

# FY24 Arts Residencies in Schools Grants (ARSG) Narrative Template

**This template is for your reference only. All applications and supplementary materials must be submitted online through SurveyMonkey Apply (SM Apply). AHCMC cannot accept anything by mail or email.**

**\*Please note that there may be formatting differences on the SM Apply grants portal, however the content of the questions will remain as seen on this template.\***

**All required questions are marked with an asterisk (\*). All text responses have a character count that includes spaces.**

Submit this application no later than **Friday, October 6, 2023, at 11:59 p.m.**

## Required Application Materials

All documents except for work samples must be submitted as PDFs. (See the work sample directions below for information about acceptable file formats.) Contact AHCMC grants staff if you need help converting your documents to PDFs.

**\*IMPORTANT! Staff will remove materials that exceed the limits stated below.\***

A completed, online application includes:

### 1. A Completed Application Form

- Download a template of the application under the “Application + Templates” tab on [AHCMC’s website](#). **Please note that templates are for the applicant’s reference only; all applications and materials must be submitted through SM Apply.**
- Provide a link to the Artist Profile from the [MSAC Teaching Artist 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.

### 2. Letter of Commitment

- **NEW!** – Download a template of the Letter of Commitment under the “Application + Templates” tab on [AHCMC’s website](#). **Please note that all materials must be submitted through SM Apply.**
- The letter should state the residency dates, the name(s) of the collaborating teacher(s), the school’s commitment to partnering with the applicant on the residency as described during the allowable grant period, and the school’s agreement to comply with the FY24 ARSG guidelines. The letter should be signed by the primary collaborating classroom teacher and school principal.
- **If completing a second residency at a different school, the applicant must upload a Letter of Commitment for each participating school.**

### 3. MCPS Schools at a Glance Page

- [MCPS Schools at a Glance website](#)

- If the applicant is collaborating with a non-public school, provide information that is comparable to that found on the MCPS website, including the FARMS rate and programs for ESOL students and students with disabilities.
- **If completing a second residency at a different school, the applicant must upload a Schools at a Glance page for each participating school.**

#### 4. Lesson Plans

- **One PDF no more than 10 pages including a cover page, if applicable.**
- Include the lesson plan that will be used during the residency/residencies (i.e., curriculum standards, sample work sheets, evaluation methods, rubrics, etc.)
- **If the lesson plans are longer than 10 pages, include a condensed portion/segment of the lesson plans.**
- If the lesson plans have not been developed/finalized yet for the FY24 residency/residencies, provide a draft FY24 lesson plan or examples of similar lesson plans used in the recent past.

#### 5. Programming Support Materials

- **One PDF no more than 5 pages including a cover page, if applicable.**
- No more than 5 hyperlinks embedded in Programming Support Materials.
- Include materials that will assist the panel in evaluating the applicant's programming, presenting, and/or producing activities. (i.e., evaluation results of previous programming, testimonials, newspaper clippings, program booklets, photos, brochures, flyers, etc.)

#### 6. Work Sample(s)

- Upload a **maximum of 10 work samples** that demonstrate the applicant's work as a practicing teaching artist. **Work samples must be no more than 10 files or 10 pages total (for both images and written work).**
- Applicants are encouraged to submit recently completed and high-quality work samples.
- Work samples should demonstrate the applicant's own work, not work created by others.
- Work samples should reflect the discipline most closely aligned with the residency.
- Space will be provided in the application for a brief description of the work sample(s) and an explanation for how the sample(s) relates to the residency/residencies.
- **The maximum of 10 work samples may be submitted in any one or combination of the file formats below.**
  - Images: Up to 4 MB per file, which can be uploaded individually or formatted as one PDF.
  - Audio/Video: Maximum 4, up to 100 MB per file, no more than ten minutes combined. **Please note that any submitted audio/video counts towards the limit of 10 work samples.**
    - The SM Apply link feature only supports links to YouTube and Vimeo.
    - If using the SM Apply link feature for YouTube or Vimeo, use the full hyperlink at the top of your browser instead of shorthand links (i.e., use the full <https://www.youtube.com> link, not <https://youtu.be>).
    - Applicants may choose to use the SM Apply link feature or embed the links in a document and upload it as a PDF.
    - If providing links to websites other than YouTube or Vimeo, links must be embedded in a document and uploaded as a PDF. For each link, the entire link should be visible.

- Make sure that links are not broken.
  - Make sure that the content from hyperlinks is viewable and does not require a password.
  - If the submitted video and/or audio is more than ten minutes combined, applicants must include instructions for which segments are relevant. (Ex: Please click on the YouTube hyperlink to watch the video from 0:47 to 4:10.)
  - Written Work:
    - Double-spaced with at least 11-point font and 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.
  - Work samples should reflect the primary discipline of the applicant.
    - For Presenting and/or Multidisciplinary: work sample(s) should convey more than one arts and/or humanities discipline.
    - For Performing and Media Arts: **applicants are highly encouraged to submit video or audio work samples, instead of stills or photos.**
- 7. A Completed AHCMC Reporting Data Form**
- **This form corresponds with AHCMC's reporting obligations. Responses will not be factored into eligibility or the panel review.** All responses will be kept confidential. Responses will only be shared publicly in the aggregate.

## Application Form Template

### Basic Information

*If there are any contact and/or address changes after the application deadline, the applicant must notify AHCMC staff in writing.*

**\*Applicant Legal First Name:**

**\*Applicant Legal Last Name:**

**Artist/Scholar Name, if different:**

**\*Home Address (P.O. Boxes not accepted):**

**\*City:**

**\*State:**

**\*ZIP Code:**

**\*Phone Number:**

**\*Email:**

**Website:**

**\*Select your primary discipline as an artist/scholar.** (A description of eligible disciplines is available on [AHCMC's website](#))

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

**\*How many residencies are you applying for?**

- ☐ 1 residency
- ☐ 2 residencies at the same school
- ☐ 2 residencies at different schools

## Eligibility Questions

**Applicants must meet all the following eligibility requirements by the application deadline.** Applicant eligibility requirements can be found on pages 3-4 of the FY24 ARSG guidelines. If you have questions about the eligibility requirements, please reach out to [AHCMC grants staff](#).

**\*Are you listed on the AHCMC Teaching Artist Roster and/or the [Maryland State Arts Council's \(MSAC\) Teaching Artist 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 Teaching Artist Roster
- ☐ Both
- ☐ Neither

**\*If you are part of the MSAC Teaching Artist Roster, provide the link to your Teaching Artist Roster Profile from the MSAC Arts Directory:**

**\*Have you established a relationship with a public or non-public elementary, middle, or high school based in Montgomery County, MD to provide an arts residency?**

- ☐ Yes
- ☐ No

**\*Have you resided in Montgomery County, MD for at least 12 consecutive months prior to the application deadline?**

- ☐ Yes
- ☐ No

**\*Are you at least 21 years of age?**

- ☐ Yes
- ☐ No

**\*Are you a full-time student?**

- ☐ Yes
- ☐ No

**\*Are you able to provide AHCMC with a Social Security Number (SSN) or Individual Taxpayer Identification Number (ITIN) prior to undertaking the grant activities?**

- ☐ Yes
- ☐ No

## Residency Basic Information

*Applicants doing a second residency will answer questions regarding the second residency's basic information, narrative questions, and budget after completing the questions for the first residency.*

**\*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

Residencies must take place at a school with a FARMS rate of 35% or above or must serve students in a clearly defined program that provides for students with special needs as listed on the school's MCPS Schools at a Glance page. You can search FARMS rates and specific programs on the [MCPS Schools at a Glance website](#).

**\*What is the school-wide FARMS rate?** *Only enter numbers here.*

**\*Will the residency specifically serve students within a clearly defined program that serves ESOL students or students with disabilities, as listed on the MCPS Schools at a Glance page or equivalent for non-public schools?**

- ☐ Yes
- ☐ No

**\*Give a short summary of the residency.** (350 characters maximum with spaces) *If you are awarded a grant, this summary will be used in public materials. AHCMC reserves the right to edit the summary for clarity.*

**\*AHCMC Residency Grant Request:**

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

**\*Total Residency Cost:**

(May exceed \$6,000 and should include in-kind costs, if applicable.)

**\*Residency Start and End Dates:**

(Must be between 1/1/2024 and 12/31/2024)

## Residency Logistics

The numbers below may be projected 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):

## Narrative Questions

### Residency Appropriateness (50 points)

- ✓ Appropriateness of the residency for the selected students;
- ✓ Tailored to meet the needs of the selected students; and
- ✓ Serves students from communities that have traditionally received insufficient resources and have limited access to arts education experiences throughout the school year.

**\*Provide a detailed description of the residency.** (2,500 characters maximum with spaces)

**\*How will you and the collaborating classroom teacher select students to participate in the residency?** (2,500 characters maximum with spaces).

**\*Why is the residency appropriate for the selected students and how will the residency be tailored to meet their needs?** Describe the demographics of the student population who will participate in the residency and how this has been considered in your program development. (2,500 character maximum with spaces)

**\*How will the residency benefit students who have traditionally received insufficient resources, including limited access to arts education throughout the school year?** 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 website](#). (2,500 character maximum with spaces)

### Collaboration & Curriculum (20 points)

- ✓ Evidence that the classroom teacher has been involved in co-planning the residency and establishing goals for student learning; and
- ✓ Activities effectively address the [Maryland State curriculum](#)<sup>1</sup> to reinforce the learning standards in the arts subject.

---

<sup>1</sup> The Montgomery County Public School (MCPS) curriculum is aligned with the Maryland State Curriculum Standards.

**\*How will you collaborate with the classroom teacher to plan the residency and establish goals for the students?** (2,500 characters maximum with spaces).

**\*Provide the relevant indicators and expectations from the Maryland State curriculum standards and describe how you will incorporate them into the residency.** [Click here to view the Maryland State Curriculum Standards](#). The Montgomery County Public School (MCPS) curriculum is aligned with the Maryland State Standards. (3,500 character maximum with spaces)

### Evaluation (20 points)

- ✓ Appropriate evaluation process planned for the residency to determine if the intended learning goals have been accomplished.

**\*Describe the methods and evaluation tools that will be used to assess the residency.** (2,500 characters maximum with spaces)

**\*What benchmarks and outcomes will indicate whether the intended objectives of the residency have been accomplished?** (2,500 characters maximum with spaces).

### Budget (10 points)

- ✓ Budget is appropriate for the scope of the residency and the number of students served.
  - **Applicants are required to retain a portion of the AHCMC grant to compensate themselves for their work.**

**SurveyMonkey Apply will have a fillable chart for this section.**

- **Your budget must be balanced: total expenses MUST equal total income.**
- Do not use the dollar sign or symbols such as a comma in the amount column.
  - Ex: If you'd like to enter one thousand dollars, type 1000 rather than \$1000 or \$1,000.
- 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 residency expenses, including expenses that may be paid for from sources other than the AHCMC grant award. (Review page 5 of the FY24 ARSG guidelines for a description of unallowable residency expenses that can be paid for by AHCMC.)
- **Applicants must retain a portion of the AHCMC grant to compensate themselves for their work.**
- **Use an asterisk (\*) to mark expenses that will be paid for by the AHCMC grant. Asterisked expenses should clearly indicate how the entire AHCMC grant will be allocated.**
- **Do not** include "miscellaneous" or "contingency" expenses.

Line Item	Description	Amount
1. *Artist fee	Applicant's own compensation	\$
2.		\$
3.		\$
4.		\$
5.		\$
6.		\$
7.		\$
8.		\$
9.		\$
10.		\$
<b>Total Cash Expenses</b>		<b>\$ Will auto-calculate</b>

**\*In-Kind Expenses**

- In-kind expenses are non-cash expenses. If items are donated (i.e., supplies or services) list those items below with their monetary value.
- If you do not have in-kind items, indicate "N/A" across the first line item.

Line Item	Description	Amount
1.		\$
2.		\$
3.		\$
4.		\$
<b>Total In-Kind Expenses</b>		<b>\$ Will auto-calculate</b>

**\*Cash Income**

- The first line item must be "AHC MC Grant" with the requested grant amount of: *Will autofill*
- Include any other sources of income for this residency.

Line Item	Description	Amount
1. AHC MC Grant	Amount requested for Residency	\$
2.		\$
3.		\$
4.		\$
5.		\$
6.		\$
7.		\$
8.		\$
9.		\$
10.		\$
<b>Total Cash Income</b>		<b>\$ Will auto-calculate</b>

**\*In-Kind Income**

- If you entered in-kind items in the "In-Kind Expenses" section above, re-enter those same items in the chart below with their monetary value.
- If you do not have in-kind items, indicate "N/A" across the first line item.

Line Item	Description	Amount
-----------	-------------	--------



1.		\$
2.		\$
3.		\$
4.		\$
<b>Total In-Kind Income</b>		<b>\$Will auto-calculate</b>

**Total expenses MUST EQUAL total income. The total residency cost entered at the beginning of the application should be the same amount as the total income and expenses.**

- **Total Residency 1 Expenses:** *Will auto-calculate*
- **Total Residency 1 Income:** *Will auto-calculate*
- **Total Residency 1 Cost:** *Will auto-fill*
- **Total Residency 2 Expenses:** *Will auto-calculate*
- **Total Residency 2 Income:** *Will auto-calculate*
- **Total Residency 2 Cost:** *Will auto-fill*
- **Total AHCMC Grant Request:** *Will auto-fill*

## Budget Notes

**\*Provide additional information about how the residency expenses are calculated.** For example, if "Classroom Materials \$1,500" is listed in the budget, provide additional detail about this line item here. (1,500 characters maximum with spaces)

**\*Provide additional information about how the residency income was calculated and information on income sources beyond the AHCMC grant request, if applicable.** For example, if "Other Grants \$1,500" is listed, provide information about that source of income. (1,500 characters maximum with spaces)

**\*Describe the in-kind contributions (donated goods, services, or discounts) allocated for the residency.** If not applicable, indicate N/A. (1,500 characters maximum without spaces)

## Work Sample Description

This is a separate task from the application narrative.

**\*Give a brief description of the work sample(s) (i.e., a performance from 2023) and why the work sample(s) was selected.** (1,500 character maximum with spaces)

## AHCMC Reporting Data

Please fill out the charts below. **The questions below correspond with AHCMC's reporting obligations. Responses will not be seen by panelists or factored into the application eligibility, evaluation, or scoring.**

Use the link below to answer the following questions about your U.S. Representative, State Senate, and State Delegate districts:

- <https://maryland.maps.arcgis.com/apps/webappviewer/index.html?id=177afa87a67746a4ac5496b2d0897fb7>

Use the link below to answer the question about your County Council district:

- <https://mcgov-gis.maps.arcgis.com/apps/instant/lookup/index.html?appid=b57d3f11b2b847c5a7342e73f5079e98>

**\*U.S. Representative District:**

**\*State Senate District:**

**\*State Delegate District:**

**\*County Council District:**

## Demographic Information

The survey questions and the definitions are sourced from Candid.

### Definitions

- **Publicly self-identify:** The information you are providing is how you would identify in each category to the public.
- **Transgender:** An umbrella term people may use to describe their gender identity and/or gender expression as different from the sex they were assigned at birth. People who identify as transgender might describe themselves using one or more of a wide variety of terms including genderqueer, non-binary, and transgender. Transgender people may claim/affirm their gender identity through hormones and/or surgery. Transgender identity is not dependent on surgery. Transgender identity is not a sexual orientation.
- **Cisgender:** A term used to describe a person whose gender identity is the same as the sex assigned to them at birth.
- **Nonbinary (also non-binary):** Preferred umbrella term for all genders other than female/male or woman/man, used as an adjective (e.g., Jesse is a nonbinary person). Not all nonbinary people identify as trans and not all trans people identify as nonbinary.
- **Disability:** A disability can be physical, learning, cognitive, sensory, mental, or chronic health or other disability that is a barrier to everyday living.

### Race & Ethnicity

**\*How do you publicly self-identify?**

- Asian/Asian American/Pacific Islander
- Arab/Middle Eastern
- Black/African American/African
- Hispanic/Latino/Latina/Latinx/Chicanx
- Native American/American Indian/Indigenous

- White/Caucasian/European
- Multi-racial or Multi-ethnic (2 or more races or ethnicities)
- Different identity (please specify)
- Decline to state

## **Gender Identity**

### **\*How do you publicly self-identify?**

- Female
- Male
- Gender nonbinary/Genderqueer/Gender non-conforming
- Different identity (please specify)
- Decline to state

### **\*How do you publicly self-identify?**

- Transgender
- Non-transgender (cisgender)
- Different identity (please specify)
- Decline to state

## **Sexual Orientation**

### **\*How do you publicly self-identify?**

- Gay, lesbian, bisexual (or other sexual orientations within the LGBTQIA2S+ community)
- Heterosexual or straight
- Different identity (please specify)
- Decline to state

## **Disability**

### **\*How do you publicly self-identify?**

- A person with a disability
- A person without a disability
- Decline to state