

FY21 Arts Residencies in Schools Grants Application Narrative Template

This template is for your reference only. All final reports and materials must be submitted online through FluidReview. AHCMC cannot accept reports submitted by mail or email.

All required questions are marked with an asterisk.

Submit this application no later than **Friday, October 23, 2020 at 11:59 p.m.**

Basic Information

Please address one residency at a time. You will have the opportunity to address your second residency (if applicable) within a different section of the application.

***Applicant Name:**

***Address:**

***City:**

***State:**

***ZIP Code:**

***Phone Number:**

***Email:**

Website:

***Please choose your primary discipline as an artist/scholar.**

- | | | |
|---|--|--|
| <input type="radio"/> Dance | <input type="radio"/> Music | <input type="radio"/> Visual Arts |
| <input type="radio"/> Folk & Traditional Arts | <input type="radio"/> Philosophy, Ethics, and/or
Comparative Religion | <input type="radio"/> Design |
| <input type="radio"/> History or Social Sciences | <input type="radio"/> Storytelling | <input type="radio"/> Presenting and/or
Multidisciplinary |
| <input type="radio"/> Languages, Linguistics,
and/or Literary Arts | <input type="radio"/> Theatre | <input type="radio"/> Other (please specify): |
| <input type="radio"/> Media | <input type="radio"/> Writing | |

***Are you listed on the AHCMC Teaching Artist Roster and/or the [Maryland State Arts Council's \(MSAC\) Artists in Residence Roster](#)?**

AHCMC's Teaching Artist Roster is permanently closed; however, applicants who were previously approved to be on AHCMC's Roster are eligible to apply.

- AHCMC Teaching Artist Roster
- MSAC Artists in Residence Roster
- Both
- Neither

School Information

***School Name:**

***Address:**

***City:**

***State:**

***ZIP Code:**

***School Representative:**

***School Representative Title:**

***School Representative Phone Number:**

***School Representative Email:**

***The school is a:**

- Public school in Montgomery County, MD
- Non-public school in Montgomery County, MD

***Is the school-wide FARMS rate greater than 35%?** [Click here to search the school's FARMS rate and specific programs.](#)

- Yes
- No
- The residency will specifically serve students within a clearly defined program that serves ESOL students or students with disabilities, as listed on MCPS Schools at a Glance web page.

Residency Overview

***Please briefly describe your residency.** (500 characters maximum without spaces)

***AHCMC Grant Request:**

(must be at least \$1,000 and no more than \$6,000)

***Total Cost of Residency:**

***Residency start and end dates:**

(must be between 1/1/2021 and 12/31/2021)

Residency Logistics

We recognize that the numbers below may be estimates and/or averages.

- *Total number of participating students:
- *Grade level(s):
- *Total number of sessions:
- *Number of students per session:
- *Length of each session (in minutes):

Residency Appropriateness (50 points)

- The degree to which the residency is appropriate for the intended students and has been tailored to appropriately meet the needs of the students
- The degree to which the residency serves students from communities that have traditionally received insufficient resources and that have limited access to arts education experiences throughout the school year

***How will you and the collaborating schoolteacher select students to participate in the residency?** (2,000 characters maximum without spaces).

***Why is the proposed residency appropriate for the selected students and how will the residency be tailored to meet their needs?**

Please describe the demographics of the student population who will participate in the residency and how this has been considered in your program development. (2,000 character maximum without spaces)

***How will the residency benefit students who have traditionally received insufficient resources, including limited access to arts education throughout the school year?**

Please reference the school-wide FARMS rate or the specific programs that benefit ESOL students and/or students with disabilities, as listed on the school's [MCPS Schools at a Glance web page](#). (2,000 character maximum without spaces)

Collaboration & Curriculum Goals (20 points)

- Evidence that the classroom teacher has been involved in co-planning the residency and establishing goals for student learning
- The degree to which the activities reinforce the learning standards in the arts subject
- The degree to which the program effectively addresses the Montgomery County and/or Maryland State curriculum

***How will you collaborate with the schoolteacher to plan the residency and establish goals for the students?** (2,000 characters maximum without spaces).

***List the specific indicators and objectives from the Montgomery County and/or Maryland State curriculum that you will address during this residency.**

Please describe your reasoning and how the indicators and objectives will be addressed during the residency. Click [here](#) to view the Montgomery County curriculum standards. Click [here](#) to view the Maryland State curriculum standards. (2,000 character maximum without spaces)

Evaluation (20 points)

- The degree to which there is an appropriate evaluation process planned for the program to determine if the intended learning goals have been accomplished for the residency

***How will you determine whether the intended objectives of the residency have been accomplished?**
(2,000 characters maximum without spaces).

Budget (10 points)

- The degree to which the budget is appropriate for the scope of the program and the number of students served

FluidReview has a fillable chart for this section.

- Your budget must be balanced: total expenses MUST equal total income.**
- Only use numbers in the amount column, do not include symbols such as "\$" or ",".
- If you need more space, you may combine items budgeted under \$1,000 into one line item and explain in the budget notes.

*Cash Expenses

- List all project expenses, including expenses that may be paid for from sources other than the AHCMC grant award. (Review [page 5 of the guidelines](#) for a detailed description of allowable project expenses that can be paid for by AHCMC.)
- Use an asterisk (*) to mark expenses that will be paid for by the grant.**
- Do not** include "miscellaneous" or "contingency" expenses.
- Material and/or equipment costs **cannot** exceed 30% of the grant award amount.

Line Item	Description	Amount
1.		\$
2.		\$
3.		\$
4.		\$
5.		\$
6.		\$
7.		\$
8.		\$
9.		\$
10.		\$
Total Cash Expenses		\$ (FluidReview will automatically calculate)

*In-Kind Expenses

- If items are being donated, i.e. supplies or services, please list those items below. In-kind expenses are non-cash expenses.

Line Item	Description	Amount
1.		\$
2.		\$
3.		\$
4.		\$
Total In-Kind Expenses		\$ (FluidReview will automatically calculate)

***Cash Income**

- The first line item must be "AHCRC Grant" with the requested grant amount of: (will autofill)
- Please include any other sources of income for this project.

Line Item	Description	Amount
1. AHCRC Grant		\$
2.		\$
3.		\$
4.		\$
5.		\$
6.		\$
7.		\$
8.		\$
9.		\$
10.		\$
Total Cash Income		\$ (FluidReview will automatically calculate)

***In-Kind Income**

- If you entered in-kind items in the "In-Kind Expenses" section above, please re-enter those same items in the chart below.

Line Item	Description	Amount
1.		\$
2.		\$
3.		\$
4.		\$
Total In-Kind Income		\$ (FluidReview will automatically calculate)

Total expenses MUST EQUAL total income, as well as the total project cost entered at the beginning of the application.

- Total Residency Expenses: FluidReview will calculate this total
- Total Residency Income: FluidReview will calculate this total
- Total Residency Cost: will autofill

Budget Notes

***Provide additional information about how the project expenses were calculated.**

For example, if "Classroom Materials \$1,500" is listed in your budget, provide additional detail about this line item here. (1,000 characters maximum without spaces)

***Please provide additional information about how the project income was calculated and information on income sources beyond the AHCMC grant request, if applicable.**

For example, if "Other Grants \$1,500" is listed, please provide information about that source of income. (1,000 characters maximum without spaces)

***Describe the in-kind contributions (donated goods, services, or discounts) allocated for the project.**

If not applicable, indicate N/A. (1,000 characters maximum without spaces)

***Will you be using funds to conduct a second residency?**

If "No," please ignore the rest of this form.

- Yes
- No

***Is the school information the same?**

If "Yes," please skip ahead to the "Residency Overview" section.

- Yes
- No

Second Residency

If any of the answers to the following questions are the same as the first residency, please write "**No change**" as the response.

School Information

***School Name:**

***Address:**

***City:**

***State:**

***ZIP Code:**

***School Representative:**

***School Representative Title:**

***School Representative Phone Number:**

***School Representative Email:**

***Is the school:**

- Public
- Non-public

***Is the school-wide FARMS rate greater than 35%? [Click here to search the school's FARMS rate and specific programs.](#)**

- Yes
- No
- The residency will specifically serve students within a clearly defined program that serves ESOL students or students with disabilities, as listed on MCPS Schools at a Glance web page.

Residency Overview

***Please briefly describe your residency.** (500 characters maximum without spaces)

***AHCMC Grant Request:**

(must be at least \$1,000 and no more than \$10,000)

***Total Grant Request:** will autofill

(The sum of both your first and second residency grant requests must be at least \$1,000 and no more than \$6,000)

***Total Cost of Residency:**

***Residency start and end dates:**

(must be between 1/1/2021 and 12/31/2021)

Residency Logistics

We recognize that the numbers below may be estimates and/or averages.

- *Total number of participating students:
- *Grade level(s):
- *Total number of sessions:
- *Number of students per session:
- *Length of each session (in minutes):

Residency Appropriateness (50 points)

- The degree to which the residency is appropriate for the intended students and has been tailored to appropriately meet the needs of the students
- The degree to which the residency serves students from communities that have traditionally received insufficient resources and that have limited access to arts education experiences throughout the school year

***How will you select students to participate in the residency?** (2,000 characters maximum without spaces).

***Why is the proposed residency appropriate for the selected students and how will the residency be tailored to meet their needs?**

Please describe the demographics of the student population who participate in the residency and how this has been considered in your program development. (2,000 character maximum without spaces)

***How will the residency benefit students who have traditionally received insufficient resources, including limited access to arts education throughout the school year?**

Please reference the school-wide FARMS rate or the specific programs that benefit ESOL students and/or students with disabilities, as listed on the school's [MCPS Schools at a Glance web page](#). (2,000 character maximum without spaces)

Collaboration & Curriculum Goals (20 points)

- Evidence that the classroom teacher has been involved in co-planning the residency and establishing goals for student learning
- The degree to which the activities reinforce the learning standards in the arts subject
- The degree to which the program effectively addresses the Montgomery County and/or Maryland State curriculum

***How will you collaborate with the classroom teacher to plan the residency and establish goals for the students?** (2,000 characters maximum without spaces).

***List the specific indicators and objectives from the Montgomery County and/or Maryland State curriculum that you will address during this residency.**

Please describe your reasoning and how the indicators and objectives will be addressed during the residency. Click [here](#) to view the Montgomery County curriculum standards. Click [here](#) to view the Maryland State curriculum standards. (2,000 character maximum without spaces)

Evaluation (20 points)

- The degree to which there is an appropriate evaluation process planned for the program to determine if the intended learning goals have been accomplished for the residency

***How will you determine whether the intended objectives of the residency have been accomplished?** (2,000 characters maximum without spaces).

Budget (10 points)

- The degree to which the budget is appropriate for the scope of the program and the number of students served

FluidReview has a fillable chart for this section.

- Your budget must be balanced: total expenses MUST equal total income.**
- Only use numbers in the amount column, do not include symbols such as "\$" or ",".
- If you need more space, you may combine items budgeted under \$1,000 into one line item and explain in the budget notes.

*Cash Expenses

- List all project expenses, including expenses that may be paid for from sources other than the AHCMC grant award. (Review [page 5 of the guidelines](#) for a detailed description of allowable project expenses that can be paid for by AHCMC.)
- Use an asterisk (*) to mark expenses that will be paid for by the grant.**
- Do not** include "miscellaneous" or "contingency" expenses.
- Material and/or equipment costs **cannot** exceed 30% of the grant award amount.

Line Item	Description	Amount
11.		\$
12.		\$
13.		\$
14.		\$
15.		\$
16.		\$
17.		\$
18.		\$
19.		\$
20.		\$
Total Cash Expenses		\$ (FluidReview will automatically calculate)

*In-Kind Expenses

- If items are being donated, i.e. supplies or services, please list those items below. In-kind expenses are non-cash expenses.

Line Item	Description	Amount
5.		\$
6.		\$
7.		\$
8.		\$
Total In-Kind Expenses		\$ (FluidReview will automatically calculate)

***Cash Income**

- The first line item must be "AHC MC Grant" with the requested grant amount of: (will autofill)
- Please include any other sources of income for this project.

Line Item	Description	Amount
11. AHC MC Grant		\$
12.		\$
13.		\$
14.		\$
15.		\$
16.		\$
17.		\$
18.		\$
19.		\$
20.		\$
Total Cash Income		\$ (FluidReview will automatically calculate)

***In-Kind Income**

- If you entered in-kind items in the "In-Kind Expenses" section above, please re-enter those same items in the chart below.

Line Item	Description	Amount
5.		\$
6.		\$
7.		\$
8.		\$
Total In-Kind Income		\$ (FluidReview will automatically calculate)

Total expenses MUST EQUAL total income, as well as the total project cost entered at the beginning of the second residency section.

- Total Residency Expenses: FluidReview will calculate this total
- Total Residency: FluidReview will calculate this total
- Total Residency Cost: will autofill

Budget Notes

***Provide additional information about how the project expenses were calculated.**

For example, if "Classroom Materials \$1,500" is listed in your budget, provide additional detail about this line item here. (1,000 characters maximum without spaces)

***Please provide additional information about how the project income was calculated and information on income sources beyond the AHCMC grant request, if applicable.**

For example, if "Other Grants \$1,500" is listed, please provide information about that source of income. (1,000 characters maximum without spaces)

***Describe the in-kind contributions (donated goods, services, or discounts) allocated for the project.**

If not applicable, indicate N/A. (1,000 characters maximum without spaces)

***Work Sample(s) Description**

This is a separate task from the application narrative.

***Explain what the work sample(s) is (i.e. a solo exhibition from 2019) and why the work sample(s) was selected.**

Be sure to address how the sample(s) relates to the proposed project and your work as an artist/scholar, or teaching artist. (1,000 character maximum without spaces)

Please enter any viewing instructions for the panel, if applicable.

Example: please click on the hyperlink to YouTube and watch the video from 0:47 to 4:10. (1,000 characters maximum without spaces)

Uploads

***Artist Roster Profile**

- Upload your Artist Roster Profile as shown on the [Maryland State Arts Council's Artists in Residence Roster](#).
 - *AHCMC's Teaching Artist Roster is permanently closed. Applicants who were previously approved to be on AHCMC's Roster do not have to submit an AHCMC Artist Roster profile.

***Letter of Commitment**

- The letter should state that the school has committed to partnering with the applicant on the residency as described and during the allowable grant period. The letter should be signed by the collaborating teacher.

***MCPS Schools at a Glance information sheet for the school(s) involved with the residency**

- The applicable "Schools at a Glance" information sheet located at <http://www.montgomeryschoolsmd.org/departments/sharedaccountability/glance/>

- If the applicant is not a public school, please provide information that is comparable to that found on the MCPS website, including the FARMS and ESOL rate for the school.

***Programming Support Materials: One PDF no more than 5 pages**

- Include materials that will assist the panel in evaluating the applicant’s programming, presenting, and/or producing activities. (i.e. lesson plans, examples of similar, previously successful activities, newspaper clippings, program booklet, photos, brochures, and/or flyers.)

***Work Sample(s)**

- Upload work sample(s) that demonstrate your abilities and achievements as an artist. Applicants should submit their strongest work samples – quality work samples are critical to the evaluation of an application.
- Submit work sample(s) in the format specified below:
 - Video: Maximum 2 videos, up to 100 MB per file, no more than five minutes combined.
 - Audio: Maximum 2 files, up to 10 MB per file, no more than five minutes combined.
 - Live video or audio hyperlinks can also be placed within PDF that is uploaded to FluidReview (i.e., an applicant can submit a live hyperlink to YouTube within a PDF)
 - Images: Maximum 10 images, up to 4 MB per file, which can be uploaded individually or formatted as one PDF.
 - Written Work:
 - For prose or research, submit no more than 10 pages, double-spaced, at least 11-point font, with 1-inch margins.
 - For poetry, script, or screenplay, submit no more than 10 pages, double-spaced, at least 11-point font, with 1-inch margins.
 - If the work submitted is a portion of a larger work, include a synopsis of the chapters and an outline of the complete work. Clearly explain how and where the piece submitted fits into the whole.
- Applicants are encouraged to submit samples reflecting recently completed work. Samples must adhere to the following guidelines for the discipline of the work in which you are engaged.
 - For Multi-/Cross-disciplinary: Applicants must submit work sample(s) that convey more than one artistic/scholarly discipline.
 - For Performing Arts: **Applicants are highly encouraged to submit video or audio work samples, instead of stills or photos.**
 - For History or Social Sciences, Historical, Critical, or Theoretical Approaches to the Arts, Linguistics, Literary Analysis, Philosophy, Writing, Ethics or Comparative Religion: Follow the format for written work.
 - For Visual Arts: Follow the format for video and image files.