



## Philadelphia Arts in Education Partnership

# 2017 - 2020 Pennsylvania Council on the Arts Residency Handbook

For Programs to be conducted from October 2017 through August 2020



The Regional Partner of the Pennsylvania Council on the Arts  
Arts in Education Division for Philadelphia, Bucks, Montgomery, Delaware, and Chester Counties





# Philadelphia Arts in Education Partnership

## Artist in Residence Information Sheet 2017-2020

- ✓ The Philadelphia Arts in Education Partnership is the Pennsylvania Council on the Arts regional partner for Arts in Education. As the partner for southeastern Pennsylvania, PAEP facilitates the process of selecting artists and ensembles for inclusion in the *Directory of Pennsylvania Artists in Education*, sponsors artist residencies in school and community sites, and delivers professional development to train teaching artists and classroom teachers to design and deliver quality arts residencies.
- ✓ The mission of the Artist Residency Program is to develop and support quality arts education programs in schools and community settings in southeastern Pennsylvania, including Bucks, most of Chester, Delaware, Montgomery, and Philadelphia counties.
- ✓ Artist residencies are designed as collaborative ventures between teachers and artists placing trained, knowledgeable, practicing artists into schools and community settings. In these residencies, artists work intensely with up to three core groups of students acting as mentors, facilitators, and technical advisors to the students as they undertake experiential arts projects. In school settings, it is anticipated that these arts projects will be literacy-based, embedded in the curriculum, and meet Pennsylvania Common Core State Standards.
- ✓ School and community sites interested in applying for artist residency funds must select an artist for this work from the PA Council on the Arts approved *Directory of Pennsylvania Artists in Education*.
- ✓ School and community “host sites” may include public, private, parochial, and charter schools serving elementary, middle and high school students; childcare centers; senior centers; and units of government.
- ✓ PAEP has directory artists and ensembles representing many art forms across our region available to deliver quality residency work including actors, dancers, folk artists, musicians, visual artists, and writers. Each fall PAEP recruits, selects, trains, and recommends new artists and ensembles to the PA Council on the Arts for inclusion in the program.
- ✓ Artist Residencies are funded jointly by the host site and the PA Council on the Arts. Matching funds of up to 50% are provided by the PA Council on the Arts. The PCA does not guarantee that all requests will be fulfilled. The amount of the match is determined by a number of variables including but not limited to the quality of the proposed project and total amount of funds available. The PA Council on the Arts is interested in helping to support residencies that are longer than 10 sessions. Consequently, the PA Council on the Arts has instituted the following funding guidelines:

There is a twenty-day minimum for a 1:1 PCA match for individual artists and ensembles. Examples of the PCA match ratios are as follows based on a \$200 a day residency fee:

Length of Residency	PCA AIR Subsidy	Host %	PCA Support Maximum	Host Support (plus 10% admin. fee)	Total Cost for Residency
10 day residency	Up to 30%	70%	\$600	\$1,600	\$2,200
15 day residency	Up to 40%	60%	\$1,200	\$2,100	\$3,300
20 day residency	Up to 50%	50%	\$2,000	\$2,400	\$4,400

- Residency artists and ensembles in the program must receive a daily rate of no less than \$200 a day for teaching 2+ classes. Artists teaching only one group a day will receive \$150 a day unless cleared by PAEP to receive a higher amount. Artists and ensembles are free to negotiate a higher rate; however, PAEP will provide matches as established by the length of the residency as listed above. While artist and ensemble rates vary, PAEP will only provide a match to the artist fee according to the established criteria and will not exceed a maximum contribution of \$100 per day for individual artists and \$150 per day for an ensemble. Daily rates for an artist or ensemble exceeding the maximum must be absorbed by the school or community site. The school and residency artist/ensemble negotiate this fee.
- The PA Council on the Arts and the Philadelphia Arts in Education Partnership highly recommend residencies of 20 sessions or more to fully realize the impact these residencies can have on student learning.
- The Philadelphia Arts in Education Partnership entertains proposals from schools and community sites for single residencies to be held between October and August each year. Applications for residencies are made available by April each year on our website.



## How to Initiate and Request an Artist Residency

- Select an artist or ensemble from the *Directory of Pennsylvania Artists in Education* with whom your school or community site wishes to work. PAEP staff is available to assist you in the artist selection process. The *Directory* provides descriptions of the art form, style, and philosophy for each artist or ensemble approved by the Pennsylvania Council on the Arts. You can browse the artist profiles for southeastern Pennsylvania on the PAEP's website: <http://www.paep.net>.
- An Artist Residency Application can be found at the back of this directory and on PAEP's website: <http://www.paep.net>.
- Contact the artist(s) directly to discuss a potential residency, or contact PAEP for suggestions about the artist(s) who might work well at your site.
- Once the artist(s) has been contacted, plan a meeting to discuss the shape and scope of the potential residency project, which will include information such as: age of core groups (up to 3), learning goals and curricular and literacy connections, school/site setting, project collaborators/team, artist fees, materials, and other residency needs.
- Develop the residency plan collaboratively with the artist(s). PAEP is always available to help you plan your residency as well.
- Please submit an Intent to Apply by August of each year. This is not a requirement to apply for a residency, but it is helpful for PAEP to gauge the demand for residency funds.
- Submit an Artist Residency Request Form and narrative description of the residency to the Philadelphia Arts in Education Partnership as early as possible. This is a first-come, first-served program.
- PAEP maintains a rolling deadline on a first-come, first-served basis. Your proposal will be reviewed for consideration by PAEP, and you will be contacted by a PAEP staff member should your residency request be selected for funding. Funding depends upon the quality of the project and the amount of available funds.
- No residencies will begin prior to October of any year without PAEP clearance.





# Artist Residency Request: SINGLE RESIDENCY APPLICATION

SEND APPLICATION TO:

Philadelphia Arts in Education Partnership  
440 N. Broad St., Third Floor, Portal A Philadelphia, PA 19130  
215/982-1207 • 267/324-3651 fax

## Checklist

Use the following checklist to be sure you have submitted all required documents. All applicants **MUST** provide the following materials:

- Narrative Description of Project\*\*

\*\*This description should address each of the points listed in the residency planning section below and must be answered on no more than three (3) 8 1/2 x 11 pages in total, single sided, using 12-point font. Responses must be typed or computer printed.

## Residency Project Planning

Residency projects should be developed collaboratively with the artist(s) and host site, in consultation with the Philadelphia Arts in Education Partnership. The application must be signed by both the host organization and the artist(s). While project plans must be developed prior to application submission, it is understood that some "fine tuning" of the plans will occur between submission and the actual residency. This information will be used by the Philadelphia Arts in Education Partnership to determine award amounts in the event funding is not sufficient to match the host site's request.

- Goals and Objectives:**

- A. What purpose does this project serve? What are the goals of the project?
- B. What is the theme, topic, or essential question of your project?
- C. What experiential activities and events will occur?
- D. What connections to literacy will be made?
- E. How will other curricular connections be integrated into the project?
- F. What local, state, and/or national standards will the project address?
- G. What specific learning objectives do you expect students to achieve? List these objectives for each area of integration as well as arts skills development and affective skills development.
- H. What student work, such as performances, exhibits, products, writings, will be created?

- Core Groups:** *Identify the number, ages and types of students who will be the primary beneficiaries of the artist residency activity and how the students are selected. These students will comprise the core groups. The core groups can include various grade levels but may not exceed three (3) groups of approximately 30 students per group. The artist should meet with **each Core Group each day** of the residency.*

- Schedule of Events:** *Please include a sequence of events and/or activities that will occur during the residency. You may list a day-by-day schedule or a more general outline of the residency.*

- Evidence of Student Involvement in the Artistic Process:** *Define and describe clearly the experiential nature of the residency.*

- Teacher/Staff Involvement:** *Define activities to bring the artist(s) and teacher(s)/staff together such as artist-led in service professional development and on-going planning meetings. Include a projected timeline of these activities.*

- Other Student Groups:** *Describe any activities planned that will affect the broader school community. Please list any other activities the artist(s) will provide for students other than the core groups such as workshops or introductory Assembly/Presentations.*

- Additional Arts Resources:** *Describe any additional resources that the host site will provide to enhance the residency.*

- Assessment and Evaluation:** *Devise an assessment and evaluation plan that:*

- A. Identifies critical skills and learning objectives in each discipline including literacy skill development listed in the project description; and
- B. Identifies social and affective skill objectives targeted in the project description; and
- C. Describes what kind of change in each of these skill areas you anticipate; and
- D. Describes where students should be at the end of the project, who will be responsible for tracking and reporting that change, and how you will track and report that change.



## Intent to Apply Form Artist Residency

Please email the following information to [rcohen@paep.net](mailto:rcohen@paep.net) by August of each year.  
We do understand that this is subject to change as you complete the full application and is not required to submit an application.

School/site \_\_\_\_\_ District: \_\_\_\_\_

Address \_\_\_\_\_ County: \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Site coordinator \_\_\_\_\_ Email \_\_\_\_\_

Principal/Administrator \_\_\_\_\_ Email \_\_\_\_\_

Prospective Artist \_\_\_\_\_ Email \_\_\_\_\_

Number of Residency days \_\_\_\_\_ Number of Students \_\_\_\_\_ Grade level(s) \_\_\_\_\_

Proposed residency total budget \_\_\_\_\_ PCA request \_\_\_\_\_ School match \_\_\_\_\_

One to two sentence description of proposed project:

Email [rcohen@paep.net](mailto:rcohen@paep.net) or fax to 267/324-3651

PAEP  
440 N. Broad St. Third Floor, Portal A  
Philadelphia, PA 19130



SINGLE RESIDENCY APPLICATION

SEND APPLICATION TO:
Phila Arts in Education Partnership
440 N. Broad St., 3rd Fl., Portal A
Philadelphia, PA 19130
215/982-1207 • 267/324-3651 fax

Please type or print clearly:

Artist Residency Request

School/Site \_\_\_\_\_ District \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ County \_\_\_\_\_

Site Coordinator \_\_\_\_\_ Email \_\_\_\_\_

Principal/Administrator \_\_\_\_\_ Email \_\_\_\_\_

Artist \_\_\_\_\_ Email \_\_\_\_\_

Tentative dates for residency \_\_\_\_\_

No. of students \_\_\_\_\_ Grade level(s) \_\_\_\_\_ No. of students, teachers, parents impacted by residency \_\_\_\_\_

Residency Project Budget

Artist fees\*: (recommended 20 days for companies/ensembles; 20 days for individual artists) = Total \_\_\_\_\_

Number of days \_\_\_\_\_ X fee per day \_\_\_\_\_ = \_\_\_\_\_ + supplies (if included) \_\_\_\_\_

Travel expenses\*\*: = Total \_\_\_\_\_

Mileage \_\_\_\_\_ x \$0.50 \_\_\_\_\_ X # of days \_\_\_\_\_ X \_\_\_\_\_/days (\$80/day per max) = \_\_\_\_\_

PCA request \_\_\_\_\_ + School/Site match\*\*\* = \_\_\_\_\_

+ 10% administration fee (responsibility of site to fully cover) \_\_\_\_\_ = Total \_\_\_\_\_

Sources of matching funds (Please specify if secured or pending.):

\* At least one Residency Planning Day should be included in addition to the minimum days in residence. Artist fee per day is a minimum of \$200; however, artist/ensemble and host are free to negotiate a higher fee where appropriate.

\*\*Travel expenses (mileage and per diem) are given only when the artist's residence is 50 miles or more from the host site (one way). Per Diem is given only when the artist is staying overnight in the host site's community.

\*\*\*Must include 10% administrative fee.

Narrative Description of Project

Attach a narrative description of the proposed project. Narratives must be typed and no more than three pages in length.

Application Submitted by: (all signatures are required)

Signature of Site Coordinator \_\_\_\_\_ Date \_\_\_\_\_

Signature of Site Administrator \_\_\_\_\_ Date \_\_\_\_\_

Signature of Artist \_\_\_\_\_ Date \_\_\_\_\_





## Who We Are

### Mission

The mission of the Philadelphia Arts in Education Partnership (PAEP) is to promote learning in and through the arts for students in K-12 schools and community sites throughout southeastern Pennsylvania. PAEP encourages excellence in arts education practice and is grounded in the belief that the arts are integral to the comprehensive education of all learners.

### Purpose and Goals

Through a range of programs and services, PAEP achieves its primary goals of: promoting best practices in the design and implementation of arts education programming; providing access to resources and networks in support of arts education programming; and, encouraging and supporting an appreciation of learning in and through the arts. PAEP accomplishes this work and achieves effective outcomes in the following areas of impact: Professional Development, Arts Residencies, Research, Model Development and Evaluation, Information and Resources Clearinghouse, Young Artist Development, Publications, and Out of School Time and Special Programs.

### History

PAEP was incorporated in 1998 with initial involvement of 25 local arts and cultural institutions. The intent of this group grew out of its need to coordinate efforts in the design and delivery of arts education programs offered to schools and community sites in southeastern PA. Since then, PAEP has grown as an independent organization working with more than 90 leading arts institutions, school districts, and universities from the five-county Philadelphia area to create a unified, regional resource supporting, designing, and delivering arts in education activity. PAEP is a non-profit 501(c)(3) organization housed at and under the aegis of the University of the Arts.

### Core Values

The arts provide essential knowledge and skills that are important to all. These include:

- Developing the creative perspective - learning to find multiple solutions to challenges.
- Developing a strong sense of self - a sense of emotional and physical well-being.
- Developing the ability to lead as well as the ability to work with a team.
- Developing a sense of personal growth coupled with the ability to undertake personal assessment of place - a realistic ability to critique oneself.
- Developing new languages - including graphic language - that conveys the emotions as something that has great power in any setting.
- Developing new routes to understanding and illuminating concepts and methods used in other subject areas.
- Developing the ability to engage in abstract reasoning - the most desired ability in the educational spectrum.

# Artist in Residency Contact Information

Philadelphia Arts in Education  
Partnership

Pennsylvania Council on the Arts

## PAEP Staff

Pearl B. Schaeffer  
Chief Executive Officer

Raye M. Cohen  
Director of Education

Megan Lafferty  
Director of Administration

Mary Dupre  
Special Programs Manager

Kait Erdy  
Program Coordinator

Andrew Moran  
Program Coordinator

For more information, please contact:

[rcohen@paep.net](mailto:rcohen@paep.net)

Philadelphia Arts in Education Partnership  
440 N. Broad St. Third  
Floor, Portal A  
Philadelphia, PA 19130

215-982-1207  
[www.paep.net](http://www.paep.net)

## PCA Staff

Karl Blischke  
Executive Director

Heather Doughty  
Deputy Executive Director

Amy Gabriele  
Deputy Director of Administration

Jamie Dunlap  
AIE Division Program Director  
[jadunlap@pa.gov](mailto:jadunlap@pa.gov)

Pennsylvania Council on the Arts  
216 Finance Building  
Harrisburg, PA 17120

Phone: 717-787-6883  
[www.pacouncilonthearts.org/aie](http://www.pacouncilonthearts.org/aie)

**PAEP's Directory of  
Pennsylvania  
Artists in Education**

online  
at


**[www.paep.net](http://www.paep.net)**

PAEP receives state arts funding support through a grant from the Pennsylvania Council on the Arts, a state agency funded by the Commonwealth of Pennsylvania and the National Endowment for the Arts, a federal agency.





For more information contact:



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