



DC Commission on the Arts and Humanities

FY2013

Artist Residency in Schools

Program Guidelines

Individuals may apply for up to \$2,500

Deadline: Tuesday, June 19, 2012 by 6:00PM

Applicants may submit one Artist Residency in Schools application per fiscal year

Artist Residency in Schools Program Description

The purpose of the Artist Residency in Schools program is to support student learning in and through the arts by placing artists directly into classrooms through a school-based residency. A residency involves a teaching artist providing sequential learning workshops to elementary, middle or high school students over an extended period of time. These experiences support student learning and development in collaboration with at least one classroom teacher. Teaching artists share expertise with students and teachers by providing interactive sessions during the traditional school day at District of Columbia Public Schools (DCPS) or District of Columbia Public Charter Schools.

Arts integration is the primary focus of the funded projects, which should center on collaborative lesson plans and/or units designed to integrate the arts within a non-arts subject such as math, history, social studies, language arts, etc. The program will also support residencies designed to introduce or enhance student knowledge and participation in a particular art form, such as dance, design, folk and traditional arts, literature, media arts, music, theater, and visual arts, **only if it is supported with a curriculum.**

To be eligible for funding, residencies must:

- Occur during traditional school hours in a space that is properly equipped and conveniently located for student and teacher access;
- Include a minimum of 10 sessions with at least one core classroom of students. Days and weeks do not need to be consecutive. Sessions include mandatory orientation and planning meetings, classroom workshops, culminating events, and evaluation meetings;
- Utilize effective interactive activities that directly involve students in creative processes and learning. Residencies cannot be primarily performance or demonstration-based;
- Contain a strong instructional component. The instructional component details the content of the residency – how subject matter will be taught and reinforced, the goals of the residency, hands-on activities, any problem-solving or critical thinking components, etc.;
- Provide links to Common Core Standards, including how standards will be incorporated as part of the instruction and how they relate to the project outcomes being evaluated;
- Include a sample lesson plan;
- Demonstrate teacher participation and school buy-in, including dedicated planning sessions with all teachers involved prior to the residency, as well as a letter of support from the principal. Each school must have a site coordinator – this can be a teacher, administrator or principal, but may not be a PTA personnel or community volunteer. **A teacher must be present in the room during all residency activities;**



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- Create a culminating event, such as a curriculum-related performance, exhibition, reading or presentation that demonstrates for other students, school personnel, parents and the community about what the students learned during the residency;
- Include an in-depth evaluation component that measures the effectiveness of the residency;
- Provide a professional development workshop led by the residency artist, in partnership with the DC Arts and Humanities Education Collaborative, during FY2013. In the application, please identify the target audience for the workshop – classroom teachers, other teaching artists, nonprofit providers, open to the community, etc.

Artist Residency in Schools does not have a cash matching requirement. Funds must be spent within DCCAH's FY2013 (October 1, 2012 to September 30, 2013).

Artist Residency in Schools Program Goals

- Provide access to high-quality arts and humanities experiences that advance student achievement in the District of Columbia;
- Reinforce the importance of including the arts and humanities as a integral component of a excellent education; and
- Support activities that are consistent with local and national learning standards for arts education, including current District of Columbia Public School standards.

Eligibility Requirements

Individuals may apply if they meet all of the following eligibility requirements at the time of application:

- Must be artists or arts professionals (e.g., presenters, producers and educators), aged 18 older;
- Must be legal DC residents for at least one year prior to the application deadline and must maintain residency during the entire grant period;
- Must have a permanent DC address, as listed on District or Federal government issued identification or tax returns. PO Boxes may not be used as a primary address;
- Applicants must be in good standing with DCCAH. Applicants with incomplete or delinquent reports, in any funding program, as of October 15, 2012, are ineligible to receive an additional award from DCCAH in FY2013.

DCCAH Application Process

DCCAH utilizes an online grant application website called [Zoom Grants](#). All applicants **MUST SUBMIT** the application online via Zoom Grants by 6:00 PM on the deadline date. **DCCAH will not accept mailed, emailed or hand-delivered copies of grant applications. Late applications will not be accepted.**

Grant Application Procedure

1. Download the [Classification Sheet](#) on the DCCAH website. For each of the five (5) classification categories, select one classification that best describes the applicant and the grant request(s):
 - a) Institution Type;



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- b) Applicant Discipline;
 - c) Project Discipline;
 - d) Artist Type;
 - e) and Type of Activity.
2. Review the FY13 Guide to Grants and the grant guidelines thoroughly and determine eligibility of the applicant, project and project activities;
 3. Go to the [Apply for Grants](#) page and register with Zoom Grants, DCCA's online grant application website. Zoom Grants provides a step-by-step tutorial on how to submit the application [here](#);
 4. Once fully registered, select the desired grant program(s) and complete the application questions and budget/budget narrative data;
 5. Upload all required documents and supplementary material;
 6. Upload the required work sample. Please note that work samples must speak to the artistic content of the applicant as it relates to the grant request;
 7. Submit the application by 6:00 pm on the grant program's deadline date;

For technical assistance, contact Zoom Grants toll free at 866-323-5404.

The application process is competitive and subject to the availability of funds. Applicants may not request or receive funding for the same project activities through more than one Commission grant program or grant category.

Applicants are fully responsible for the content of their application packages. An automated confirmation of an application's submission does not guarantee an application's eligibility or recommendation for funding by the Advisory Review Panel. DCCA staff cannot make corrections to applications on behalf of applicants nor can Zoom Grants' staff. DCCA staff will review applications for completeness and contact applicants for any missing documents within 5 business days of the deadline. Applicants are responsible for adding missing documents within 5 business days of DCCA's notification. Incomplete applications may not be forwarded to the Advisory Review Panel for review.

Technical Assistance and Workshops

DCCA staff members are available to help develop grant applications through group and individual technical assistance. Between May and June 2012, the DCCA will conduct free workshops for participants to learn useful information about the agency's funding opportunities and how to submit a successful grant application. More information about the dates and times of these workshops can be found on our website (www.dccarts.dc.gov) under [Grant Writing Assistance](#). In addition, DCCA staff members are available for individual, prescheduled 30-minute appointments, up to one week before the deadline. Contact information for the DCCA staff members is available at www.dccarts.dc.gov under [Who We Are – DCCA Staff](#).



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Workshops for Artist Residencies in Schools will take place at the offices of the DC Commission on the Arts and Humanities. **Workshop dates, times and locations listed below are subject to change.**

Monday, May 21st from 1:00 – 2:30 PM
DC Commission on the Arts and Humanities
1371 Harvard St. NW
Washington, DC 20009

Wednesday, June 6th from 6:00 – 7:30 PM
DC Commission on the Arts and Humanities
1371 Harvard St. NW
Washington, DC 20009

Review Process

All applications are scored according to four categories: Artistic Content, Community Impact and Engagement, Sustainability and Capacity, and Overall. These evaluation criteria are specific to each grant program and explained on page 7. A volunteer Advisory Review Panel is comprised of arts and humanities professionals independent of the DCCAH. The panel scores applications using the criteria and makes funding recommendations to the Commission Board. The Commission Board reviews panel recommendations and makes all final funding determinations. Funding decisions are not determined by DCCAH staff.

For more information regarding the grant review process please visit the [Guide to Grants](#). To nominate a person(s) to serve on DCCAH Advisory Review Panels, complete an [Advisory Panelist Nomination](#) form and submit it by June 1, 2012.

The evaluation process will also take into consideration general standards of decency and respect for the diverse beliefs and values of the American public consistent with The National Foundation on the Arts and Humanities Act, as amended in 1990.

Funding Restrictions

As a District of Columbia agency, the DCCAH must ensure that all grant funds are expended in a fiscally responsible manner. Allowable costs are those that District government and the DCCAH have determined as valid expenditures.

Examples of allowable costs for Artist Residency in Schools:

- Artist fees at no more than \$60 per hour;
- Travel and transportation to project site (mileage is reimbursed a federal mileage rates, which are subject to change); and
- Printing, materials, supplies and equipment directly related to the instructional component of the residencies, including teacher training.



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Examples of unallowable costs for Artist Residency in Schools:

- Projects in which the artist is to serve as the arts teacher in absence of any on-going arts education programs in the school;
- Projects designed primarily as performances, demonstrations, or exhibits with only minimal impact and limited hands-on participation;
- After-school programs, including school-based or community-based settings;
- Permanent staff of an organization;
- Out-of-state travel;
- Individual private instruction;
- Bulk printing, material, supply or equipment purchases;
- Food and beverages;
- Tuition and scholarships;
- Costs related to fundraisers and special events;
- Travel not directly related to the execution of the project; and
- College tuition or to fund universities, service organizations, foreign governments, or DC government agencies, including DC Public Schools.

All expenses must be approved by the grant program manager before the grant agreement is processed for payment.

Individuals are not restricted from receiving funds from multiple grant programs.

Notification and Payment

Applicants will be notified in writing of their application status after October 1, 2012. This notification may consist of a grant package, letter of ineligibility, or letter of denial. More information about grant notification may be found in the FY2013 Guide to Grants.

Please note: Artist Residency in Schools grantees will be paid in two installments, based on revised expenditures approved by DCCAH.

Please note that the date of payment disbursement is subject to change depending on the availability of funds. The date eligible for payment does not ensure the date of payment; it provides a general timeframe. DCCAH works with other DC government agencies to pay grant recipients in a timely manner but DCCAH does not create or distribute payments onsite. **To expedite the payment process, DCCAH strongly recommends FY13 grant recipients register for direct deposit.** For more information on direct deposit, visit [Manage Grant Award](#) on our website.

DCCAH reserves the right to rescind any and all grant awards for non-compliance with grant guidelines, policies and regulations. FY2012 grantees with unfulfilled reporting, in any funding program, as of October 15, 2012, are ineligible to receive any additional awards from DCCAH.

Risk Management and Performance Monitoring



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All grant recipients are subject to risk assessments and monitoring requirements as outlined in the [City-Wide Grants Manual and Sourcebook](#) from the Office of the City Administrator (OCA). OCA requires the DCCAH to establish standards for grantees in making determinations of demonstrated performance prior to the award of all grants.

All activities funded by DCCAH will be monitored and evaluated by staff to assure compliance with all aspects of the District of Columbia's requirements, which may include evaluating allowable costs, meeting project benchmarks, providing proof of expenditures, etc.

All FY13 grant recipients must complete final reports by October 15, 2013. Grantees are required to document payment of all expenses paid by grant funds as well as the required match. Interim and final report forms are available online through the [Manage Grant Award](#) link on the DCCAH's website. All grantees are responsible for reporting grant awards as income on federal and local tax returns and are strongly encouraged to consult with the tax professionals and the IRS.

Contact Information

For more information regarding DCCAH's grant programs, or clarification about accessibility requirements, work sample submissions and the grant making process, please refer to the [Guide to Grants](#). Additional questions about the Artist Residency in Schools program can be referred to Carlyn Madden, Arts Education Manager, at carlyn.madden@dc.gov or 202-724-5613.



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Review Criteria

Artistic Content 40%

- The applicant's work sample and support materials (brochures, articles, letters of support, etc.) demonstrate high standards of artistic excellence within the chosen discipline(s);
- The applicant demonstrates experience in teaching youth about the residency topic, including expertise integrating it with other core academic subjects;
- There is evidence that the applicant uses classroom teachers to co-plan the residency and establish goals for student learning;
- The schedule of planned activities meets the Artist residency in schools program requirements and are feasible within the time frame; and
- The applicant presents effective evaluation methods specific to the residency, which are used to improve future activities and services.

Community Engagement and Impact 20%

- The applicant clearly defines the target audience(s), including the DC target audience and provides support for their selection;
- The described residency is appropriate for the intended students and is tailored to meet those students' needs;
- The proposed activities and services are accessible to people with disabilities.

Capacity and Sustainability 30%

- The applicant has secured a commitment from a DCPS or DC Public Charter School principal to host the residency program;
- The applicant demonstrates that they have the expertise and managerial capacity to implement the residency;
- The applicant's budget information is detailed, accurate, feasible, and directly related to the grant request. All items funded with grant dollars are eligible expenses under the grant;

Overall 10%

- The applicant provides a clear explanation of the residency and intended outcomes;
- The grant request aligns with and supports the applicant's artistic mission and expertise;
- The applicant has a demonstrated commitment to providing similar programs and/or services to residents of Washington, DC; and
- The application, grant request and intended outcomes will advance student learning in the District of Columbia.



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The following is a checklist for all mandatory documents required to submit the Artist Residency in Schools application. Documents must be uploaded through Zoom Grants prior to the application deadline. These documents are in addition to the required narrative questions.

MANDATORY DOCUMENTS

- Completed application, submitted on Zoom Grants
- Signed W-9 (Request for Taxpayer Identification and Certificate)
- Artist's Resume
- Principal Approval Form – found online at www.dcartarts.dc.gov
- Anticipated Project Timeline
- Lesson Plan or Content Outline
- Curriculum-supported materials – up to six items. Include letters of support, study guides, additional lesson plans, curriculum sample, completed evaluations, etc.
- Work Sample(s) – see Guide to Grants for more information on Work Sample Requirements. *Flyers and brochures DO NOT count as work samples.*
- Support Material – up to six additional items, e.g., publicity, letters of support, programs, brochures, evaluations, strategic plans, etc.
- Security statement that, if funded, the applicant will provide Metropolitan Police Department Background Check and copy of Tuberculosis Screening for all individuals directly working with children and youth. Note: In keeping with DC Code, background checks and TB screenings must be current within the year.