|  |
| --- |
| **NEW JERSEY STATE COUNCIL ON THE ARTS**  *in partnership with*  Young Audiences New Jersey & Eastern Pennsylvania  **ARTISTS IN EDUCATION**  **RESIDENCY GRANT PROGRAM**  Application for Schools & School Districts *to be used with published Guidelines*  Application Deadline: **Monday, February 1, 2016**  [www.njaie.org](http://www.njaie.org)   * 20+ Day Custom School Artist Residencies * Grants up to $7,000 * Open to all New Jersey Public, Private, Charter and Parochial Schools serving grades Pre-K through 12   **AIE Grant Program 2016–2017**  *For residencies to take place September 2016–June 2017* |

**GRANT APPLICATION ASSISTANCE**

*There are four helpful ways to get support for your application.*

**In-Person Workshops:** All applicants, particularly those new to the Artists in Education Residency Grant Program, are encouraged to attend an AIE Residency Grant Workshop, which includes an introduction and overview of the AIE Program, activities designed to help schools plan for and prepare an application, and a question-and-answer period. Each workshop is led by AIE staff, a school teacher and/or administrator with residency experience, and AIE teaching artists.

Attendees receive documentation of professional development hours as recommended by the New Jersey Department of Education.

**Wednesday, November 18, 2015, 10:00 am to 12:00 noon**

Morris Arts

14 Maple Ave.

Training Room

Morristown, New Jersey 07960

Directions http://www.morrisarts.org/about/contact-us/

This workshop is offered in partnership with Morris Arts.

**Thursday, December 10, 2015, 10:00am to 12:00 noon**

Appel Farm Arts and Music Center

457 Shirley Rd

Dining Hall

Elmer, NJ 08318

Directions: http://www.appelfarm.org/plan-your-visit/directions.

This workshop is offered in partnership with Appel Farm Arts and Music Center.

**Thursday, January 7th, 2016, 10:00am to 12:00 noon**

Young Audiences of New Jersey & Eastern Pennsylvania

200 Forrestal Ave. (First Floor)

Princeton, NJ 08540

Directions: http://www.yanj-yaep.org/contact-us/

To register for Technical Assistance Workshops, please visit the AIE website at [www.njaie.org](http://www.njaie.org).

**Call or email us:** We are happy to speak to you by phone or email to provide guidance on the application process. Please contact Danielle Bursk, Artists in Education Administrator at 609-633-1184 or by email to dbursk@njaie.org. If you already have a relationship with Young Audiences of New Jersey & Eastern Pennsylvania, or our regional partner agencies Appel Farm Art and Music Center and Morris Arts, feel free to contact arts education staff at the agency of your choice to inquire about the AIE program.

**The Artists in Education Residency Handbook:** The Artists in Education Residency Handbook is available online (as a PDF download) at www.njaie.org. This useful resource expands upon the components presented in the AIE Guidelines to offer best practices applicable to any residency. Featuring real-world experiences, it is particularly valuable for AIE grant applicants and both new and experienced residency schools and artists. Teachers, schools and art administrators, site coordinators and artists should use both the AIE Guidelines and the AIE Handbook side by side while developing their residency proposals and as instructional support throughout the entire residency process.

**NJSCA Roster Teaching Artists:** Schools already working with Teaching Artists on the NJSCA Roster can include them on their steering committee. The steering committee works together to draft the AIE application, including the teaching artist’s input on the art form, supply and equipment needs allows for a more comprehensive application. Schools that do not have a preexisting relationship with a NJSCA Roster artist will have the opportunity to interview several NJSCA Roster approved candidates and select their teaching artist after their AIE Grant application is approved.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **This application is available online at** [**www.njaie.org**](http://www.njaie.org) **and** [**www.artscouncil.nj.gov**](http://www.artscouncil.nj.gov)**.**  **AIE GRANT APPLICATION INSTRUCTIONS**  **Please review this brochure, the grant application guidelines and read the AIE Residency Handbook carefully before getting started.**  **Special Instructions for Reapplying Schools:**  *Please confer with your AIE Partner when developing a new application*. You should also request an AIE Partner Letter of Consideration, as well as one from your most recent AIE Teaching Artist, to include in your application packet. If you plan to work with the same AIE Teaching Artist for the proposed residency, please include them in the planning and application process.  **Handwritten, incomplete, or faxed applications will not be accepted.**  A checklist to confirm that your application satisfies the submission requirements can be found on the application (page A8).  **If you need any help with the application, or if you have questions, please contact AIE staff at**  **(609) 633-1184.**  **A complete application packet includes:**   * One digitally-submitted copy, assembled as one complete .doc, .jpg or .pdf document titled as follows: yourschoolnameaie2016.(doc/jpg/pdf) emailed to dbursk@njaie.org. Please indicate in the subject line of your email the name of the school. * One (1) original copy - with original signatures in blue ink;   **Emailed and Postmarked by Monday, February 1, 2016**  *Via US Mail:*  Danielle Bursk, Artists in Education Administrator  c/o The New Jersey State Council on the Arts  PO Box 306  Trenton, NJ 08625  *Via Ground Shipping (UPS, FedEx, etc.):*  Danielle Bursk, Artists in Education Administrator  c/o The New Jersey State Council on the Arts  225 West State Street, 4th Floor  Trenton, NJ 08625  **Extension requests** must be received via email to dbursk@njaie.org no less than 2 weeks prior to the deadline. *Only one extension request will be permitted per school.*  Applicants are advised to mail applications early.  Please retain a copy of your application and the guidelines for future reference. | | | | | | |
| **AIE Residency Grant Application**  *The New Jersey State Council on the Arts AIE School Residency Grant Program in partnership with*  *Young Audiences New Jersey & Eastern Pennsylvania* | | | | | | |
| ***PLEASE READ THE AIE RESIDENCY PROGRAM GUIDELINES BEFORE COMPLETING THESE FORMS. Complete guidelines are available on the AIE website*** [***www.njaie.org***](http://www.njaie.org)***.***  Residencies must be a minimum of 20 days and be part of the regular school day. A residency day is considered to serve approximately four consecutive 45-minute class periods. The core group of students should meet with the Artist in Residence during every workshop day. *Proposals for less than the minimum residency length will not be considered.*  **First-Time and Reapplying Applicants:** You must submit at least 2 letters of support with this application. One must come from your school principal.  **First-Time Applicants:** If you have a pre-existing relationship with a NJSCA Roster artist that you intend to work with in your AIE Funded residency, please be sure to include the artist on your steering committee. If you have not been working with a NJSCA Roster artist, you and your AIE Partner will select an AIE artist through interviews after receiving notice of a grant award.  **Previous AIE Grantee Applicants:** If you are continuing to work with a NJSCA Roster artist from a prior AIE residency, please be sure to include the artist on your steering committee. Previous and current AIE Grantees *must* include Letters of Consideration from their AIE Partner, as well as from the AIE Artist with whom they worked most recently. *Include, too, documentation of past residencies (e.g. newspaper articles, press releases, blogs, student work, photographs, etc). Send no more than 5 pages of supporting materials with your application.*  **APPLICANT INFORMATION**  **Has your school previously received AIE grants? Yes No**  **If yes, list year(s) grants awarded:**  **Proposed participating target grade(s):**        **Proposed total number of students participating in residency project activities (participating group):**  **Proposed total number of students who will meet with the teaching artist every residency day (core group):**  **Proposed total number of adults (teachers, parents, etc.) impacted by the project activities:**  **Please provide a 50 word summary of your grant proposal, including the art form, students and grade levels to be served, and primary residency goals**:  **GRANT REQUEST:**  *Cash Sources: For the 2016-2017 School Year, the total AIE grant must be matched one dollar committed from the school for every three dollars granted by AIE. The match may be through either direct cash or through actual expenditures and should be spread over the various budget categories.* | | | | | | |
|  | | |  | | |  |
| Name of School (or School District) | | | Superintendent/CEO | | | Federal ID Number |
| School Street Address | | | | | | |
| Address, continued | | | | | | |
| City | | | | | | |
| **NJ** | Zip | County | | | | |
| A1  **Certification:** *By signing below, I certify that I have read and support the residency proposal.* | | | | | | |
|  | |  | |  | | |
| Principal’s Name | | Principal’s Telephone | | E-Mail (provide one address only) | | |
|  | | | | |  | |
| Authorizing Official’s Signature (Blue ink, please) | | | | | Date (mm/dd/yyyy) | |
| Legislative District:    State    Federal  (*This information is available at* [*http://www.njleg.state.nj.us/members/legsearch.asp*](http://www.njleg.state.nj.us/members/legsearch.asp) *or* [*www.house.gov/writerep/*](http://www.house.gov/writerep/)*)*   |  |  |  |  | | --- | --- | --- | --- | | APPLICANT STATUS  Which category best describes your organization’s legal status? Please enter appropriate code number | | APPLICANT INSTITUTIONWhich category best describes your organization? Please enter appropriate code number | | | 02 Nonprofit Organization  05 State Government  06 Regional Government | 07 County Government  08 Municipal Government  09 None of the Above | **19** School District  **21** Elementary School  **22** Middle School | **23** Secondary School  **24** Vocational/Technical School  **25** School/Other (describe) | | | | | | | |
| DISCIPLINE: *Choose the* ***ONE discipline*** *which best describes the desired residency or project, and enter the appropriate code numbers and letter prefix (if applicable) for which you are applying.* | | | | | | |
| |  |  |  |  | | --- | --- | --- | --- | | **(01) Dance** | **(03) Opera/Music Theatre** | **(07) Crafts** | **(10) Creative Writing** | | A. Ballet  B. Ethnic/Jazz  C. Modern  **(02) Music**  A. Band (does not include jazz or popular)  B. Chamber (includes only one musician/part)  C. Choral  D. New (includes experimental & electronic)  E. Ethnic (includes folk- inspired)  F. Jazz  G. Popular  H. Solo/Recital  I. Orchestral (includes symphonic & chamber orchestral) | **(04) Theatre**  **(05) Visual Arts**  A. Experimental (includes conceptual, installations, new media, new approaches)  B. Graphic (includes printmaking, book arts, drawing, does not include graphic design)  D. Painting (includes oil, acrylic, watercolor)  F. Sculpture  **(06) Design Arts**  A. Architecture  B. Fashion  C. Graphic/Illustration  D. Industrial  E. Interior  F. Landscape Architecture  G. Urban Design/Planning | A. Clay  B. Fiber  C. Glass  D. Leather  E. Metal  F. Paper  G. Plastic  H. Wood  I. Mixed Media  **(08) Photography**  **(09) Media Art**  A. Film  B. Audio(includes radio, sound)  C. Video | A. Prose  B. Playwriting  C. Poetry  **(11) Interdisciplinary\***  Pertaining to art forms/art works that integrate more than one arts discipline to form a single work (e.g., collaboration between/ among the performing and/or visual arts) as well as performance art.  **(12) Folk Arts\***  ***\*Schools interested in applying for these residencies must first consult with AIE staff at 609-633-1184.*** | | | | | | | |
| **Steering Committee/ Residency Support Structure**: Refer to Glossary (p. A9-A10) and Handbook (p.8) for definitions  Please provide the name, phone number and email address of the contact person for questions regarding this grant proposal. Name:       Phone number:       Email address:  List the members of the Steering Committee:  A2  On-site Coordinator:       Title/Position:  Administrative Coordinator:       Title/Position:  Teacher Liaison (if applicable):       Title/Position:  Teaching Staff (please include grade level, subject area or current title. Please specify those who will have a direct role in the residency):  Community Members (Please include affiliations, i.e. parent, business person, Teaching Artist, etc.): | | | | | | |
| How did you hear about the AIE Grant?  An AIE School  From my Administrator  AIE Staff  Technical Assistance Workshop  Direct Mail  Email  aTi  Teaching Artist  Other (please specify)  **aTi Selection:** Refer to the guidelines (page 7) for more details  Please select one aTi location that your cooperating teacher will attend, and complete the corresponding section below: | | | | | | |
| Who will attend the Artist/Teacher Institute at Ramapo College 7/11/16-7/15/16?   |  |  |  |  |  | | --- | --- | --- | --- | --- | | Name |  | Title/Position | |  | | E-mail |  | Phone |  | | | | | | | | |
| Who will attend the Administrators’ AIE Idea Factory and Grant Orientation meeting at Ramapo College 7/14/16?   |  |  |  |  |  | | --- | --- | --- | --- | --- | | Name |  | Title/Position | |  | | E-mail |  | Phone |  | | | | | | | | |
| Who will attend the Artist/Teacher Institute at Stockton University 7/24/16-7/30/16?   |  |  |  |  |  | | --- | --- | --- | --- | --- | | Name |  | Title/Position | |  | | E-mail |  | Phone |  | | | | | | | | |
| Who will attend the Administrators’ AIE Idea Factory and Grant Orientation meeting at Stockton University 7/28/16?   |  |  |  |  |  | | --- | --- | --- | --- | --- | | Name |  | Title/Position | |  | | E-mail |  | Phone |  | | | | | | | | |
| **INSTRUCTIONS FOR FILLING OUT FIELDS BELOW:** Fields are set with word limits and will end when the limit is reached. As you type, the field will expand to accommodate your entry and push subsequent content down. This will automatically increase the amount of document pages that you will submit and document length will vary for each user.  **Residency Grant Narrative**  **1. Please describe the proposed residency and how it will augment the existing arts curricula at your schools’ site. Why was this art form selected?** (750 word limit)    **2. Please describe what students will learn from this residency. List 5-10 student outcomes you anticipate from this residency. *Please be succinct and realistic* in your anticipated outcomes.**            A3        **3. Describe the artistic processes that students and teachers will engage in to meet the goals stated above.** | | | | | | |
| |  | | --- | | **4. List 3-5 teacher Professional Development goals and objectives for the residency. *Please be succinct and realistic* in listing your anticipated outcomes.** | | | | | | | |
| **5.Number of Core groups:**     **Number of students in each Core group:**  *(Please refer to Core Group definition in glossary)*  **Briefly describe the criteria for selecting the core and participating groups.**(500 word limit).    **6. Does your school/district have an improvement plan or set of adopted goals that includes the arts? If yes please describe:** | | | | | | |
| **7. Please provide the following demographic information:**   |  |  |  |  |  | | --- | --- | --- | --- | --- | |  | # Courses | # Full-Time Staff | # Part-Time Staff | Comments | | Creative Writing: |  |  |  |  | | Dance: |  |  |  |  | | Media Arts: |  |  |  |  | | Music: |  |  |  |  | | Theatre: |  |  |  |  | | Visual Arts: |  |  |  |  | | Other: |  |  |  |  | | | | | | | |
| **Site and Community**  **8. Briefly describe your school and community including geographic and socio-economic characteristics.**    **9. Please describe any existing or planned partnerships with community or cultural organizations.**    A4  **Support/Scheduling**  **10. How do you anticipate scheduling student workshops?**  **Current class period/schedule**  **Block scheduling**  **Flexible/alternative scheduling**  **Other (please describe)**  **11. How do you anticipate scheduling planning meetings with your steering committee, AIE teaching artist, and AIE partner?**  **Current class period/schedule**  **Block scheduling**  **Flexible/alternative scheduling**  **Other (please describe)**  **12. Please provide the projected number of times per week, length of sessions and the general time of year for the proposed residency (See Residency Components and Sample Timeline on pages 5, 6 & 8 of Guidelines).** | | | | | | |
| **Support/Facility**  **13. Please describe the artist’s work space in your school, with particular consideration for the specific needs of the artistic disciplines involved. Describe the facilities/equipment available for the artist’s use.** (300 word limit) | | | | | | |
| **Documentation and Evaluation**  **14. The AIE Grant expects participating schools to assist in documenting and evaluating the residency outcomes. Please describe ways you are prepared to provide on-going documentation and evaluation of the residency in progress. Please check all that apply:**  **Photographs** **Blog** **Samples of student work** **Sample lesson plans** **Journal(s)**  **Video recordings** **Audio recordings** **Articles- local and school newspaper or video broadcasting**  **Sample lesson plans** **Notebooks** **Other (please describe)** | | | | | | |
| **15.How do you plan to evaluate the outcomes of the student goals described in question #2?** (300 word limit) | | | | | | |
| ***(Reapplying Grant recipients only)***  **16. Briefly summarize what took place in past AIE residencies. Describe how the proposed residency relates to the experiences and learning of those residencies. Please elaborate on any proposed changes in focus or artistic disciplines. Will the same or different artists be involved? Reminder: Please provide no more than 5 pages of documentation from past residencies** (500 word limit)  **17. Describe how past professional development activities and proposed projects will help to institutionalize the outcomes from your residencies.** (500 word limit) | | | | | | |
| ***Reminder: Current and previous AIE Grantees reapplying for funding should include Letters of Consideration from their AIE Partner as well as from the most recent AIE Artist with whom they worked.*** | | | | | | |

A5

|  |  |  |
| --- | --- | --- |
| **Budget** | | |
| Expenditures | Income Sources and Amounts | |
|  | A  AIE Grant | B  School Financial Match |
| Artist in Residence Fee ($300 x     days)  (Must be 20 days or more per year) | $ | $ |
| Artist/Teacher Institute: 75% from AIE, 25% from School Financial Match (See guidelines page 7 and application page A7 for fees and explanation.) Include here in school match amount, stipend to teachers, travel costs for aTi attendance that are to be paid by the school, etc. | $ | $ |
|  |  | $ |
|  |  | $ |
|  |  | $ |
|  |  | $ |
|  |  | $ |
|  |  | $ |
|  |  | $ |
|  |  | $ |
| **Totals** | **$**  **(Maximum request is $7,000)** | $  **Must be at least 1/3 of Column A** |
| **Total Grant Request:$**      (Total Column A)  **Total Project Budget:$**      (Total Columns A+B)  ***For budget-related questions, consult the definitions at the end of this section,***  ***or call AIE at 609-633-1184.*** | | |
| **Description of School Financial Match Sources**  **Cash Sources: The total AIE grant request for the 2016-2017 school year must be matched one dollar committed from the school for every three dollars requested from AIE. Please describe the sources of the school match.**  This matching may be made through expenditures from the school budget (for instance, teacher release time), direct cash payments by the school (for instance, purchase of art making supplies) or other donated funds (for instance, PTA field trip fund) and must be spread over the various budget categories, as is appropriate for the proposed residency project.   |  |  |  |  | | --- | --- | --- | --- | | Cash Sources | Amount | Cash Sources | Amount | | 1. |  | 3. |  | | 2. |  | 4. |  |     A6 | | |
| **In-Kind Sources**: *Please use space below to list any donated materials or services for the project and their estimated cash value. While not included in the project cash budget, it is helpful information for the grant review process.*   |  |  |  |  | | --- | --- | --- | --- | | In-Kind Sources | Amount | In-Kind Sources | Amount | | 1. |  | 3. |  | | 2. |  | 4. |  | | | |
| ***Estimate In-Kind Sources Total Value $*** | | |
| **BUDGET NARRATIVE**  **Please provide a brief explanation of your school’s cash match, and how you arrived at anticipated expenses for supplies/materials, equipment, field trips, teacher release/substitute fees, documentation, publicity, administrative costs and other (if applicable).**  **Definitions of Budget Items:**  **Artist in Residence Fee:** The required AIE Teaching Artist fee is $300 per teaching day, which should include about 4 consecutive class periods per day. The minimum number of residency days is 20 per year ($300 x 20 days = $6,000 minimum for AIE Teaching Artist fees per year). The AIE Partner manages these funds directly from the AIE Grant.  **Visiting Artist:** Individual visiting artists should receive the same $300 per day as residency artists.  **Supplies/Materials:** Non-permanent items, including paper, paint, etc. to be used in the residency. When drafting the budget, please make sure the supply allocation supports the proposed residency.  **Equipment:** Permanent items, such as a printing press, camera, video recorder, etc. that are purchased by the school specifically for the residency.  **Field Trips/ Assembly Fee:** Costs for bus transportation, admission fees, etc. Performing groups/company fees may vary.  **Teacher Release Time/Substitute Fees:** Costs as needed for time *outside of class time* spent by teachers for the residency project; planning, attending workshops, field trips, completing documentation/evaluation, etc. (Calculated by $Hourly rate X # Hours = $Total Release Time/ Substitute Fees). In most instances, this amount is a significant portion of the schools’ financial match amount.  **Documentation/Evaluation/Publicity:** Costs of video duplication, printing, postage, etc.  **Administrative Cost:** Estimated costs for time dedicated to the residency by administrative staff such as principals or supervisors. (Calculated by $Hourly rate X # Hours = $Total Administrative cost)  **Artist/Teacher Institute (aTi):** The AIE Grant provides a 75% stipend for one teacher’s tuition to attend **aTi**. The school is responsible for the remaining 25%. The stipend may be used towards tuition, materials fees and housing *up to the total stipend amount of $500*. The stipend will be applied as a credit on the invoice provided by aTi. The school should be prepared to pay the remainder of the invoice to aTi directly.  **Other:** Expenses associated with the residency that do not fit into other categories.  **AIE Grant:** Total amount requested to help cover residency artist fees and **aTi** partial scholarship.  **School Financial Match:** Dollar amount the school commits to match the AIE grant. It should include expenditures to cover teacher release time, administrative time, supplies and materials appropriate to the project, and other expenses. The total of the School Financial Match must be at least 1/3 of the total grant request - the total of column B should be at least 1/3 of the total of column A.  **In-Kind Sources:** List the individuals, businesses organizations, etc. and the estimated value of the goods and services that will be donated for residency use. (An example of donated services: A parent who is a carpenter donates time with construction. An example of donated goods: A local art supply store contributes paint.) | | |

A7

|  |
| --- |
| **FINAL CHECKLIST**  Please use this checklist to indicate the items submitted and ensure that  your application packet includes all the required materials.  Only complete applications will be considered.  School or School District Name:  APPLICATION CHECKLIST |
| |  |  |  | | --- | --- | --- | | **Completed application form, including:** | | | | Applicant Information | 1 Original  1 Email |  | | Certification *(Email copy can be without signatures)* | 1 Original  1 Email |  | | Residency Grant Narrative | 1 Original  1 Email |  | | Budget | 1 Original  1 Email |  | | **Required Documents – to be mailed with signed original** | | | | Two (2) Letters of Support  (*One from the school principal)* | 1 Original |  | | Documentation from Past Residencies  *(Reapplying schools ONLY)* | 1 Original |  | | Letter of Consideration from AIE Partner  *(Reapplying schools ONLY)* | 1 Original |  | | Letter of Consideration from most recent AIE artist  *(Reapplying schools ONLY)* | 1 Original |  | |
| Thank you for your application.  Please keep an additional copy for your records.  **Awards will be announced in late-May 2016.**  A8 |

|  |
| --- |
| **GLOSSARY OF KEY TERMS & AIE Residency COMPONENTS**  A9  **School Team:**  **ADMINISTRATIVE COORDINATOR (AC)**  A district-level person; the principal, vice principal or other administrator of the site (depending upon the administrative structure in place). The AC has the necessary authority and responsibility for scheduling and making all other arrangements necessary for the smooth operation of the AIE Program.  **AIE PARTNER**  Schools that receive an AIE grant work with one of the AIE Staff who will help facilitate the residency and provide technical assistance, support and guidance throughout the residency.  **AIE Teaching ARTIST**  An AIE Teaching Artist is a professional artist on the NJSCA Artists Roster. AIE Teaching Artists are interviewed and selected by the school Steering Committee, with the assistance of their AIE Partner and lead the residency for a minimum of 20 days. The artist helps plan all the residency components and works with the steering committee to plan a field trip or invite a Visiting Artist.  **CORE GROUP**  The students who will work with the AIE Teaching Artist each workshop day throughout the project. Characteristically, a core group consists of a class of 25-30 students, with a residency day serving up to three core groups, for a total of approximately 75-100 students. *Schools seeking to increase the size of the core group (for instance, an entire grade level) should factor in increased Teaching Artist days into their budget. Please contact AIE for assistance*.  **ON-SITE COORDINATOR (OSC)**  The AIE Residency Artist’s liaison to the site, students and community. The OSC is generally a teacher, department head or vice principal. He or she works cooperatively with the artist, and continues to stimulate and expand art activities at the site after completion of the residency. NOTE: If the OSC is not a teacher, then a Teacher Liaison should also be identified.  **PARTICIPATING STUDENTS**  Students who work with the AIE Teaching Artist on a less regular basis than the Core Group(s). For example, these students might rotate through a designated period during the AIE Teaching Artists’ day or attend related activities such as an assembly or a field trip.  **STEERING COMMITTEE**  Composed of members of the faculty and administration, parents, and members of the community. It establishes goals, writes and submits the grant application and then implements the residency. The AIE Teaching Artist and the AIE Partner become part of the committee at the start of the residency.  **TEACHER LIAISON (TL)**  Represents teachers on the Steering Committee when the OSC is not from the site teaching staff. The TL ensures that the teaching staff from the sponsor site has direct input and involvement in the residency project from inception through completion.  **VISITING ARTIST**  Guest artist(s) invited by the AIE Teaching Artist to present a workshop or demonstration that expands the focus of the residency. The Visiting Artist is present with the AIE Teaching Artist to help make connections to the residency discipline.  **Residency Components:**  **CULMINATING EVENT OR ACTIVITY**  An event for the community (such as a dance/music/theatre performance and/or exhibition of student art) that celebrates students’ creative efforts during the residency, brings their work to a wider audience, and affirms the importance of the arts in learning.  **Documentation & EVALUATION**  Final and completed Documentation and Evaluation of the project is due to the New Jersey State Council on the Arts no later than 30 days after completion of the residency. It should be on-going and submitted electronically throughout the residency, using the format provided by AIE Staff at the start of the residency. This will include documentation & samples of work produced, photographs, narrative responses, evaluation responses from students, teachers, administrators, community members and the AIE Teaching Artist as well as a budget component, statistic information and publicity samples.  **PROFESSIONAL DEVELOPMENT PLAN**  A plan developed and implemented during the residency in cooperation with the AIE Teaching Artist to help teachers and staff fulfill their Professional Development goals for the AIE Residency. The professional development activities might take the form of a workshop, a series of hands-on individual lessons in specific art-making techniques, co-teaching a designated lesson or other professional development/adult education models. PD should be planned in advance, documented and evaluated.  **PUBLICITY**  Schools are responsible for publicizing the residency to the community through print and electronic media. Attachment C of the grant contract provides the appropriate language to use in press releases when defining the program and its managing entities.  **RESIDENCY DAY**  Based on four 45-minute consecutive class periods with additional time for class preparation as needed.  #End of 2016-2017 AIE Residency Grant Application# |
|  |

A10