



**Northern Tier Partnership for the Arts in Education**  
**Artist-in-Residence Application and Request for Funds**

REQUESTS FOR RESIDENCY FUNDING MUST BE SUBMITTED TO THE ADDRESS BELOW

**Rolling Deadline**- applications accepted beginning August 31st of each year

Please note: Residencies of 20+ days will receive first consideration & full cash match of funds requested. Please contact BCRAC for residency/budget planning assistance and/or questions.

School/Organization: \_\_\_\_\_ District: \_\_\_\_\_ County: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Zip +4: \_\_\_\_\_ - \_\_\_\_\_

PA Senate District #: \_\_\_\_\_ PA House District #: \_\_\_\_\_ PA Congressional District/US House #: \_\_\_\_\_  
(to find your district numbers go to [www.legis.state.pa.us](http://www.legis.state.pa.us) and search by address)

Residency Coordinator: \_\_\_\_\_ E-mail: \_\_\_\_\_

Business Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Artist(s): \_\_\_\_\_ Art form(s): \_\_\_\_\_

Residency Dates: \_\_\_\_\_ Planning Session Date: \_\_\_\_\_

Grade/age level of Core Group(s): \_\_\_\_\_ # of Core Groups: \_\_\_\_\_ Total # of Students in Core Group(s): \_\_\_\_\_

**Residency Narrative**

Please submit a separate paper answering the following topics:

- **Goal of Residency** – please state the purpose of your residency; what do you want the core group to accomplish as a result of this residency? What is the specific need to be addressed by inviting an artist into your classroom? What specific curricular areas will be targeted?
- **Evaluation** – How will you know that your residency needs/goals have been met?
- **Staff Involvement** – please address educator/staff activities, training sessions and/or workshops; how will the artist interact with teachers/staff to ensure that residency activities have a lasting impact on the host organization?
- **Non-Core Group Activities** – Describe any activities that will involve non-core group students, parents and community members (consider assemblies, workshops, exhibitions, meet-and-greet events, etc.).

### Artist-in-Residence Budget

Only residencies with 20+ days can receive the full 1:1 cash match of funds requested

Residencies of 15+ days are eligible for up to 40% of funds requested

Residencies of 10+ days are eligible for up to 30% of funds requested

**Artist Fees** (visiting artist fees on second line): Artist fees cannot exceed \$200/session

\_\_\_\_\_ # of artist days x \$\_\_\_\_\_/session = \$\_\_\_\_\_

Total artist fees: \$ \_\_\_\_\_

+ \$185.00 for your planning session (**required**)

+ \$185.00

**Transportation:** (ONLY if driving over 50 miles one direction)

\_\_\_\_\_ miles (round trip) x \$0.54/mile = \$\_\_\_\_\_ x \_\_\_\_\_ days = ----- + \$ \_\_\_\_\_

= Total Residency Cost \$ \_\_\_\_\_

(total amount artist will receive)

minus PCA Grant Amount Requested: \$ \_\_\_\_\_

= Host Organization match requirement \$ \_\_\_\_\_

Add in the 10% Administrative Fee (required by PA Council on the Arts)

TOTAL residency cost \_\_\_\_\_ x .10 = \$ \_\_\_\_\_

**TOTAL AMOUNT YOU ARE REQUIRED TO PAY \$ \_\_\_\_\_**  
(Host will be invoiced for this amount)

Artist-in-Residence Funding Request Submitted by:

\_\_\_\_\_  
Site Administrator/Principal

\_\_\_\_\_  
Date

\_\_\_\_\_  
Residency Coordinator

\_\_\_\_\_  
Date

\_\_\_\_\_  
Artist(s)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Visiting Artist(s)

\_\_\_\_\_  
Date

Artist-in-Residence Approved \_\_\_\_\_

\_\_\_\_\_  
NTPAIE AIE Director

\_\_\_\_\_  
Date

Send completed request forms to:

Kelly White

NTPAIE/PPA Interim Director

PHONE: 570-268-2787 FAX: 570-265-4558

ntpaie@bcrac.org



**Northern Tier Partnership of the Arts in Education**  
**Requirements & Agreement:**

To qualify for matching funds from NTPAIE/PCA you must agree to the following requirements:

- Residencies MUST have at least one core group and not more than 3 core groups (no more than 30 students, per group); at least one core group MUST meet with the artist EVERY day of the residency.
- Residency dates MUST be submitted to NTPAIE at least 30 days before residency work begins
- All press materials must acknowledge the PA Council on the Arts (if PCA dollars are used) and The Northern Tier Partnership for Arts in Education (press release guidelines will be provided).
- Residencies MUST include a planning session (planning session checklists will be provided).
- Hosts should ensure that legally responsible personnel are in the room with the artist AT ALL TIMES – Directory Artists are not to be utilized as substitute teachers.
- NTPAIE reserves the right to photograph residency activities for in-house publications. Hosts are responsible for notifying photographers of any students who may not be used in publications.
- Host agrees to complete planning session checklist and residency evaluation forms and submit to NTPAIE office.

NTPAIE reserves the right to revoke or reduce residency funding if requirements are not met.

**If you have any questions please contact:**

Kelly White  
NTPAIE/PPA Director  
Bradford County Regional Arts Council  
601 Main Street, Towanda, PA 18848  
PHONE: 570-268-2787 FAX: 570-265-4558  
ntpaie@bcrac.org