# Artist in Residence Grants

Projects occurring between August 1, 2023 - September 30, 2024
**Deadline: April 21, 2023 | Applications must be submitted by 11:59 pm EST**

New Hampshire
State Council on the **Arts**

Artist in Residence (AIR) grants provide funding for public schools to invite juried teaching artists to lead rigorous educational experiences in the arts. Visiting teaching artists support deeper learning of arts competencies, STEAM projects, interdisciplinary arts integration, and broadening access to culturally diverse artistic practices. Learning through the arts develops creativity, critical thinking, and collaboration and supports school goals for wellness and social and emotional learning. Grants can be used to fund residencies in all arts disciplines including dance, theatre, media, music, visual arts, craft, and creative writing.

## GRANT REQUIREMENTS

*Projects in this category are **required** to:*

- Include at least one artist from the Arts Education (AE) Roster. Additional artists may be part of the proposal and budget. Resumes and work samples are required for artists **not** on the AE Roster.
- Applications must articulate how the residency is responsive to the academic and cultural needs of the student population. For example:
    - Residency provides experiences in arts disciplines that are currently unavailable in the regular academic year.
    - Artist and/or program reflects the racial, cultural, and aesthetic background of the student population.
    - Program broadens access to artistic disciplines from diverse cultural and aesthetic traditions.
    - Students' perspectives have been included when choosing the artist and or arts discipline.
- Residency is inclusive and includes accommodations and scaffolding for students of all abilities.
- Visiting artist in residence offers an in-service professional development workshop for teachers.

*Projects funded in this category are **strongly encouraged** to:*

- Design residencies and adjust scheduling that allow for meaningful contact hours and a rigorous educational experience between the teaching artist and a core group of students. Typically, this requires at least 3-5 days of contact hours between the artist and the core group of students.
- Develop projects with arts integrated approaches to interdisciplinary studies, such as STEAM (Science, Technology, Engineering, Arts and Math), social studies, world languages, and community connections.
- Plan a culminating event, presentation, or celebration appropriate to the arts discipline, involving students, teachers, parents, volunteers, and the community.
- Include in your budget funds for your AIR coordinator (or other arts team representative) to

**Artist in Residence Grants**
Projects occurring between August 1, 2023 - September 30, 2024
**Deadline: April 21, 2023 | Applications must be submitted by 11:59 pm EST**

**New Hampshire**
State Council on the **Arts**

attend the NHSCA biennial [Arts Partnership Conference](#), or similar professional development. The cost of registration is an eligible expense.

*Sample Projects*
Additional examples can be found at [NH Arts Learning Network](#) under *Spotlight*s.

- A mosaic artist partners with science and visual arts faculty to facilitate the student creation of mosaic murals based on student drawings of concepts learned in science.
- A Ghanaian drummer leads students in a week-long drumming and dance intensive that complements a school-wide unit on West African culture and history.
- A STEAM residency invites five artists to work with students for one week each, providing project based learning in each creative profession, including playground design, graphic novels, sculptural installations, stained glass, and blacksmithing.
- A local dance company and mental health agency work with students during the school day and afterschool to choreograph a dance production that illustrates healthy relationships.
- A theatre company facilitates student written and devised performances that teach theatre competencies while exploring scenarios of racism and bullying in the school.
- A visiting artist team works with the entire school faculty to facilitate eight full days in the academic year as arts integration days, creating learning experiences for students to explore content through creative processes.
- Students deepen their technology and media competencies by working with an audio engineer and English language arts faculty to record and create podcasts of interviews they conduct with community members.

**GRANT AMOUNT**
Funding requests may be made for $1,000 - $6,000. Matching funds will be waived for Fiscal Year 2024 (July 1, 2023 to June 30, 2024) however, we encourage applicants to include in-kind or cash match as part of their budget to increase the strength of their application, collaboration with community partners and enhance the funding of their project.

There is no limit to the number of times a school may apply for AIR funding. However, our goal is that NHSCA grant funding will be a catalyst for districts to independently financially support AIR programs in future budget cycles. All grant categories and amounts are subject to change, depending upon availability of state and federal funds in any fiscal year.

**WHO MAY APPLY**
Any public school (pre-Kindergarten to Grade 12), or any nonprofit organization serving as alternative education sites for students with special needs in New Hampshire, that are publicly funded or have 501(c)(3) status from the Internal Revenue Service and are incorporated in the State of New Hampshire.

**Artist in Residence Grants**
Projects occurring between August 1, 2023 - September 30, 2024
**Deadline: April 21, 2023 | Applications must be submitted by 11:59 pm EST**

New Hampshire
State Council on the **Arts**

Applicants must:
- Make all programs and facilities accessible to people with disabilities
- Have submitted all required reports on past State Arts Council grants

**Note: All awardees will be required to submit a Unique Entity Identifier (UEI) issued through SAM.GOV**

*Restrictions*
- A SAU may not receive more than one AIR grant during a school year per school.
- Private or parochial schools are not eligible for AIR grants, due to limited funds. They may apply for a Youth Arts Project Grant or Folklife and Traditional Arts Project Grant; utilize the Arts Education Artist Roster; ask for technical assistance from the NHSCA Arts Education Coordinator; attend the biennial Arts Partnership Conference and other professional development events.
- To allow for broad and equitable distribution of public funds, organizations and/or schools may receive **ONE** grant in the following categories. Carefully consider your project to identify the most appropriate grant category. *If you have questions, contact the grant coordinator.*
  - Artist in Residence Grant (AIR)
  - Youth Arts Project Grant (YAP)
  - Arts for Community Engagement Grant (ACE)
  - Folklife and Traditional Arts Project Grant (FTAP)
  - Public Value Partnership (Operating Grant)

- AIR grants may not be used to *replace or supplant the normal school district expenses* or full time equivalent (FTE) teachers, materials, equipment, construction, and capital expenditures.
- Grant funds may not be used to support fundraising expenses.

**Ineligible Costs:** The following costs are not eligible for funding and should not be included in the application's budget.

- Previously incurred debts or deficits;
- Lobbying or fundraising expenses;
- Non-consumable equipment;
- Endowments, fellowships, scholarships, academic research financial aid to individual or degree grant opportunities;
- Capital projects;
- Funding of a new, permanent position or replacement of lost funding for existing staff;
- Contracted services of an organization's staff; (unless contract pertains to duties explicitly outside of their current job description);
- Contracted services of an organization's board member;

**Artist in Residence Grants**
Projects occurring between August 1, 2023 - September 30, 2024
**Deadline: April 21, 2023 | Applications must be submitted by 11:59 pm EST**

New Hampshire
State Council on the **Arts**

- Regularly contracted services such as a grant writer, accountant, attorney, advertising firm or district curriculum supervisor;
- Revenue producing activities or commercially viable "for-profit" enterprises;
- Cost of goods for resale. This includes the sale of concessions, promotional merchandise, including clothing, or items purchased for sale, even if related to your programming;
- Alcohol;
- Food and beverage expenses are ineligible using requested grant funds. If you have concerns, please contact the grants coordinator;
- Any expenses listed as miscellaneous, contingency funds, donations, prize money, other, additional expenses, discretionary expenses, slush fund, etc;
- Activities that are principally recreational, therapeutic or rehabilitative;
- Activities not open to the general public;
- Any cost item listed in the glossary under [ineligible expenses.](#)

### Covid-19 Updates
- All projects must be able to be completed while following the [New Hampshire health and safety guidelines](#) related to the COVID-19 pandemic.

### Making the Project Accessible to All
- Recipients of public funding are required to make reasonable efforts for projects to be accessible to the public. Applicants should consider physical and programmatic accessibility as an integral part of the planning and budgeting process. Accessibility involves both the location (the facility) and the content (the activity or product). Thinking about accessibility issues in the early design and planning stages of a project (e.g., accessible websites, sign language interpreters, recordings of printed materials, audio-description, or large-print labeling) is key to ensuring that persons with disabilities will be able to participate. For information and resources, see [Making Your Programs and Services Accessible](#) on the NHSCA website.

### HOW TO APPLY
Applicants are strongly encouraged to attend one of the [grant information sessions](#), view the [instructional videos](#) and discuss proposals with the grant coordinator before writing and submitting applications. Applicants should also review the [legal and reporting requirements](#) for NHSCA grant funding. The grant program coordinator will review and provide feedback on drafts of narrative questions and budgets if submitted **by email at least two weeks prior to the application deadline**. First time applicants are especially encouraged to submit drafts.

### Submitting the Application
NHSCA uses an online application system, [Submittable](#). Please [visit the grant page](#) for instructions. **The**

**online system cannot be used to submit drafts.** Errors and omissions may affect a panel's evaluation of the application, so please follow instructions and prepare the application carefully. We recommend you **keep a copy for your files.**

- Watch [instructional videos](#).
- [Click here](#) to start the online application.
- [Click here](#) to download the Budget Form in MS Excel or PDF format.

*Deadline*

Applications must be completed by 11:59pm on **April 21, 2023**. Late applications will not be accepted. The Council cannot accept applications transmitted by facsimile (FAX) or e-mail and is not responsible for incomplete online applications or paper applications lost in transit.

**REVIEW PROCESS**

A peer panel with expertise in the grant category evaluates applications according to the funding criteria listed. Whenever possible, a State Arts Councilor attends the meeting. Funding recommendations are forwarded for review and approval to the State Arts Councilors, a 15 member advisory board appointed by the governor. If the organization's cumulative total of grants received from the State Arts Council for that fiscal year (July 1 - June 30) is $10,000 or more, the grant recommendation must also be submitted to the Governor and Executive Council for approval. Errors and omissions may affect a panel's evaluation of your application.

**RECEIVING AN AWARD**

*Notification of Award*

No formal announcement regarding a funding decision and/or grant amount will be sent to any applicant until after the Council meeting ([meeting dates](#) are listed on the NHSCA website). At that time applicants will receive official notification of the Council's action, as well as panel comments. Whether or not a grant is awarded, these comments should help in the development of future applications. This notification may take up to 10 weeks after the application deadline.

Please note if you are awarded and accept this grant, the applicant and grant details will be listed in the relevant Fiscal Year [Grant Report](#) in order for us to be transparent about how public grant funds were expensed. If you have any questions, please reach out to the grants coordinator.

*Payment*

NHSCA disburses funds appropriated from public sources, both federal and state. Checks are issued by Administrative Services of the State of NH, not the Department of Natural and Cultural Resources or the NHSCA. Upon receipt of properly executed grant forms, the State of New Hampshire generally pays grants under $10,000 to grantees within four to six weeks. If an organization is awarded $10,000 or more or has received other NHSCA funds which bring the cumulative total received for that fiscal year (July 1 - June 30) to $10,000 or above, grants must be approved by Governor and Executive

**Artist in Residence Grants**
Projects occurring between August 1, 2023 - September 30, 2024
**Deadline: April 21, 2023 | Applications must be submitted by 11:59 pm EST**

New Hampshire
State Council on the **Arts**

Council; consequently, payment can take up to 10 weeks. All awards are subject to availability of state and federal funds. Please plan cash flow accordingly.

Recipients of grant awards will be required to provide the following along with the signed grant paperwork:

- Proof of general liability insurance
- Proof of worker's compensation insurance (unless recipient organization is all volunteer)
- Current Certificate of Good Standing from the NH Secretary of State *(For 501(c)3 non-profits only)*
- Unique Entity Identifier (UEI) from SAM.gov
- Certificate of Board Resolution
- Resume and Annual Salary of Administrator
- Geographic Areas Served by Organization
- A one-page financial statement of organization's most recently completed fiscal year
- List of Board of Directors *(For 501(c)3 non-profits only)*

**Important:** All grant agreements must be returned by January 15 of the fiscal year (July 1 to June 30) in which they are awarded. Failure to return the grant agreement by that date could result in cancellation of the grant and reallocation of funds. Payment of a grant will be withheld if final reports for previous grants are not in compliance with policy below.

*Project Changes and/or Amendments(s)*
You are required to carry out a project consistent with the application that was submitted and approved for funding. Changes must be submitted to the grants coordinator for review and approval, and include changes to dates, budgets, project scope or content, personnel or artists involved, or other changes that differ from the original application. Changes must be approved prior to implementation. Amendments or change requests are considered on a case-by-case basis, and approval is not guaranteed. Until you receive written approval from the grants coordinator, you may only incur costs consistent with the terms and conditions of the awards in effect at the time of your request. The Arts Council has the right to request additional information, such as an update on specific activities including a revised budget or itemized list of actual expenditures, as needed. All financial records, supporting documents, statistical records and all other non-federal entity records pertinent to your grant award must be retained for a period of four years.

### GRANT PERIOD AND REPORTING
A final report is due 30 days after the completion of your project, but no later than October 31, 2024. An extension of up to three months may be requested. The request for extension must be made *in writing, before* the deadline for filing has passed to the grant coordinator and should briefly note why the extension is necessary and the date the report will be submitted.

**Artist in Residence Grants**
Projects occurring between August 1, 2023 - September 30, 2024
**Deadline: April 21, 2023 | Applications must be submitted by 11:59 pm EST**

**New Hampshire**
State Council on the **Arts**

Failure to submit the final report by the required date will result in the organization becoming ineligible to apply for NHSCA funding for two years. Additionally, failure to submit the final report may result in a withholding of funds from any currently awarded NHSCA grant.

**Questions?**

Contact: Allison Hawkins, Arts Education Grants Coordinator
email:  Allison.Hawkins@dncr.nh.gov
Phone: 603-271-0791

***Questions about the online application system at Submittable*?**
Email: support@submittable.com
Web: https://submittable.help/

**Artist in Residence Grants**
Projects occurring between August 1, 2023 - September 30, 2024
**Deadline: April 21, 2023 | Applications must be submitted by 11:59 pm EST**

New Hampshire
State Council on the **Arts**

## FUNDING CRITERIA

The following criteria are used by peer panelists to evaluate grant applications:

### *Quality of Arts Programming and Educational Excellence (40 pts.)*
- Quality and depth of the artistic and educational opportunity
- Quality of professional development workshop for teachers
- Clearly defined goals and outcomes including how the residency will address NH K-12 Arts Competencies and Curricular Standards
- Program fills an unique academic need
- Residency reflects the racial, cultural, and/or aesthetic background of the student population or introduces students to artistic disciplines and practices of cultures not dominantly found in the community

### *Access/Community Support and Benefit (25 pts.)*
- Clearly articulated plan for making the program accessible for students of all abilities
- Core group of student participants have been identified in consultation with the special education team, developing accommodations or scaffolding
- Plan for informing the teaching artist of any special needs of student population, and reviewing strategies for engaging all students
- Additional support staff or volunteers have been scheduled as needed to ensure a quality experience for all students

### *Administrative Capacity (20 pts.)*
- Clarity of the overall proposal and realistic budgetary projections
- Adequate planning with the proposed resident artist(s) and partners
- Support and commitment of staff, parents, and community for implementing residency activities
- Realistic timeline for residency planning, program, and contact hours with students
- Project budget incorporates compensation for artists at a professional level

### *Project Measurement/Documentation, and Outreach (15 pts.)*
- Evidence of assessment tools that evaluate the stated goals and outcomes for the residency
- A plan for documenting the residency through photos and other media appropriate to the discipline
- Promotion of the residency and outcomes to administration, the PTO, school board, parents, and community

**Artist in Residence Grants**
Projects occurring between August 1, 2023 - September 30, 2024
**Deadline: April 21, 2023 | Applications must be submitted by 11:59 pm EST**

New Hampshire
State Council on the **Arts**

**REQUIRED UPLOADS:**

Upload required documents to the online system. Please keep a copy for your files.

☐ Grant Narrative Questions (see below)

☐ Completed Budget Form

☐ Work plan/Timeline/Program Schedule (1-2 pages). Please describe timeline of project planning and implementation with input from faculty, students, administration, and visiting teaching artist(s). Include information on how many days and contact hours youth will work directly with teaching artists and what a typical day will look like.

☐ Letters of support: up to three, one page per letter. Letters can be from administrators, teachers, PTO/PTA, parents, community members, students, or school board members.

☐ Participating Artist Worksheet. All participating artists must be listed on the worksheet. Please select and use ONE of the following forms: **PDF / MS Excel**

☐ Letter from the individual with the legal authority to sign contracts for the school (principal, superintendent) acknowledging the grant proposal. If a grant is awarded, the check and paperwork will be sent to that official's attention to be used solely for the purposes described in this application.

☐ Signed acknowledgement from the Teaching Artist(s) that they are aware of the project and available if you receive funding.

☐ Work samples for all artists, except for NHSCA roster artists. If possible, we prefer that you include a link in the Participating Artist Worksheet to the artist's website or CreativeGround profile. Otherwise, upload work samples to the Submittable application form where indicated. If uploading, please title all work samples so they are easily identifiable by artist and description of work; alternatively, you may provide a Work Sample Index. For program materials and work samples, see Preparation of Work Samples for more information, including a work sample index sheet.

*Additional Materials Required for Charter Schools and nonprofit Alternative Education Sites only:*

☐ Board-approved financial statement for applicant's most recently completed fiscal year

☐ List of Board members or arts advisory committee members, with contact information

**NARRATIVE QUESTIONS**

The total narrative portion of the application should not exceed five typed pages. Margins (not less than 1"), fonts (not smaller than 12 point), and spacing should provide easy reading for the panelists. Please put the name of the school at the top of each page, include page numbers and respond to the following questions in the order in which they appear. For additional guidance, visit How to Host an Artist-in-Residence.

Guidelines are valid for fiscal year July 1, 2023 - June 30, 2024

**Artist in Residence Grants**
Projects occurring between August 1, 2023 - September 30, 2024
**Deadline: April 21, 2023 | Applications must be submitted by 11:59 pm EST**

New Hampshire
State Council on the **Arts**

1. **_Background Information_:** Give a brief description of your school and community. Summarize any previous artist residencies your school has held.

2. **_Residency Description_**: Describe your proposed residency.

   - What unique academic need or school wellness goals does this residency fulfill?
   - Why did you select the artist(s) you have included in your proposal?
   - How does the residency reflect the racial, cultural, and/or aesthetic background of the student population, or introduce students to diverse aesthetic and cultural practices?
   - How will the visiting artists and faculty work together to design the residency experience?
   - What pre-teaching will prepare students, staff, and the community for this residency?
   - If applicable, describe the culminating event or presentation.

3. **_In-service Professional Development Workshop for Teachers_**: Describe the experiential professional development workshop for staff and administrators led by the teaching artist.

4. **_Access:_** How will you make the residency accessible and inclusive for your whole student community and students with special needs? What is your plan for consulting with administration and the special education team to identify targeted student groups, scheduling additional support staff or volunteers, and developing accommodations or scaffolding?

5. **_Goals and Outcomes:_** State your goals and desired outcomes for this residency. Include how the residency addresses K-12 curricular standards or competencies. Other goals could include how the residency meets school goals for culture, wellness, social and emotional learning, and/or broadening access to diverse artistic disciplines.

6. **_Evaluation/Promotion/Documentation_**: What method(s) will you use to evaluate how well the residency achieved the goals and objectives listed above? If applicable, upload a sample of your evaluation tool(s) as a separate document. How will you document and promote the residency, including notifying parents, community members, school board, PTO/PTA, and administration? How will you share the outcomes of the residency with these groups?