- [PDFcreator](#) (free Web-based converter)

The IACA does not endorse any particular software. Consult the vendor websites for more information.

The electronic form includes:

Applicant information

Under this tab provide contact information for applicant organization

Project Details

Under this tab, provide:

- The proposed residency dates
- The length of the residency
- The name of the residency artist or company
- The type of residency
- The discipline of residency

Project Budget

Under this tab provide budget information for the residency. See [Create the Residency Project Budget](#) section for further information.

Attachments

Under this tab upload the following attachments:

- Residency Project Narrative
- Residency Artist information
- Residency Schedule Summary
- Supply Budget Detail
- Residency Steering Committee
- Proof of Illinois Not-For-Profit Eligibility

Application Narrative

Create an Application Narrative that addresses the following seven topics. The narrative must begin with a paragraph that summarizes the program by identifying the artist, the discipline, and the core group. In the narrative, clearly indicate each topic with a bold heading and a space between each topic. The bullets points beneath each topic provide guidance as to the content of each topic. The narrative is limited to four pages in at least a 12-point font with one inch margins.

- Artistic Climate of the Residency Site

- Identify the residency site. Characterize the population at the site (e.g. income level, ethnic composition, age range, disabilities and impairments).
- Give a brief history of any activities involving a professional artist within the last three years.
- Describe the amount and type of arts programs available on a regular basis.
- State any artistic or educational needs that this project will address.
- Returning applicants only— explain what was learned in previous residencies and how that experience will influence your proposed program.
- Community
 - Define the community where this residency will occur. Characterize the community (i.e. income level, ethnic composition).
 - Identify intended community participants for this project.
 - Describe residency-related activities that will be held for the community. Specify when and where these activities will take place and how they will be promoted.
 - Describe the facility where the majority of residency activities will take place. List any additional residency sites.
 - Describe the relationship of the facility to the participants (only if activities are outside of a school).
- Planning and Support Structure
 - Highlight the key steps involved in planning the residency. Include any steps that were used to assess the needs of the site.
 - Explain the steering committee’s decision to choose the identified artist-in-residence and project. Include how this residency will address the site’s mission, goals, or vision statements.
 - Address how project implementation would be modified if the IACA does not provide financial support.
- Project
 - Describe the project.
 - Describe the core group. Include the number of participants and why this group was selected.
 - Detail the activities the core group will participate in with the artist-in-residence.
 - Describe the non-core group and the activities in which they will participate.
 - Identify the guest artist(s) and describe how he or she was selected, and what activities he or she will be doing.
 - Describe how the residency program will be made accessible to participants with disabilities or impairments.
 - If the proposed residency is utilizing the same artist or company as the previous year, provide the following:
 - A brief summary of the previous year’s residency.
 - Indicate whether the resident artist/company is being engaged to work with the same grade level/age group or the same group of students as previously.

- If residency is slated to work with the same group of students and follows them to the next grade level, describe how the new residency activities will build on previous lessons learned.
- **Project Goals and Outcomes**
 - State the project goals.
 - Explain the desired results for each of the following groups: participants; educators and staff; and community.
 - Describe how the steering committee plans to assess these results.
 - Explain the methods that will allow participants and staff to provide input on the project.
 - Detail the criteria on which the project will be evaluated.
 - Explain how the steering committee will use the evaluations to develop future arts programs.
- **Documentation**
 - Describe how the residency will be documented.
 - Explain how the documentation will be used to evaluate the project.
- **Budget Information**
 - Identify the potential sources of the Sponsor Cash Match. Indicate the dollar amounts and whether these sources are pending or confirmed.
 - Identify the sources of in-kind donations, the types of donation, and the estimated value.

Submit this document as a PDF file and labeled: Organization name_narrative

Residency Artist Information

Submit material for the selected residency artist or company. This material must include recent information on the following:

- Professional background, include education, prizes, awards, previous artist residency experience, if applicable
- Teaching philosophy
- Sample lesson plan appropriate for this residency core group
- Links to work samples (visual art, video, audio) of artist or company
- Documentation of previous residencies (links are preferred)

This attachment may consist of multiple pages of materials and/or link(s) to online material.

Submit this document as a PDF file and labeled: Organization name_Artist Info

Residency Schedule Summary

Using the Residency Schedule Summary template, provide a schedule summary for the residency. Refer to schedule requirements for further information.

- [Residency Schedule Summary – PDF](#)

Submit this document as a PDF file and labeled: Organization name_schedule

Supply Budget Detail

Using the provided Supply Budget Detail template, provide information on the materials to be purchased for the program. Include the type of material, the estimated cost in whole numbers, and the income source for the materials. Review the IACA policies for restrictions. The total must equal line 5 of the Project Budget.

- [Supply Budget Detail Template – PDF](#)

Submit this document as a PDF file and labeled: Organization name_supply

Residency Steering Committee

Create a one-page document listing the members of the steering committee. Include the following:

- Name
- Affiliation
- Steering committee role and duties

Proof of Illinois Not-For-Profit Eligibility

Submit a copy of proof of Illinois Not-for-Profit Eligibility. Refer to the [Proof of Eligibility](#) page on the IACA website for specific details and verification requirements.

Submit this document as a PDF file and labeled: Organization name_NFP

Certification

Under this tab certify the application.

Submit

Under this tab submit application to the [Illinois eGrant](#) system.

REVIEW CRITERIA AND PROCESS

Evaluation Criteria

Applications are evaluated based on the criteria listed below. All application materials are considered in the review of the application.

- Fulfills an artistic or educational need
- Quality of the proposed residency activities
- Evidence of planning and commitment of stakeholders
- Impact of the program on the site's education programming

Review Process

- The application is received and assigned an application number that will be used in future communication regarding that application.
- Applications which have been ruled ineligible or incomplete will not be reviewed.
- Applications are reviewed based on the evaluation criteria.
- The final recommendations are presented to the Board for their consideration and approval.

NOTIFICATION AND COMPLIANCE

Notification

All applicants will be notified of funding decisions once the IACA has reviewed and approved funding recommendations. Applicants approved for funding will receive a grants packet which includes a grant agreement and instructions regarding requirements for claiming the grant. Once all documents have been returned to the IACA and all requirements met, including the completion and filing of all previous fiscal year Final Reports, the grant will be processed and sent to the office of the State Comptroller for payment. The process of issuing payments can take up to six months once sent to the State Comptroller.

An appeal of the IACA's decision must be made in writing within 30 calendar days of the date of the notification letter. Appeals are limited to situations in which incorrect information has been used in the panel process, procedural faults have occurred, or new information not available at the time of the panel meeting which, in the opinion of the panel chair, could significantly influence the recommendation is now available. Appeals should be addressed to the IACA Executive Director.

Final Report

All grantees are required to complete and submit a final report no later than 30 days after the completion of the project as stated in the grant agreement. Failure to submit a final report jeopardizes the receipt of future IACA funding.

Crediting Requirements

Grant recipients must credit the IACA in all promotional material and public notices in the following manner:

This program is partially supported by a grant from the Illinois Arts Council Agency.



For further information regarding usage of the logo and to download a copy, go to the [logo page](#) of the [IACA website](#).

Making the Project Accessible to All

According to state and federal law, every organization receiving public funding must ensure that it is in a position to provide accommodations when persons with disabilities make requests for services. Accessibility involves both the location (the facility) and the content (the activity or product) of the program. Thinking about accessibility issues, e.g., sign language interpreters, audio recordings of printed materials, audio-description describers or large-print labeling, in the early planning stages of a project, is the key to ensuring that persons with disabilities will be able to participate in the program.

For further information and resources see the [Grantee Requirements page](#) on the IACA website.

AIE RESIDENCY KEY TERMS

- **Residency:** Length of time that the selected artist or company spends at a given site. IACA AIE residencies range from two weeks to six months in length.
- **Applicant:** The legal entity seeking IACA funds to support the artist residency project. The applicant must secure a cash match of at least 40% of the residency expenses.
- **Artist-in-Residence:** The primary artist or company selected to conduct residency activities. The artist-in-residence is a professional artist recognized for his or her artistic achievement and quality of work. During the residency, the artist-in-residence works with participants as an artist teaching his or her particular discipline. The role of the artist-in-residence differs from the role of an art teacher employed by the school.
- **Guest Artist:** A professional artist who conducts activities on a one-time or short-term basis during the residency. This artist may work in a discipline that is similar to or is complementary to the artist-in-residence's discipline. The guest artist may conduct a performance, workshop, lecture, or demonstration. All residencies are required to schedule at least one guest artist. If a residency is four weeks or longer, a guest artist must participate at least once a month during the residency. Sponsors of company residencies are encouraged to include a guest artist from outside the ranks of the company-in-residence.
- **Core Group:** The class-sized group of participants selected to receive the majority of the resident artist's weekly contact hours.
- **Non-Core Group:** A group or groups of varying size selected to meet weekly with the resident artist. These groups are selected based on the pre-established goals and needs of the residency.
- **Pre-Service:** A session scheduled prior to the start of the residency that is conducted by the artist-in-residence. During the pre-service, the artist-in-residence, faculty, staff, and committee members review the planned residency activities and goals of the project.
- **In-Service:** A workshop conducted by the resident artist or company for the host site staff during which the artist shares discipline-specific activities that will be developed during the residency. All residencies are required to schedule at least one in-service. Residencies lasting four weeks or longer must schedule a minimum of one in-service every month.
- **Community Activities:** Activities conducted by the artist-in-residence which are targeted for community members not directly participating in the residency. These activities may involve neighboring schools, service clubs, arts organizations, libraries, or park districts and may take the form of a performance, a workshop, an exhibition, a reading, or a lecture. All residencies are required to schedule at least one community activity. Residencies lasting four weeks or longer must schedule a minimum of one community activity every month.
- **Documentation:** The process of recording what occurred during the residency. Documentation should show all stages of the residency including planning, the resident artist's or company's work with the core group, non-core group, community, and staff and should include any final artwork produced during the residency. Documentation

may take the form of scrapbooks, creative writing anthologies, PowerPoint presentations, DVDs, websites, lesson plans, media coverage, or digital images and be accompanied by a summary narrative of residency activities.

- **Evaluation:** Assessment of the effectiveness of the residency in meeting the agreed upon goals for the residency. Evaluation should be ongoing so that the residency's objectives and activities can be revised to better meet the needs of all participants. Notes from group discussions, surveys, pre- and post-tests and rubrics are all evaluation tools that may be utilized.

FREQUENTLY ASKED QUESTIONS

- **How do I select an artist or company for my residency project?** Ask colleagues for suggestions, especially if they have worked with an artist-in-residence before. Contact your local arts agency, galleries, professional music and theater groups, etc. for suggestions. Review the IACA's [Arts-in-Education Artist Roster](#) or [Artstour Roster](#) for ideas. Applicants are no longer required to select their residency artist from the AIE Roster. Artists selected for residencies must be residents of Illinois. Companies and ensembles must be based in Illinois.
- **We loved our artist-in-residence from last year. Can we apply to have the same artist come back?**
Yes. A sponsoring organization can apply to use the same artist-in-residence for up to three consecutive years.
- **This is my first year doing an IACA AIE residency. How long can my residency last?**
Due to the intense planning of the residency, first time applicants are restricted to a residency lasting a maximum of 2 months.
- **We want to have some of our residency happen in the fall and then finish the residency in the spring. Can we do that?**
No. Residencies must take place in consecutive weeks. Exceptions can be made for school holidays and vacations.
- **Will the AIE Residency Program provide funding for my school's drama teacher?**
No. The AIE Residency Program does not provide funding for school staff or for the general arts curriculum.
- **Should the artist-in-residence work with the classroom teacher?**
Yes. The classroom teacher should participate in all residency sessions. A staff member is required to be present at all residency sessions. Students should never be left unsupervised with the artist-in-residence.
- **I've worked on this application alone. Is a steering committee important?**
Yes. The steering committee is an integral part of the AIE Residency Program. Applicants with a strong steering committee have an easier time planning for the residency and writing the application.
- **If we are working in conjunction with another site, can the steering committee be comprised of members from both sites?**

Yes. In order for the residency to run smoothly at both sites, the steering committee should include members from both sites.

- **The artist I contacted is willing to work for less than IACA required Individual Artist Residency Stipend. Is that allowed?**

No. The artist must be paid a minimum of \$40/per hour for the residency. However, the artist and sponsor may negotiate a higher fee.

- **Who pays the artist/company-in-residence and the guest artist?**

The applicant pays the artist. The applicant will receive a check from the State Comptroller and use these funds plus the matching funds to pay the residency artists.

- **Where can my cash match come from?**

There are several options for the cash match. Some options include your organization's budget, another grant, a local business, a donor, or a fundraiser. The cash match must be from sources other than the State of Illinois, including the Illinois Arts Council Agency. In addition the residency artist cannot donate his/her time as the cash match.

- **If my grant application is not funded can my site still do the residency?**

Yes. The IACA encourages applicants whose projects are not funded to use their matching funds to complete a portion of the project.

- **When do I receive the grant award?**

Once an application is officially approved for funding, the sponsoring organization will receive paperwork to claim the grant. This paperwork needs to be completed and returned to the IACA. The sponsor will receive a check from the State Comptroller; however, the process of issuing payment by the State Comptroller is a long one. In many cases your check may not arrive until after the residency has been completed.

For specific information on this program, contact:

Susan Dickson, Director of Arts-in-Education, Ethnic & Folk Arts, & Literature Programs
Phone: 312-814-6740, Email: susan.dickson@illinois.gov

For general information about the IACA contact:

Illinois Arts Council Agency
James R. Thompson Center
100 West Randolph, Suite 10-500
Chicago, IL 60601-3230
312/814-6750
1/800/237-6994 Toll-free in Illinois
Email: iac.info@illinois.gov
Web site: www.arts.illinois.gov

Visit the [Illinois Arts Council Board Members](#) page on Appointments.Illinois.Gov for a complete list of current board members.

The IACA acknowledges continuous support from the National Endowment for the Arts.

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Individuals who are blind or have low vision or have learning impairments, may obtain assistance regarding Illinois Arts Council Agency applications and written materials by contacting the ADA/504 Access Coordinator at the IACA office:

Encarnación M. Teruel

(312) 814-6753

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