

Tips for Planning Your Artist Residency in a School

So, you'd like to begin an artist residency. What now?

Set up your project for success by addressing the following questions in the planning stage.

Apply for Funding

Have you considered collaborating with a teacher to apply for funding to support your project?

Supported by British Columbia Arts Council and the Province of BC, ArtStarts in Schools offers **Artists in the Classroom grants** to bring professional artists into schools for rich learning experiences.

AIC grants support projects in schools across BC that demonstrate artistic excellence, high levels of student engagement, strong curricular connections, and an active partnership between an educator and a professional artist.

Grants of **up to \$3,500** for small to medium scale projects and grants of **up to \$10,000** for large scale projects are available.

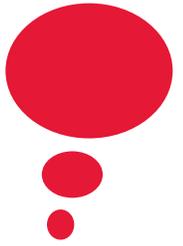
AIC grants can fund **up to 70%** of total project costs. The remaining 30% of costs, including ineligible expenses, must be covered by other sources secured by the applicant including contributions from the school district, school, PAC, private sponsors and individual donations.

Find out if your project is eligible for an AIC grant.

Learn more at artstarts.com/aic, where you can also take an AIC Eligibility Quiz and read FAQ.

Confirm the Availability of People, Space, Materials and Tools

- **Schedule time to meet** with the participating teacher or PAC member to ensure you have a clear idea of the school's expectations and resources.
- **Tour the school and outdoor spaces;** imagine yourself in this working environment. Take into account the noise levels, availability of light, electrical outlets, sightlines, tables, etc. Ask questions!
- **Identify known variables.** Consider how the space changes on a cold or warm day, during a school-wide event (assembly, sports day, sporting tournament), at noisy times, lunch hours, etc. If possible, take photos of the space to assist with planning.
- **Understand how other users configure the space.** Do tables, chairs, etc. need to be moved to accommodate the project? Who will be responsible for setting up the space?
- **Clarify the expected availability** of the teacher and the artist outside of scheduled contact hours.



Clarify the Roles and Responsibilities of the Collaborating Teacher

- **What can the teacher do** while the artist is instructing to maximize success?
- Who will address **classroom climate issues**? For example, safety, noise levels, engagement, social and emotional needs of students.
- Will the teacher need any help from the artist with the **assessment of student work**? Would it be helpful to create an assessment rubric collaboratively?
- Is it useful for the teacher to consult with the artist about particular **learning differences, exceptionalities or special needs** in the room? Are there particular ways the process can be differentiated to meet student needs or interests?
- How will the project be **documented**? Consider collecting reflections from the teacher, the artist and the students at various points in the project. Consider asking the teacher, parent helper or students to be responsible for documentation.

Visualize the Entire Scope and Sequence of a Project When Planning the Budget

- Does the plan seem reasonable for the amount of **time and resources available**? How will the project outcomes and timelines adjust if necessary?
- Who is responsible for **purchasing materials**? When will they be reimbursed for costs?
- Who is responsible for **preparing materials and setting up** the space? When will this happen?
- Who will organize the **installation, clean**

up, break down, or strike of final works (if applicable), arrange for the pick up art works, or communicate with families if necessary? If the artist is responsible, is this reflected in the budget?

- Will the final project end with an informal **exhibition, a reception, a celebration**?
- How and when will the **artist fees be paid**?

Good luck with your project!

If you have any more helpful tips to share with fellow artists, email them to aic@artstarts.com