



New Hampshire
State Council on the Arts

Artist in Residence Grants

Projects occurring between July 1, 2019- June 30, 2020

Deadline: April 5, 2019 | Applications must be submitted by 11:59 pm EST

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 the development of creativity, critical thinking, and collaboration. Grants can be used to fund residencies in all arts disciplines including dance, theatre, media, music, visual arts, craft, and creative writing.

Artist in Residence Program Requirements

- Proposed residencies must include at least one artist from the Arts Education (AE) [Roster](#). Additional artists may be included in the proposal and budget. Resumes and work samples are required for artists **not** on the AE Roster.
- An in-service professional development workshop for teachers offered by the visiting artist.
- Program includes accommodations and scaffolding for students of all abilities and [underserved](#) populations.

Applicants are encouraged to:

- Design residencies and adjust scheduling that allow for meaningful contact and a rigorous educational experience between the visiting artist and a core group of students. Typically this requires at least 3-5 days of contact between the artist and the core group of students.
- Complete a curricular mapping of the school arts education offerings and invite an artist in residence to fill a gap or deepen instruction in student identified interests.
- 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 attend the NHSCA annual [Arts in Education Conference](#). The cost of registration is an eligible expense.

Sample Projects

Examples can be found at [NH Arts Learning Network](#) under *Spotlights*.



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Maximum Grant Request

Funding requests may be made for \$1,000 - \$4,500. Grants must be matched on a one-to-one basis with a minimum of 50% cash match and up to 50% In-kind. ***NEW for FY20!** School applicants who serve a student body [at or above 40% free and reduced lunch](#) are not required to provide financial match. All grant categories and amounts are subject to change, depending upon availability of state and federal funds in any fiscal year. NHSCA funds cannot be matched by other awards from the NHSCA or National Endowment for the Arts.

Cash match can include the percentage of time applied to the project by salaried employees of the school (teachers and administrators). When applicants provide materials and equipment needed for the residency, the cost of these may be included in the budget as cash match.

In-kind contributions will also be considered by the reviewers as evidence of support and commitment by the community and/or partner organization.

Example:

NHSCA grant request	Applicant cash match	In-Kind value	Total Artist in Residence Program Value
\$2,000	\$1,000	\$1,000	\$4,000

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.

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 [General Project Grant](#) or [Youth Arts Project Grant](#), make use of the [Arts Education Artist Roster](#), ask for technical assistance from the NHSCA Arts Education Coordinator, attend the annual [Arts Education conference](#) and other workshops.
- Organizations and/or schools may only receive **ONE** grant across 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)
 - [General Project Grants for Community Engagement](#)
 - [Public Value Partnerships \(Operating Grants\)](#)
- AIR grants may not be used to *replace the normal school district expenses* of full time equivalent (FTE) teachers, materials, equipment, construction, and capital expenditures.
- Grant funds may not be used to support fundraising expenses.
- Please refer to the full list of [ineligible expenses](#).



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Funding Criteria

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

Quality of Program and Educational Opportunity in the Arts

- Supports NH Arts Model Competencies and Standards
- Enrichment of existing Arts curriculum and school culture
- Quality of residency plan and professional development for teachers

Administrative Capacity

- Clarity of the overall proposal, budget, and ability to meet required match
- Adequate planning with the proposed resident artist(s) and partners
- Support and commitment of staff, parents, and community for implementing residency activities

Access

- Clearly articulated plan for making the program accessible for students of all abilities and underserved populations
- To include consulting with administration to identify targeted student groups, consulting with the special education team, scheduling additional support staff or volunteers, and developing accommodations or scaffolding

Evaluation, Documentation, and Outreach

- Evidence of quality assessment tools
- 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

Application 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 facilitates the meeting. Funding recommendations are forwarded to the State Arts Councilors for review and approval. 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.



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How to Apply

Applicants are strongly encouraged to attend a [grant information session](#), 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.

Drafts of narrative questions and budgets may be reviewed if submitted by email at least two weeks in advance of the application deadline. First time applicants are especially encouraged to submit drafts.

Required Documents:

Applicants are required to upload all documents to our [online system](#). Please keep a copy for your own records.

- Grant Narrative Questions (see below)
- Completed budget form
- Timeline and residency schedule (see below)
- Letters of support: up to three, one page per letter
- Work samples for artists not on the Arts Education Roster. If possible, include a link in the grant narrative to the artist's website or [Creative Ground](#) profile.
- Letter from the individual with the legal authority to sign contracts for the school (principal, superintendent). 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 Artist(s) that they are aware of the project and available if you receive funding.

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

- Board-approved financial statement
- List of Board members or arts advisory committee members, with contact information
- Tax exempt status letter from the IRS
- Letter of Good Standing from the NH Attorney General's Office

Submitting the Application

NHSCA uses an online application system, [Submittable](#). **The online system cannot be used to submit drafts.**

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



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Deadline

Applications must be completed by 11:59pm on **April 5, 2019**. Late applications will not be accepted. The Council cannot accept applications transmitted by facsimile (FAX) or e-mail and is not responsible for uncompleted online applications or paper applications lost in transit.

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) after the grant panel review. At that time applicants will receive official notification of the Council's action and panelist 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.

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 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.

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.

Grant Period & Reporting Requirements

A [final report](#) is due 30 days after the completion of your project, but no later than July 31, 2020. 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.

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?

Questions about AIR grant program?

Julianne Gadoury, Arts Education Coordinator, at julianne.gadoury@dncr.nh.gov , 603-271-2789

Questions about the online application system at Submittable?

Submittable Technical Support: support@submittable.com

855-467-8264, ext 2 | <https://submittable.help/>



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Grant Narrative Questions

The following narrative questions will describe the proposed Artist in Residence program. This narrative **should be between 2-5 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. This document will be uploaded as part of your application. For additional guidance visit [How to Host an Artist-in-Residence](#).

1. **Background Information:** Give a brief description of your school and community. Summarize any previous artist residencies your institution has held.
2. **Residency Description & Outcomes:** Describe your proposed residency. What do you hope the project will achieve? State three major objectives and outcomes for this residency including how the residency addresses school goals, arts competencies, or standards. If applicable, describe the proposed culminating performance or presentation.
3. **Visiting Artists:** Why did you select the artist(s) you have included in your proposal? How will the visiting artists and faculty work together in the planning process to design the residency experience?
4. **In-service Professional Development Workshop for Teachers:** What are your plans for actively involving teachers in a professional development workshop with the resident artist(s)? What experiential component is planned? How will teachers, administrators, and community members be engaged in the residency?
5. **Preparation and Follow-up:** What arrangements and pre-teaching will be done to prepare students, faculty, and the community for this residency? How will staff carry on the artist's work when the residency is over?
6. **Access:** How you will provide access to the residency for [underserved students](#) and students with special needs? What is your plan for consulting with administration to identify targeted student groups, consulting with the special education team, scheduling additional support staff or volunteers, and developing accommodations or scaffolding?
7. **Evaluation:** What method(s) will you use to evaluate how well the residency achieved the objectives listed above? If applicable, upload a sample of your evaluation tool(s) as a separate document.
8. **Promotion:** How will you document, promote, and share the outcomes of the residency? Include a plan for crediting the New Hampshire State Council on the Arts and the National Endowment for the Arts for supporting the projects that are funded. [Click here](#) for NHSCA logos.
9. **Sustainability:** There is no limit to the number of times a school may apply for AIR funding, however our goal is that AIR funding will be used as a catalyst for districts to financially support their own AIR programs in the future. What steps is your staff taking to build awareness and appreciation for the value of an Artist in Residence program with school administrators and parent teacher organizations?

Timeline & Residency Schedule | In a 1-2 page document, outline the following:

- Timeline for planning the residency with input from faculty, students, administration, and visiting artist(s).
- Proposed residency schedule: How many days and contact hours will the visiting artist(s) work with the core group of students? What does a sample day look like for the artist?