OVERVIEW

During 2020-21, the Pennsylvania Council on the Arts (PCA) will support a limited number of Long-Term Residency (LTR) projects.

The funding for these projects emphasizes long-term, in-depth interaction among professional teaching artists, teachers and students/participants through workshops and classes sponsored by schools, nonprofit organizations and units of government. All projects require that matching funds be provided by the host site.

Projects should enable the participants to experience the art form(s) involved and to develop their skills and creativity through said art form(s). Each project is locally designed and developed by the teaching artist, the project director and host site.

Who’s eligible to apply?

- Schools
- Senior Centers
- Head Starts
- Nonprofit organizations
- Units of government
- Community Centers

DUE DATE: January 10, 2020 (ONLINE SUBMISSION PROCESS)
Long-Term Residency Projects

Long-Term Residency (LTR) projects may take place in a variety of settings including public or private nonprofit schools, early childhood institutions, specialized schools, nonprofit community organizations, public or government agencies, nonprofit social or healthcare institutions.

An LTR project is different from a usual artist residency in a number of ways, including, but not limited to, the following:

- It is longer in length (a minimum of 60 days or equivalent);
- The project director is required to conduct observations and documentation throughout the course of the project; and
- The LTR team may be observed by PCA staff/consultants during the project period.

LTR Project Requirements

The duration of each LTR project must allow for sufficient planning time for teachers/project directors, artists, and administrators and substantial periods of time at the host site (a minimum of 60 days or equivalent). The artist should plan on an average of 10-20 hours per week at the host site.

Each LTR may include a visiting artist and a culminating event or performance, as appropriate in the artistic medium.

Each LTR project must:
- Be constructed as a collaboration of the project director, host site staff and teaching artist;
- Have artistic and curricular goals and objectives for school-based projects;
- Include time to conduct at least one professional development workshop for faculty, administrators, staff, and community as appropriate;
- Engage learners in the creative process through appropriate activities that support the goals and objectives of the project;
- Include time to conduct evaluation planning, data collection and data analysis and conclude with a final, evaluative report in which the results of the analysis are presented to the PCA;
- Have a plan and mechanism to document and share the evaluation information with authorizers, i.e., community, school district, school board, and the PCA.
- Have the project director submit at least 3 observation reports over the course of the project to the PCA;

ELIGIBILITY

Artist
- Must have professional experience for the preceding three years in the artistic discipline to be taught in the proposed project;
- May not be a full-time student in a degree-granting program;
- Must be a resident of Pennsylvania at the time the application is submitted;
- *Must be able to attend one of the regional, half day, PCA-sponsored trainings in July. Details TBD; and
- May be part of only one application for an LTR project in any one year.
Host

- Must be in Pennsylvania;
- Must provide the participants;
- Must ensure that there will be a contact/coordinator on site at all times - for schools, an authorized person must be in the classroom each day of the project;
- Must be able to attend one of the regional, half day, PCA-sponsored trainings in July. Details TBD

Project Director

- Must be a person with the host organization, a PCA Arts in Education Partner, or affiliated with a nonprofit arts education organization within the host’s community;
- Must be responsible for publicizing the project;
- Must provide ongoing assistance to the artist and teacher;
- Must comply with all PCA reporting requirements;
- Must coordinate with the project team to schedule appropriate planning days; and
- *Must be able to attend one of the regional, half day, PCA-sponsored trainings in July. Details TBD

*Three trainings will be scheduled during July 2020: one in western PA, one in central and one in eastern. Your team may choose to attend the most convenient training.

FUNDING PROCESS

Project selection will be based on factors including, but not limited to: completeness of the application; evidence of host commitment; evidence that the applicant and lead project participants meet the project parameters and requirements; and availability of funds. Please plan on receiving the grant payment approximately 90 days after completing and submitting the contract.

LTR Funding

- The PCA will support LTR projects up to $15,000.
- Participating LTR schools or host organizations must commit to a 1:3 match.
- Eligible expenses include teaching artist fees and travel; visiting artist fees and travel; project director administration fees; professional development for teachers, school administrators or community members, or artists; costs for the culminating event or performance; supplies; onsite observations; documentation; student assessment; and project evaluation.
- Proposed budgets may include up to 25% in administration costs to support the project director.
- Applicants must budget for appropriate documentation, student assessment and project evaluation.
LEGAL REQUIREMENTS

Funding Restrictions

In general, the PCA does not fund the following activities:

- Capital expenditures, including equipment costing $500 or more per item;
- Activities for which post-secondary academic credit is given;
- Activities that have already been completed;
- Activities that have a religious purpose;
- Proposals that charge participants for residency activities; and
- Projects where the primary activity is any of the following: performances by artists, tours or exhibits; artist fellowships or individual artistic projects; staffing functions of the host site and art therapy.

Student Artwork

Artwork that is produced by a participant as part of a PCA-funded LTR project remains the property of the student and may not be used by others beyond the scope of the project without the express, written consent of the participant and the parent or legal guardian (if the participant is a minor).

Requirements from the Pennsylvania Department of Education

Act 34 – PA Criminal History Record Check

Required by Act 34 of 1985 and Act 114 of 2006, as amended, for all prospective employees of public schools, private schools and their contractors’ employees who will work in direct contact with children. Also required for “student teacher candidates”. This is one of three required background checks or clearances. To be provided by the applicant and reviewed by the school (or higher education administrator) prior to the applicant working in a position in which he will have direct contact with children. Criminal history reports shall be no more than one year old at the time of employment. See Act 114 of 2006 for further detailed information on PA background check requirements (https://www.legis.state.pa.us/cfdocs/legis/li/uconsCheck.cfm?yr=2006&sessInd=0&act=114).

Submit the request online at the PA State Police PATCH website at https://epatch.state.pa.us/Home.jsp. The results should be printed and presented to the school district for review prior to employment. The report presented for review shall be no more than one year old.

Act 151 – PA Child Abuse History Clearance

Effective December 31, 2014

The Pennsylvania Child Abuse History Clearance application can be submitted online. Once you enter the link below you will be directed to the Child Welfare Portal where you must create an account or log in if you already have an account. Note: you will need an email address to create an account.

Submit the request online at https://www.compass.state.pa.us/cwis. The original report must be presented to the school district for review prior to employment. The report presented for review shall be no more than one year old.

Act 114 – FBI Criminal History Report

A fingerprint-based FBI criminal background check valid for school employment is also required. Please consult the Pennsylvania Department of Education (PDE) site (https://www.education.pa.gov/Teachers%20-%20Administrators/Background%20checks/Pages/default.aspx) for information on registering for a background check that is valid for school employment. A registration confirmation number must be provided to the school district prior to employment in order for the report to be reviewed. The report shall be no more than one year old.
With respect to the requirements and additional guidance for participating school entities, in compliance with Act 168 of 2014 and Act 24 of 2011, please consult the section of the PDE website where you can view information on background checks (https://www.education.pa.gov/Educators/Clearances/Pages/default.aspx)

**NOTE: All school contractors and their employees are required to obtain criminal background checks.** All independent contractors and their employees who will have direct contact with children must obtain the required State and Federal background check reports prior to working in a position in which they will have direct contact with children. The school is required to review all reports to determine the fitness of the applicant to work in a position in which they will have contact with children.

**LTR SUBMISSIONS MUST INCLUDE THE FOLLOWING:**

- A statement/letter of agreement confirming that the host leadership has read and understands the project requirements; and that the host site is able to provide the appropriate match requirement, if selected for project funding. This letter of agreement must be drafted, put on letterhead and signed by the host leadership/school administrator.

- Current work samples and résumé(s) for the proposed project artist(s);

- Current résumé for the proposed project director; and

- Sample lesson plan and evaluation tools. These do not have to be the plan or tools for the proposed LTR. They should be samples used in another project to demonstrate efficacy.

**CALENDAR**

- Applications open November 1, 2019
- Applications due January 10, 2020
- Applications reviewed by panel February 2020
- Council review of funding recommendations March 2020
- Notification pending state budget April 2020
- Regional LTR trainings July 2020
- Contracts issued Fall 2020
REVIEW CRITERIA

Artistic Quality and Professionalism of the Artist(s):
- Quality of work samples submitted;
  - Work samples must include the artist’s own work as well as work from other residencies.
- Ongoing professional experience as an artist/teaching artist;
- Quality of teaching skills as demonstrated by past experience in collaborative efforts, educational or artistic experience, and experience as a teaching artist; and
- Evidence of commitment and preparedness to work with the teacher/project director as a team.

Quality of Project Design:
- Project description;
- Proposed schedule;
- Completeness and adequacy of project supplies/equipment list and overall budget; and
- Evidence of the likelihood of effectiveness for using the arts through a sustained and authentic partnership between an artist and a teacher or project director to meet the project goals.

Evidence of Support for the Proposed Project:
- Commitment to the project goals of those involved, including match;
- Past successful efforts in arts education, artist residencies, and the success of those efforts;
- Evidence of the likelihood of success and of a plan to provide for continuation of efforts beyond PCA support;
- Strength of leadership’s goals and purpose to serve as the host site;
- Commitment to observing and evaluating the project by appropriate administrator(s), such as school principal, curriculum specialists, administrative leadership, etc.;
- Commitment to sharing what is learned from the project with others within and outside of the host organization as the project progresses and after it has been completed (in-service for other teachers, presentations to school boards, partner agencies, etc.);
- Capacity to document and evaluate the impact of the project on participant learning and teacher/project director effectiveness and satisfaction; and
- Strength of teacher/project director’s rationale to be an artistic team partner.
HOW TO APPLY

STEP 1. READ THE GUIDELINES

STEP 2. REGISTER and APPLY through DCED’s Electronic Single Application platform, available here: https://www.esa.dced.state.pa.us

STEP 3. SUBMIT ONLINE
The completed application must be submitted online by January 10, 2020. No hard copies are required.

NEED HELP?
For Technical and Login questions, contact DCED’s Customer Service at: 800-379-7448.
For Narrative and Attachment questions, contact Jamie Dunlap at 717-525-5542 or jadunlap@pa.gov.

About the New Electronic Single Application Platform
The PCA’s Electronic Single Application (ESA) platform is a 100% digital process from registration to payment.

The Pennsylvania Council on the Arts has partnered with the Pennsylvania Department of Community and Economic Development (DCED) to provide the ESA to all PCA applicants.

It is available at: https://www.esa.dced.state.pa.us

Please note that in addition to the PCA’s applications, DCED has a large number of programs available for nonprofit organizations, local governments, and for-profit companies. To access a list of the best possible program options for their organization/company, applicants can use the Program Finder, which is included in the links on the footer/bottom of the Single Application site. The Program Finder will provide a list of potentially available programs, based on eligibility and/or the use of funds, with a short program description and links to program fact sheets and guidelines.