

DEPARTMENTS OF EDUCATION AND EARLY CHILDHOOD DEVELOPMENT  
AND TOURISM, HERITAGE AND CULTURE  
**ARTIST-IN-RESIDENCY SCHOOL PROGRAM**  
**GUIDELINES – FOR TEACHERS & ARTISTS**

The *Artist-in-Residency School Program* funds art projects which are based on curricular outcomes within the Fine Arts and is a collaboration between one or more teachers and one or more artists. This program is jointly funded by the Departments of Education and Early Childhood Development and Tourism, Heritage and Culture.

The *Artist-in-Residency School Program* places professional artists in rural and urban schools to broaden and develop the arts education program by bringing together the creative potential of students and the unique energy of artists.

It is intended to provide students and their teachers with the opportunity to spend a **minimum of three days (minimum of 15 hours)** working closely with artists in order to enhance the students' artistic perception and appreciation.

The residencies can include any of the arts disciplines (music, visual arts, writing, theatre, cinema, dance, etc.). The artist and the teacher shall work in close collaboration in order to **plan** and **carry out** the project to ensure that the artistic activity corresponds to curriculum based outcomes within the Fine Arts.

***The residencies must include at least one (1) performance by the artist (Ex: a short 10 to 15 minute stage performance; In the case of a visual artist, a mini exhibit and/or a live demonstration by the artist.)***

The artist can propose a project idea to a teacher or a team of teachers but the project must be developed in collaboration with the lead teacher. It is possible that several meetings with the teacher(s) will be required before the artistic discipline, which best meets the curriculum based outcomes, is chosen. One must not lose sight that these projects are not purely art classes but rather experiences in artistic creation allowing students to deepen their knowledge of the related Fine Arts academic material. Teachers are encouraged to guide the artists in their approach to ensure that the project meets all the objectives of the program and appropriate pedagogical practices. Multidisciplinary projects (collaboration between artists of different disciplines) are permitted.

## **1. OBJECTIVES**

- To encourage and provide opportunities for students to express themselves and take part in the creative process at the earliest possible age and throughout every stage of their formal education;
- To allow students to think creatively and critically through education in the arts;
- To give students a lifelong appreciation for the arts and ensure a knowledgeable audience for the work of professional artists by encouraging arts literacy;
- To encourage students to be creative from the time they are very young is one of the best guarantees of self-fulfillment, self-respect and the respect of others, all essential components of a culture of tolerance and peace;
- Offer students the possibility to work with professional artists while actively participating in artistic projects in the context of their academic curriculum;
- To develop a better appreciation of culture and the arts as well as local artists;
- To awaken the creative side of all students while exploring a variety of different arts disciplines;
- To witness a live performance, demonstration or exhibit by a professional artist;
- To give students the opportunity to develop their passion (for learning).

## **2. TARGET OUTCOMES**

- Students gain a new level of appreciation for the arts combined with an increased level of understanding of the Fine Arts curriculum matter targeted by the residency;
- Students will think creatively and understand deeply as they explore and develop their creative abilities while applying them in a variety of ways;
- Students will think divergently and creatively while communicating effectively through the arts;
- Students will manage, access, process, evaluate and present information aesthetically for a variety of audiences;
- Students will be able to use various art forms, skills, language and techniques as a means of formulating, exploring and expressing ideas, perceptions and feelings.

### 3. ELIGIBILITY CRITERIA

Each residency proposal must meet the following criteria to be considered for funding through this program:

- Professional artists work with the students and teaching staff at one or more schools within a District for a minimum of 15 hours;
- Professional artists must register with the Artist Registry to be eligible to participate in a residency ([download form](#));
- Acquisition of the necessary equipment and materials are the responsibility of the artist(s) and must be described in their proposal and included in the budget;
- The residency will:
  - Enhance student knowledge, skill and creativity in relation to the Arts;
  - Enable students to develop a deeper appreciation for the value of the Arts;
  - Connect learning to specific provincial Fine Arts curriculum outcomes;
  - Include a performance component by the artist(s) with or without the participation of the students. In the case of a visual artist, the performance could take the form of a demonstration session and/or a mini exhibit.
- The same project may only be presented once every three years in the same school and no more than twice in any given year across all districts;
- Preference will be given to schools which have not received a residency in the previous year;
- Residencies must start as soon as possible after approval is received and end no later than March 31<sup>st</sup> where possible. In the event that a residency must extend beyond March 31<sup>st</sup> and that an amount is still owed to the artist, then a final report must be submitted at the latest on March 31<sup>st</sup> but the residency will be allowed to continue until complete. In this case, a follow up report and/or material will be required once the project is complete at the latest before end of the school year. By failing to file a final report in due time, a school may be denied future grants.

### 4. APPLICATION SUBMISSION

- All applications will be evaluated at the same time and receive equal consideration;
- The applicant **must submit 2 copies of the application form.**
- **Applications must be sent via regular mail (inter-office mail) and contain ALL signatures before they will be considered complete.**

### 5. ELIGIBLE COSTS

**NOTE: UNLIKE THE ARTSMARTS PROGRAM, ALL FINANCIAL TRANSACTIONS ASSOCIATED WITH THIS PROGRAM ARE BETWEEN THE DEPARTMENT OF TOURISM, HERITAGE AND CULTURE AND THE ARTIST. THE ARTIST IS RESPONSIBLE FOR THE PURCHASE OF ALL MATERIALS, SERVICES, AND FOR FORWARDING RECEIPTS AND INVOICES. CHEQUES WILL BE ISSUED IN THE ARTIST'S NAME ONLY.**

Residencies will be funded to a maximum of \$3,000 per residency. A maximum of four (4) residencies per Anglophone school district per fiscal year will be accepted. A minimum of two (2) additional residencies will be funded out of the highest scoring remaining proposals.

An artist may choose to be **paid in either one or two (2) installments**. An initial installment can be requested for either or both of the following;

- 1) up to 50% of the artist fees (artist invoice required);
- 2) 100% of the cost of purchase of materials, deposit on studio time, rental of equipment, etc... (copy of receipts and/or invoices required)

Any installment requested must be identified in the revenues section of the budget table at the time of application. In order to receive an installment, at the time of request, the artist must forward all required invoices and/or receipts.

The total grant or balance owing (in the event where an installment has been paid) for the residency will be paid out upon receipt of the final report together with all outstanding invoices and/or receipts.

#### **Residencies will be reimbursed at the following rates;**

- **\$60** per classroom teaching session for a minimum of 15 hours (\$900) and a maximum of 25 hours (\$1500);
- Meal allowances will be reimbursed at the standard in-province Government rate of **\$7.50** for breakfast, **\$10.50** for lunch (when not provided by the school), and **\$19.50** for dinner when the artist must stay overnight (No receipt required, however proof of overnight stay in hotel is as per next item);
- **Accommodations** when necessary at government rates (Receipt required);
- Mileage will be reimbursed at the standard Government rate of 41 **¢ / km** if the artist must travel in excess of 16 km (32 km both ways) to and from his (her) residency location. Note: If the artist resides outside NB, only the portion of travel incurred within NB will be reimbursed;
- Miscellaneous artist fees for time spent outside the classroom for such things as firing of pottery, curating a mini-exhibit and prep work will be accepted to a maximum of \$180 (no receipts required);
- Material costs will be reimbursed within the maximum allotted budget per residency. (**Receipts or invoices are required** and must include **Artist-in-Residency School Program** and the **school name** on the invoice. (Note: Receipts submitted in the course of the project cannot be dated before the residency is officially approved);
- Rental of studio time (where applicable and payable to someone else other than the artist) will be reimbursed within the maximum allotted budget per residency.

## 6. FINAL REPORT REQUIREMENT

The lead teacher is responsible for submitting the final report by regular mail to the Cultural Development Branch no later than 30 days after their residency is completed or March 31<sup>st</sup> 2014, whichever comes first in order to allow for the disbursement of any outstanding financial commitments before the end of the fiscal year. **NOTE: Please make sure to read important information about filing the final report on page 2 of the “Final Report” form.**

The final report must include:

- A summary of the learning outcomes achieved;
- A summary of the time that the artists spent interacting with the students and teaching staff as part of the residency (include photos or audio/videos on CD);
- A description of the student-generated products (provide samples where possible);
- The number of students who ultimately participated in the residency and their grade levels;
- Evaluative comments on the project by students and teachers involved;
- Newspaper clippings about the project (if applicable);
- Course outline;
- A detailed accounting of expenditures including receipts and/or invoices where indicated together with a summary page.

## 7. EVALUATION CRITERIA

The selection committee will be made up of a representative from the Department of Education and Early Childhood Development and the Department of Tourism, Heritage and Culture.

The residencies will be evaluated on the following criteria;

- Originality and creativity of the project (7 points);
- Meeting the Fine Arts curricular outcomes (direct links to specific Fine Arts learning outcomes) (5 points) ;
- Collaboration with the artist(s) regarding the design and execution of the project (5 points);
- Level of participation of all the students in the artistic creation and consideration of student’s individuality within the creation process (5 points);
- Performance component by the artist (3 points).

## 8. ALLOCATION OF PROJECTS

Residencies are awarded in the following fashion;

- Each district will have their top four (4) scoring proposals approved. However, schools which have been awarded a residency in the previous year may have their submission rejected in favor of another school as long as the submission scored favorably;

- An additional two (2) proposals will be allocated of the remaining proposals which have scored the highest;
- If after this initial allocation there is budget remaining (due to fewer than four proposals received for a district or residency budget less than \$3000), then the remaining top scoring proposals will be awarded in order until budget depletion.

## 9. NOTES

- Schools may require that the artist(s) familiarize themselves and read the ***Policy for the Protection of Pupils (Policy 701)*** and sign a copy of the [Policy 701 Validation Questionnaire](#) is accessible by clicking on the related link. A copy of the signed certificate must accompany the artist's "Call for Artist" form;
- The Department of Education and Early Childhood Development may conduct random follow-up telephone surveys with the schools or request a site visit to ascertain the quality, curricular relevance and success of the residency;
- Grant recipients must acknowledge the support of the Province of New Brunswick in all promotional materials and publicity related to the residency. The official [logos](#) of the Province and the [guidelines](#) are accessible by clicking on the related links;
- By accepting the grant, the applicant agrees to submit a final report within 30 days following the end of the residency. The [form](#) is accessible by clicking on the related link. No new application from an applicant will be processed until the final report relating to a previously funded residency is received;
- An applicant may present only one funding application per year under this program;
- In case of disagreement concerning the interpretation of policies and programs, the Departments reserve the right to final interpretation of the intent and implementation of the program. The Departments reserve the right to revise the program at any time without notice;
- The applicant **must submit 2 copies of the application form by the deadline required**. Please refer to the application form for the actual date.

## 10. FOR FURTHER INFORMATION

This program is offered jointly by the Departments of Tourism, Heritage and Culture and Education and Early Childhood Development. If you have any questions about the program, please contact:

Department of Tourism, Heritage and Culture

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