

2021-22 APPLICATION GUIDELINES

Long-Term Residency

DUE DATE: February 1, 2021 (ONLINE SUBMISSION PROCESS)



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The Mission of the Pennsylvania Council on the Arts (PCA) is to strengthen the cultural, educational, and economic vitality of Pennsylvania's communities through the arts.

NATIONAL ENDOWMENT for the ARTS
arts.gov

Grant Contact:

Jamie Dunlap
Chief of Creative Catalysts &
Lifelong Learning
PA Council on the Arts
jdunlap@pa.gov
717-525-5542
arts.pa.gov

OVERVIEW

During 2021-22, the Pennsylvania Council on the Arts (PCA) will support a limited number of Long-Term Residency (LTR) projects depending upon appropriation and availability of funds.

The funding for these projects emphasizes long-term, in-depth interaction among teaching artists, host sites, and students/participants through workshops and classes sponsored by schools, nonprofit community 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?

Nonprofits, organizations, or units of government, including but not limited to:

- Schools
- Senior Centers
- Healthcare Institutions
- Community Centers



Philadelphia Arts in Education Partnership Long-Term Residency

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, nonprofit community organizations, public or government agencies, and 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 host site, artists, and the project director. 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 defined and measurable goals and objectives;
- Include time to conduct at least one professional development workshop for faculty, administrators, staff, and community as appropriate;
- Engage participants 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 board, and the PCA; and
- Have the project director submit at least 3 observation reports over the course of the project to the PCA.

ELIGIBILITY

Artist

- Must have at least three years of professional experience 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 the summer of 2021. Details TBD; and
- **May be part of only one application for an LTR project in any one year.**

Host

- Must be in Pennsylvania;
- Must be a nonprofit organization or unit of government
- 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; and
- Must be able to attend one of the regional, half day, PCA-sponsored trainings in the summer of 2021. 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 host site staff;
- 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 the summer of 2021. Details TBD.

**Trainings may be scheduled during Summer 2021: one in western PA, one central and one in eastern. Your team may choose to attend the most convenient training. If the training is offered virtually all team members must attend the same virtual session.*

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 two-three months 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 2:1 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; participant assessment; and project evaluation.
- Proposed budgets may include up to 25% of requested amount in administration costs to support the project director.

- Applicants must budget for appropriate documentation, assessment, and project evaluation.

Funding Restrictions

PCA grant funds cannot be used for any of the following:

- Activities outside the grant period.
- Activities that have a religious purpose.
- Payments to lobbyists.
- Cash prizes and awards.
- Benefit activities.

As authorized by the Council, grant funds can be used for the following:

- Hospitality expenses (i.e. receptions, parties, gallery openings).
- Capital expenditures, including equipment costing \$500-or more.
- Competitions.
- Performances and exhibitions not available to the general public.

Participant Artwork

Artwork that is produced by a participant as part of a PCA-funded LTR project remains the property of the participant 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

Three background checks are required for prospective school employees, student teachers and contractors employed in Pennsylvania schools:

- Department of Human Services Child Abuse History Clearance
- Pennsylvania State Police Request for Criminal Records Check
- Federal Criminal History Record Information (CHRI)

Visit the [PA Department of Education site](#) for more information on the required clearances.

NOTE: 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 site 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.
- 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.

TIMELINE:

(subject to change)

Applications open	December 1, 2020
Applications due	February 1, 2021
Applications reviewed by panel	February 2021
Council review of funding recommendations	March 2021
Notification pending state budget	April 2021
Regional LTR trainings	July 2021
Contracts issued	Fall 2021

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),
- 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, engagement opportunities for community members, 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 February 1, 2021 at 5 p.m. 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.