



pennsylvania
COUNCIL ON THE ARTS

Arts Residency
APPLICATION HANDBOOK

**For programs to be conducted from
September 2025 through August 2026**



Philadelphia Arts in Education Partnership

Arts Residency Information

The Philadelphia Arts in Education Partnership (PAEP) is the Pennsylvania Council on the Arts (PCA) regional partner for Arts in Education. As the partner for southeastern Pennsylvania, PAEP selects artists and ensembles for inclusion in the Directory of Pennsylvania Artists in Education, sponsors artist residency programs in school and community settings in southeastern PA including Bucks, Chester, Delaware, Montgomery and Philadelphia counties, and delivers professional development to train teaching artists and classroom teachers to design and deliver quality arts residencies.

The Directory of Pennsylvania Artists in Education is the approved PCA roster of southeastern PA teaching artists and ensembles who are fully vetted and trained by PAEP and represent a wide array of visual and performing arts. A school or community site interested in requesting PCA funds to host a residency must select a teaching artist or ensemble from the Directory.

School and community settings may include a broad array of populations such as: public, private, parochial, and charter schools serving K-12 students; pre-K centers; senior centers; and units of government such as Veterans’ centers and homes.

PCA funded residencies are designed as collaborative ventures between the school or community site and the teaching artist or ensemble. The teaching artists or ensembles work intensely with up to three core groups of participants per residency session. PAEP reviews the content of each proposed residency prior to selection of the project for funding. Within school settings, it is anticipated that the projects reflect the grade level curriculum and meet PA Common Core and Arts and Humanities Standards.

Artist Residencies are funded jointly by the host site and funding from PAEP through the PCA’s Arts in Education Division. Residency artists and ensembles must receive a residency session rate of no less than \$225. Matching funds of up to 50% can be provided dependent upon the length of the residency.

To fully realize the impact of these residencies on participants, PAEP highly recommends a 20-session residency. However the amount of the match is based on number of total sessions and the amount of funds available. *All residency participants are required to complete PCA’s online residency evaluations at the conclusion of the residency.

Funding Guidelines:

There is a twenty-day minimum for a 1:1 PCA match for individual artists and ensembles.

PCA match ratios are as follows based on a \$225 a day residency fee:

Length of Residency	PCA AIR Subsidy	Host %	PCA Support Maximum	Host Support (plus 10% admin. fee)	Total Cost for Residency
5-day residency	Up to 20%	80%	\$225	\$1,012.50	\$1,237.50
10-day residnecy	Up to 30%	70%	\$675	\$1,800	\$2,475
15-day residency	Up to 40%	60%	\$1,350	\$2,362.50	\$3,712.50
20-day residency	Up to 50%	50%	\$2,250	\$2,700	\$4,950

Application Directions

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 PCA.

Contact the artist or ensemble directly to discuss a potential residency or contact PAEP for suggestions about an artist or ensemble who might work well at your site.

Once the artist or ensemble 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 the core groups, learning goals and curricular connections, school/site setting, project collaborators/team, artist fees, materials, and other residency needs.

Develop the residency plan collaboratively with the artist or ensemble. PAEP is always available to help as you plan your residency.

Submit an Arts Residency Request Form and narrative description of the residency to PAEP for an artist residency scheduled between September 1, 2025 through August 22, 2026.

PAEP maintains a rolling deadline for residencies however, decisions are made on a first-come first-serve 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.

Please feel free to contact PAEP for more information or assistance at: paep@paep.net or (215) 982-1207.



RESIDENCY APPLICATION 2025-2026

Arts Residency Request

Send application to:
Philadelphia Arts in Education Partnership
440 N. Broad St., Third Floor, Portal A
Philadelphia, PA 19130
215-982-1207 215-324-3651 fax
or email to: paep@paep.net

Residency Planning Instructions

Please Note: The residency program runs September 1st 2025-August 2026. Residency funding is provided on a first come first serve basis.
Include the following information in your request:

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.

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. How will other curricular connections be integrated into the project?
- E. What local, state, and/or national standards will the project address?
- F. 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.
- G. What student work, such as performances, exhibits, products, writings, will be created?

Core Groups/Class: 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/classes. The core groups/classes can include various grade levels but may not exceed three (3) groups/classes of approximately 30 students per group. The artist should meet with each core group/class 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.

Teacher/Staff Involvement: Define any activities to bring the artist(s) and teacher(s)/staff together such as artist-led in service professional development and on-going planning meetings.

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.

Community Outreach/Parental Involvement: Describe activities that will reach parents and the surrounding community such as exhibits, or performances to which parents and community will be invited.

Facilities/Supplies: What facilities, materials, supplies, space, etc., will be made available for the residency by the host site? Include studio time and space for artist.

Assessment and Evaluation: Devise a summative student evaluation that is reflective of your residency goals and objectives.

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Please type or print clearly:

School/Site _____ District _____
Address _____
Phone _____ Fax _____ County _____
Site Coordinator _____ Email _____
Principal/Administrator _____ Email _____
Artist _____
Tentative dates for residency _____ No. of students _____ Grade level(s) _____
No. of students, teachers, parents impacted by residency _____

Residency Project Budget

Artist fees*: (Minimum: 10 days) = Total _____
Number of days _____ x fee per day _____ = _____ + supplies (if included) _____

Travel expenses:** (Minimum: 10 days) = Total _____
Mileage _____ x \$0.50 _____ x # of days _____ = _____

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).
***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 _____



Mission:

The mission of the Philadelphia Arts in Education Partnership (PAEP) is to promote life-long learning in and through the arts for Pre-K -12 students, seniors, and special populations in 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.

Philadelphia Arts in Education Partnership Staff

Pearl B. Schaeffer
Chief Executive Officer

Sara Kattler-Gold
Director of Program Operations

Anjoli Santiago
OST Program Director

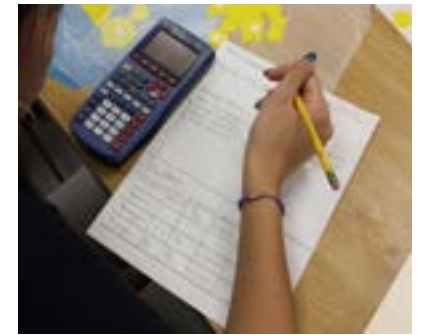
Lauren McBride
Associate Program Director

Philadelphia Arts in Education Partnership
440 North Broad Street
Third Floor, Portal A
Philadelphia, PA 19130

215-982-1207
www.paep.net

PAEP's Directory of Pennsylvania Artists in Education can be found online at 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.



Mission:

The mission of the Pennsylvania Council on the Arts (PCA) is to foster the excellence, diversity and vitality of the arts in Pennsylvania and to broaden the availability and appreciation of those arts throughout the state.



Pennsylvania Council on the Arts Staff

Karl Blischke
Executive Director

Heather Doughty
Deputy Executive Director

Jamie Dunlap
Chief of Creative Catalysts & Lifelong Learning

Amy Gabriele
Chief of Finance & Administration

Norah Johnson
Director of Public Awareness & External Affairs

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

717-787-6883
www.pacouncilonthearts.org/aie



Philadelphia Arts in Education Partnership

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