Artist in Residence
Grant Program

Program Overview and Application Instructions

NDCA Fiscal Year 2024 (July 1, 2023 – June 30, 2024)

Program Officer

Arts in Education Director – Matthew Anderson

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Contact the program officer for application support and/or questions.
Alternate application formats available upon request.

Application Deadline

Before 11:59 pm (CST), 6-weeks prior to the start date of the proposed activity

Incomplete or late applications are not accepted

Earliest Project Start Date

July 1, 2023

Latest Project End Date

June 30, 2024

Contents

Program Overview

Artist in Residence

Artist in Residence (AIR) is a noncompetitive reimbursement grant program that provides up to $2,500 in support for North Dakota pre-K-12 students and teachers to work with professional artists either in a traditional school setting or during after-school and/or summer programs. Residencies include 20 or more contact hours spanning four days or longer (up to five hours per day of artist activities). Teaching artists work together with teachers and staff to design activities that enhance educational programs and help to address learning standards or curricular goals.

There is limited funding available for this program. Early submission of applications is highly recommended. Applications will be accepted till May 1, 2024, or until funding is no longer available.

Note: Applicants seeking a more prolong, intensive and/or sustained experience are encouraged to consider NDCA's Arts in Education Collaboration grant program.

Applicants may receive only one North Dakota Council on the Arts Artist in Residence grant or one Arts in Education Collaboration grant per fiscal year. Applicants cannot receive both in the same fiscal year.

Program Goals

- Provide preK-12 students an opportunity to work with and learn from a professional artist.
- Serve teachers by providing a resource person in a specific arts discipline who can help develop methods of creative teaching and assist schools/teachers in meeting educational content standards.
- Assist in the development of a school/community commitment to the arts as basic to education and life-long learning.

Eligibility

Applicants must be one of the following:

- A North Dakota school, school district, government agency, or nonprofit organization is eligible to serve as the lead partner and fiscal agent for the grant.

All Applicants Must:

- Be physically located in North Dakota
- Have majority of arts programming, services, or activities take place in North Dakota

- Primarily serve and engage North Dakota audiences and participants

This Program Does NOT Fund:
- Lectures, concerts, or performance-based (lyceum) activities
- Applications that seek to supplant arts programs, curriculum, or arts educators in schools
- Support for individual professional development activities

An Application Will Be Ineligible If:

Funds are requested for expenses specifically for:	• Projects completed in previous fiscal years • Payment of project costs incurred before the project start date • Debt reduction or elimination • Replenishing depleted reserve and/or endowment funds • Starting, matching, adding to, or completing any type of capital campaign or capital expenditures • Permanent acquisitions • Capital costs, such as improvements, construction, property, equipment costing $5,000 or more • Permanent acquisitions • Fundraising events and activities • Prizes, awards, or benefits • Hospitality or entertainment functions, including food, beverages, and alcohol and associated costs • Sales inventory and related fees/taxes • Fellowships, scholarships, or tuition fees • Projects that are part of a required course or curriculum • Travel and projects that do not take place within the geographic boundaries of North Dakota • Projects involving the arts as therapy unless artists are employed
Funds are requested to support activities:	• Projects that violate any federal, state, or local laws, ordinances, or policies • Projects that support activities that are essentially for the religious socialization of the participants or audience or discriminate against persons or groups • Projects that attempt to influence any state or federal legislation or appropriation • Projects that are managed by another entity other than the applicant
The Application:	• Is not complete and received by 11:59 p.m. (CST) on the application deadline • Uses National Endowment for the Arts or other Federal funds and/or North Dakota Council on the Arts funds towards the match
The Applicant:	• Is a current grantee of the Arts in Education Collaboration NDCA grant program • Is not in compliance with any active grant agreement with NDCA

Grant Award Amount

Maximum award request:
- For proposals that include a North Dakota teaching artist resident: may not exceed $2,500 or 70% of the total project cost, whichever is less.
- For proposals that include an out-of-state teaching artist resident: may not exceed $2,500 or 50% of the total project cost, whichever is less.

Matching Funds

- For proposals that include a North Dakota teaching artist resident, a 30% match of the total NDCA request is required.
- For proposals that include an out-of-state teaching artist resident, a 50% match of the total NDCA request is required.
- Matching funds need to be from a cash source other than from NDCA and National Endowment for the Arts. Matching sources may include PTO/PTA funds, foundations, individual donations, earned revenue, other grants, and/or by adding AIR programming to the school's general budget.

Project Requirements

Planning

- Sponsor(s) must contact artists directly before applying for the grant.
- The residency must be planned collaboratively between the artist(s), appropriate teacher(s) and/or community representative(s).

Teaching Artist Selection

- NDCA's roster of teaching artists are vetted for artistic expertise and suitability and approved to conduct residencies in North Dakota. arts.nd.gov/grants/arts-education/rostered-artists Applicants who select a teaching artist from this roster are not required to provide the teaching artist's resume or work samples for panel review. Note: NDCA does not conduct criminal background checks as part of the approval process. When contracting with artists, each school or community group should utilize its own policy.
- Applicants who select a teaching artist not on NDCA's Teaching Artist roster are required to provide information about why the teaching artist was selected and the teaching artist's resume and work samples for panel review.

Student Workshops

- One or more core groups, a single classroom or small group of participants, must be established to ensure an in-depth experience. Specific learning outcomes for what the core group is to accomplish by the residency's end must be described in the grant proposal.
- The core group is required to receive a **minimum of three contact sessions** with the artist. A full day may not exceed 5 hours of contact time with participants. This includes in-service sessions with teachers and activities with families or community members.

Scheduling/Planning Tip: In situations where the teaching artist is working in a large school, NDCA recommends the applicant refrain from overscheduling the artist in an attempt to impact every student. The result can often be a superficial learning experience that does not address and/or meet the goals of the AIR grant program. Below are some suggested planning options to consider:

- Focus the residency on either lower level or upper-level students (example: K-3 or 4-6).
- Focus the residency on one grade level with a particular need.
- Contract the teaching artist for multiple weeks and schedule one core group per week (example: week one – 1st grade and week two – 2nd grade).

Sponsor and Artist Agreement and Residency Schedule Form

- The Sponsor and Artist Agreement and Residency Schedule form is required for the application and must be signed by the teaching artist and sponsor. The agreement states that the grantee is required to pay the teaching artist(s) in full on the final day of the residency and includes residency details such as: schedule, fees, travel, terms of payment, and lodging. The terms of the agreement are subject to approval by NDCA. Download the form on NDCA's Artist in Residence webpage here: arts.nd.gov/sites/www/files/documents/grants/AIRSponsorandArtistAgreementandResidencyScheduleFormFY24.pdf.

Residency Evaluation/Documentation

- All residency plans must include an evaluation and documentation.

Community Event and Outreach

- All residency plans must include a final project, performance, or culminating community event.
- The residency must be promoted within the school/sponsoring organization and the community at large. Good publicity of the residency, including invitations to school board members and legislators, will result in well-attended community events and encourage stronger support for future arts programs.

Accessibility/Accommodations

- The programmatic aspects of the project are required to be accessible as either part of the planned activity or upon request, where relevant.

Review Criteria

- Artist in Residence is a noncompetitive grant program. Applications are reviewed for eligibility and completeness throughout the year by the program officer. Eligible applications are awarded in the order in which they are received while funds remain available. Grants are contingent on available funding as approved by NDCA's Board of Directors.

If Funded

Notification

- Communication regarding the grant award is via email to the contact listed in the application.

Payment

- **Request for Funds Form and Timing:** Artist in Residence grantees are required to submit a Request for Funds with the final report to receive payment of grant funds awarded. After submission, allow up to 4 weeks for payment.
- **Return of Funds:** Grantees are required to spend the entirety of the NDCA grant award. In cases where a match was required, applicants are required to raise and spend the match as well as the grant award. The final report must show expenses at or greater to the budgeted amount or funds will need to be returned.

Reporting

- **Change Reports:** Any project changes to the activities, timeline, or budget need to be approved in writing by the program officer, as not all project changes can be approved.
- **Final Reports:** An online final report is due 30 days after the project end date that was entered at the time of application or by July 15, 2024, whichever comes first.
  Overdue final reports will affect future eligibility to apply for and/or receive NDCA funding.

Recognition

- Grantees are required to acknowledge NDCA support by using the NDCA logo and credit-line on all promotional materials of the funded activity.

Application Instructions

How to Apply

Grant applications are submitted online through the NDCA online grant system.

1. **To apply**, go to grantinterface.com/Home/Logon?urlkey=ndca.
2. **Register or log into account.**
3. **Tutorials:** Video and downloadable PDF tutorials are available when creating an account that guide new users through the registration and application process.
4. Click **"Apply"** at the top navigation of the website.
5. Click the **"Apply"** button next to "Artist in Residence FY24 Application."

Contact the program officer with any difficulties with the online application.

Application Support

Including the program officer in preparing the application is encouraged especially if you are a first-time applicant. They can assist with project idea development, questions on eligibility and program intent.

Online Application Tips

- You can type responses to application questions into text boxes or work in another document and paste the answers in. The online grant system automatically saves your work. There is also a "Save Application" button at the bottom of the application form.
- Rich text formatting is limited in narrative questions. You may use bullets, numbers, bolding, italicizing, and underlining. Text boxes with character length limits include letters, numbers, spaces, and paragraph breaks.
- **Links are only allowed in the work sample section.** Links provided in any other sections, will not be reviewed.
- Confirmation emails are sent automatically to the applicant after the application is successfully submitted. If not received, contact the program officer.

Application Requirements

- Applicant Information
- Narrative
- Budget
- Teaching Artist Work Samples and Narrative (optional for select artists, see page 10)
- Sponsor and Artist Agreement and Residency Schedule
- Determination Letter

Applicant Information

SAM Unique Entity ID *(Required)*

Applicants must provide a SAM (System for Award Management) Unique Entity ID (UEI). Applicants can attain a UEI **without** having to complete a **full entity registration**.

- To apply, click here [sam.gov.](https://sam.gov)
- You will need the organization's legal name and address

Organization Mission Statement *(Required)* (750 maximum characters)

Provide the applicant's board approved, publicly utilized mission. Do not include additional information such as vision or values statements.

Organization/Group History *(Required)* (1,000 maximum characters)

Provide a brief general history/background of the applicant. In general, what kind of arts programming has been produced and/or does it plan to produce? *This section helps introduce your group to those who may not be familiar with what you do.*

NEA Questions *(Required)*

NDCA collects this information for the National Endowment for the Arts.

Residency On-Site Coordinator Name *(Required)*

Provide the name of the on-site coordinator who will manage the day-to-day aspects of the residency.

Residency On-Site Coordinator Phone Number *(Required)*

Residency On-Site Coordinator Email Address *(Required)*

Narrative

In this section, describe the details of the proposed project and illustrate how the proposal is addressing the Artist in Residence goals, intentions, and required elements.

Project Title *(Required)* (75 maximum characters)

Provide a short title describing the project.

Project Start Date *(Required)* The earliest date that can be entered is 7/1/2023.

Project End Date *(Required)* The latest date that can be entered is 6/30/2024.

Teaching Artist(s) Name *(Required)*

Provide the name of the artist who will be conducting the residency.

Teaching Artist Phone Number (*Required*)

Teaching Artist Email Address (*Required*)

Is the artist included on NDCA's Teaching Roster? (*Required*)
From the dropdown menu, choose "yes" or "no." If the answer is no, it is required to provide work samples of the selected teaching artist and resume. (See page 6 for instructions.)

1) Planning Committee (*Required*) (5,000 maximum characters)
   - Provide the names and titles of the members of residency planning committee. Indicate who is the on-site residency coordinator and describe how the committee worked together to plan the residency.

2) Planning (*Required*) (5,000 maximum characters)
   - Describe the school or organizational sponsor's anticipated participant population (i.e. students, teachers, and community). Provide any statistical and/or demographic information, particularly if there is a high percentage of the participant population that is traditionally considered underserved. Underserved communities may be a geographic entity, or it may be a community of shared interest or identity.

3) Describe the population(s) who will make up the core group(s) during the residency. (*Required*) (3,300 maximum characters)

4) Provide a complete description of the residency. (*Required*) (10,000 maximum characters)
   - What is the overarching goal for the residency?
   - Describe the art activities and expected outcomes for both the core and non-core groups. Include any plans for extending the residency's impact, such as providing teacher or staff training and follow-up activities.
   - Describe the final project, community performance or culminating event. What will it include? Who will be invited? Where and when will it take place?
   - Describe the public relations and promotion plan.
   - Describe the plan for documenting and evaluating the overall impact of the residency. This is required for NDCA's AIR final report.

Project Evaluation Tip: To have an impact, to learn from successes and mistakes, and to assure sustainability, it is important that that the project proposal has a plan to document and evaluate the outcomes. "Getting Started with Program Evaluation: A Guide for Arts Organizations" located here nasaa-arts.org/wp-content/uploads/2017/04/Getting-Started-with-Program-Evaluation.pdf, is a valuable resource for any organization funded through a state or federal grant.

5) Accessibility and Accommodations *(Required)* (3,300 maximum characters)
- The programmatic aspects of the proposed activity are required to be accessible. In what ways does the activity ensure that people with disabilities can participate? Describe how the proposed activity will meet this requirement and/or upload a PDF of the organization's board-approved Accessibility Plan. Examples might include ADA accessible venue, ASL interpretation, audio described performance, large print programs, sensory tours, etc.

General Information about Accessibility and the Americans with Disabilities Act (ADA)
NDCA's applicants' programs and facilities should be accessible to every person.

If you have questions about the ADA, or need ideas to make your programs and facilities accessible, contact NDCA's Accessibility Coordinator Rhea Beto at rbeto@nd.gov or (701) 328-7594, or visit the National Endowment for the Arts' Office of Accessibility resource page arts.gov/impact/accessibility.

Budget

Budget Form
Download the budget form on the AIR webpage here:
arts.nd.gov/sites/www/files/documents/grants/AIRFY24Budget.pdf and upload to the online application.

- **Matching Fund Guidelines**: Refer to the "Program Overview" under "Grant Award Amount"
- **Rates of Pay:** Project teaching artists must be paid a minimum salary of $30 per hour. Teaching artists from the NDCA's Roster of Teaching Artists will generally expect an average rate of $40 to $60 per hour. Appropriate rates will vary based on the artist's experience and location of the program.

Expenses	
Artist Fee	
Lodging	
Per-diem	North Dakota's per diem rate is $35 per day.
Travel	Includes ground travel, parking costs, flights, gas expenses, and car rental. **NDCA's reimbursement rate for gas is $.50 cents per mile.**
Supplies and Materials	Include the total amount for all materials and supplies that will be purchased in support of the project.

Other (must be itemized) *Sample Description: Bus Expenses for Project Related Fieldtrip - $200; Space Rental - 3 hrs x $100 = $300*	Include the total amount for any other expenses that are directly related to implementing the goals and objectives of the proposed project.

Income

Applicant Cash-on-Hand	Actual cash the applicant already possesses that is reserved for the project
Other Grants (must be itemized)	Include any combination of other grant funds. (Cannot use grants from NDCA and NEA or other Federal funds to match)
PTO Funds/Other Donated Funds	Include total amount of PTO or other donated funds
NDCA Grant Amount Requested	May not exceed $2,500.

In-Kind

In-Kind (must be itemized) *Sample Description: Artist Lodging: Hilton Hotel - 5 nights x $130 = $650; Artist Meals: Lunch - 5 days x $10 = $50*	Projects may, but are not required to, have in-kind contributions. Though, in-kind may not be used towards the match, it is important for the panel to understand any additional community support when provided. • **If a portion of the total artist's fee is provided as in-kind, such as meals or lodging, the amount provided as in-kind may not be used as an expense and must be subtracted from the artist's total fee.** • In-kind includes the value of goods and services donated to the project. Cash value of these expenses should be based on fair market value of the items, services, etc. donated. Do not record an in-kind donation unless it would otherwise have had to be purchased for the project or program. When calculating the in-kind value of volunteer time, use the North Dakota minimum wage rate.

Teaching Artist Work Samples and Narrative (Not required if the teaching artist(s) selected is from NDCA's roster of teaching artists.)

- Work samples are required to evaluate the artistic quality of a teaching artist who is **NOT** on NDCA's roster of teaching artists arts.nd.gov/grants/arts-education/rostered-artists.

Teaching Artist Selection Question *(Required)* (1,000 maximum characters)
Provide information about why the teaching artist has been selected.

Teaching Artist Resume *(Required)* (2-pages maximum, upload as PDF)

Complete work samples include:
1. Images, video, audio, and/or written work
2. And a work sample description

Notes about Rights
1. The works and the rights to those works resulting from NDCA grants are the sole property of the artist(s).
2. Copyright registration is the sole responsibility of the applicant.
3. All work samples submitted are public information and will not be returned. NDCA may use samples in promotional materials.

Images
Provide a **JPG or JPEG** file for up to **5 images** with a maximum of **5 MB each.**

Video and Audio
Provide a **URL link** for **1 video** or **audio sample** for a maximum total length of **3 minutes.**
- Video files must be uploaded to vimeo.com or youtube.com.
- Audio files must be uploaded to soundcloud.com or dropbox.com.
- Include a Vimeo or Soundcloud password, if applicable.
- Include only the material intended for panel review.
- No video slide show of images or promotional videos

If you **do not** want your video(s) to be public, see below guidelines on how to make them private **and** available for panel viewing.
- In **YouTube**, set the video sample to **"Unlisted"** (not the **"Private"** setting listed). **This allows** anyone with the link to view the video without a Google account and is not public for viewing.
- In **Vimeo**, when uploading a video, select **"Only people with a password can see this video."**
- For YouTube support, visit support.google.com/youtube
- For Vimeo support, visit vimeo.zendesk.com

Online Samples: Keep video and audio samples available online until notified of grant award status.

Written Work
Provide a **PDF file** for up to **3 pages** of written work.
- Include only the material intended for panel review
- Remove title pages, table of contents, etc.
- Prose and Poetry: double spaced
- Scripts: formatting should follow industry standards

Work Sample Description

Include the following information for each work sample:

1. Artist Name
2. Title of Work
3. Completion Date
4. Location - Provide the location of any work sample that is a performance/concert/exhibition space, etc.
5. Medium – Provide the medium for any work sample that is visual art (e.g., acrylic, clay, etc.).
6. Duration/Pages
   a. For video and audio samples, state the length of the sample and the length of the complete artwork (e.g., 2 minutes of a 46-minute symphony).
   b. For written work, provide the number of pages of the portion of the artwork that will be read in the work sample. (e.g., eight pages of a 12-page scene, or three pages of a 200-page novel).
7. Statement – 1,000 maximum characters (optional.) The panel will read this as they view the work sample. This is an opportunity to provide information that will help the panel understand the work sample.

Sponsor and Artist Agreement and Residency Schedule

Sponsor and Artist Agreement and Residency Schedule Form *(Required)*

Download the AIR "Sponsor and Artist Agreement and Residency Schedule" form here [arts.nd.gov/sites/www/files/documents/grants/AIRSponsorandArtistAgreementandResidency ScheduleFormFY24.pdf](arts.nd.gov/sites/www/files/documents/grants/AIRSponsorandArtistAgreementandResidencyScheduleFormFY24.pdf). Complete and upload.

Determination Letters

In this section, provide the applicant's Federal IRS 501(c)(3) determination letter, North Dakota certification of nonprofit incorporation, or tax-exempt certificate/determination letter for a public entity. *(Required)* (upload as PDF)