



MARYLAND
STATE ARTS
COUNCIL

PART OF THE MARYLAND
DEPARTMENT OF COMMERCE

arts in education

Artists-in-Residence Roster
Visiting Performers Roster

FY 2019 GUIDELINES AND APPLICATION FORMS FOR ARTISTS

DEADLINE: FRIDAY, SEPTEMBER 14, 2018

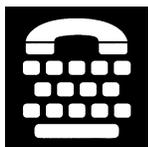


ANNOUNCEMENTS

- **PLEASE DO NOT MAIL YOUR APPLICATION OR SEND ORIGINAL SUPPLEMENTAL MATERIALS.** This application is only accepted via email/Dropbox. The Maryland State Arts Council cannot be held responsible for any damage or loss that may occur to supplemental materials.
- **Application Review Process:**
 - September 14, 2018 – Application deadline
 - September-October, 2018 – Applications reviewed by AiE staff
 - November-December, 2018 – Applications reviewed by AiE panel (**Phase 1**)
 - January, 2019 – All applicants notified in writing of the panel's decision
 - January - April, 2019 – Classroom/Assembly site visits by AiE staff (**Phase 2**)
 - March, 2019 – All applicants notified in writing of MSAC-AiE staff decision and online profile created for those accepted on the appropriate MSAC roster.
 - NOTE: Applicants will arrange site visit (preferably in school setting) for MSAC AiE Program Director and must be completed by end of April in order to add artists to roster prior to grant deadlines and determinations.
- **Incomplete applications or faxed applications will not be accepted.** Applicants will be notified and must resubmit prior to the deadline.
- Federal Congressional District and State Legislative District **must be completed** on the application form. Contact www.mdelect.net/ for the information.
-
- **PLEASE NOTE:** the word “artist” refers to playwrights, poets, visual artists, and performing artists, whether individual performers, and/or performing companies.
- **Questions? Contact AiE Program Staff:**
 - Christine Stewart, AiE Program Director: 410-767-6476 or christine.stewart1@maryland.gov
 - Jen Menkhaus, AiE Management Associate: 410-767-8865 or jennifer.menkhaus@maryland.gov



Individuals who do not use conventional print may contact the Maryland State Arts Council to obtain this publication in an alternate format. Telephone: 410-767-6555



For individuals who are deaf or hard of hearing:
Voice/TTY: 1-800-735-2258, or in Maryland: 711

This publication is available as a Word document or PDF file on the MSAC Web site: <https://www.msac.org/arts-education-applications-and-forms>

TABLE OF CONTENTS

MARYLAND STATE ARTS COUNCIL INFORMATION

Councilors	4
Staff	4
COUNCIL OVERVIEW	5
Mission Statement and Goals	5
Professional Grants Review Panels	5
Staff	5
Meetings	5

ARTS IN EDUCATION PROGRAM

MARYLAND STATE ARTS COUNCIL ARTS IN EDUCATION PROGRAM	6
Mission	6
Advisory Panel	6
Eligibility	6
Review Criteria	6
Supplemental Materials	6
Application Deadline	6
Review Process	7
ARTISTS-IN-RESIDENCE PROGRAM	8
Overview	8
Roster of Artists	8
Program Details	8
Application Information	9
Performing Artists-in-Residence Application	10
Playwrights-in-Residence Application	14
Poets-in-Residence Application	17
Visual Artists-in-Residence Application	20
VISITING PERFORMERS PROGRAM	23
Overview	23
Roster of Artists	23
Program Details	23
Review Process	23
Application Information	23
Visiting Performers Application	24
Community Arts Development/Artists-in-Education Program	28

MARYLAND STATE ARTS COUNCIL

175 W. Ostend Street, Suite E
Baltimore, MD 21230
Voice: 410-767-6555
Fax: 410-333-1062

TTY: Maryland Relay 1-800-735-2258 or 711
Email: msac@msac.org
Website: www.msac.org
Office Hours: Monday through Friday, 8:00 AM
– 5:00 PM

The Maryland State Arts Council is an agency of the Maryland Department of Business and Economic Development Division of Tourism, Film and the Arts.

Larry Hogan, Governor
Boyd K. Rutherford, Lt. Governor
R. Michael Gill, Secretary of Business and Economic Development
Ben Wu, Deputy Secretary of Business and Economic Development

Maryland State Arts Councilors

Shelley Morhaim, *Chair*, Baltimore County
Jack Rasmussen, *Vice-Chair*, Montgomery County
Joan Lyon, *Secretary-Treasurer*, Garrett County

Carole Alexander, Anne Arundel County
Lily Bengfort, Queen Anne's County
Barbara Bershon, St. Mary's County
Aileen Carlucci, Anne Arundel County
Zoe Charlton, Baltimore City
Anthony Cornwell, Allegany County
Carla Du Pree, Howard County
Senator Richard S. Madaleno, Jr., Montgomery County
Julie Spangler Madden, Howard County
B.G. Muhn, Montgomery County
Robinson S. Rowe, Montgomery County
Gary Vikan, Baltimore City
Delegate Alonzo Washington, Prince George's County
Anne Winter West, Baltimore County

Staff

Kenneth Skrzysz, Executive Director
Christine Stewart, Arts in Education Program Director
Jennifer Menkhaus, Arts in Education Management Associate

Chad Buterbaugh
Kimberly Doyle
Steve Drapalski
Pamela Dunne
Liesel Fenner
John Harris
Janine Lis
Dana Parsons
Steven Skerritt-Davis
OKeena Stephenson

COUNCIL OVERVIEW

The Maryland State Arts Council (MSAC) is an agency of the State of Maryland, under the authority of the Department of Commerce. Since it was established in 1967, the purpose of the Council has been “to create a nurturing climate for the arts in the State” as stated in its founding legislation.

The Council is an appointed body of 17 citizens. Thirteen are named by the Governor to three-year terms which are renewable once. Two legislators and two private citizens are appointed by the President of the Senate and the Speaker of the House. Councilors serve without salary.

To carry out its mission, MSAC awards grants to not-for-profit, tax-exempt organizations for ongoing arts programming and arts projects. MSAC awards grants to individual artists, and provides technical and advisory assistance to individuals and groups. The Council also carries out programs of its own to enhance the cultural life of the residents of Maryland. MSAC receives its funds as an annual appropriation from the State of Maryland, and from grants from the National Endowment for the Arts, a federal agency. The Council also may receive contributions from private, non-governmental sources.

Mission Statement and Goals

The mission of the Maryland State Arts Council is to encourage and invest in the advancement of the arts for the people of our State. The goals of the Council are to support artists and arts organizations in their pursuit of artistic excellence; to ensure the accessibility of the arts to all citizens; and to promote statewide awareness of arts resources and opportunities. MSAC’s programs are aimed at benefiting Maryland residents regardless of political or religious opinion or affiliation, marital status, race, color, creed, age, national origin, sex or sexual orientation, physical or mental ability, or geographic location within the State.

Professional Grants Review Panels

To assist the Council in its decision-making, professionals in the arts are appointed to a variety of grants review panels. The function of panels is to evaluate applications from organizations and individuals and to offer policy recommendations to the Council. Each year, more than 100 individuals serve as grants review panelists for the Council’s programs, including Grants for Organizations, Arts in Education, Arts in Communities, Folk and Traditional Arts, Individual Artist Awards, and Community Arts Development. Anyone wishing to serve or to nominate someone to serve should contact the MSAC office for detailed information and nomination forms.

Staff

MSAC maintains a professional staff to administer its grants programs and Council-initiated programs. Staff members are available to provide technical assistance to the arts community.

Meetings

All Council and Grants Review Panel meetings are open to the public in accordance with the Open Meetings Law set forth in Sections 3-101 through 3-501 of the General Provisions Article of the Annotated Code of Maryland. The dates, times, and locations of Council and Grants Review Panel meetings may be obtained by contacting the Council office.

MARYLAND STATE ARTS COUNCIL ARTS IN EDUCATION PROGRAM

Mission

The Arts in Education (AiE) Program is designed to promote, strengthen, and enhance the arts and arts education in Maryland's elementary and secondary schools and other community settings. To accomplish its mission, the AiE Program:

- Identifies and provides access to educational arts resources available outside the school system
- Offers financial and technical support for artist residencies in schools and co-funds performances and other arts projects for the benefit of students, teachers, and communities
- Assists in the professional development of artists for in-school programs
- Stimulates support for integrating the arts as a vital and effective element in the curriculum

Advisory Panel

The AiE Advisory Panel is appointed annually by the MSAC Chairperson and consists of members of the Council, arts educators, and artists. The panel is responsible for the review of program policy and priorities, and the selection of artists and schools that will participate in the program.

Eligibility

- **Individual artists** who apply to the AiE program must be Maryland residents, eighteen years of age or older, must have established residence in Maryland at least six months prior to the September 14, 2018 deadline, and must continue to be residents while they serve in the AiE program.
- **Performing companies** that apply to the AiE program must be located in the State of Maryland and must continue to be located in Maryland while they serve in the AiE program.
- **All AiE artists are subject to ongoing review and evaluation.**

Review Criteria

The review of AiE artist applications is based upon the following criteria:

- Artistic quality
- Educational value
- Relevance to curriculum

Supplemental Materials

Supplemental materials are a required part of your application and will be retained by the AiE Program. **Do not send original supplemental materials.**

Application Deadline: September 14, 2018, 5:00 pm via email. Due will be:

- Completed application form
- Supplemental materials (see checklist) via attachment, link, or Dropbox upload where indicated
- A cover letter and list of materials in the body of the email
- **Email only to:** AiE Program Director Christine Stewart: christine.stewart1@maryland.gov
- **Subject line of email:** "Application to MSAC Artist in Residence and/or Visiting Performer Roster"
- Only completed applications that contain and/or link to all required supplemental materials will be reviewed by the AiE panel. **Mailed/Faxed applications/materials will not be accepted.**

Review Process

Applications and supplemental materials are reviewed by the AiE Panel and all artists are notified in writing in January, 2019 regarding the outcome of the review. This is Phase 1 of the review. Phase 2 consists of a site visit by the AiE staff to a classroom (residency artists) or school cafeteria/auditorium (Visiting Performers) to review the artist in a school setting. Artists will be notified of their performance as site visits are completed and no later than the end of April, 2019. Artists must pass both phases in order to be accepted to the roster.

Artists who receive a favorable review (Phase 1) by the AiE Panel are required to submit a list of upcoming workshops (for Artist in Residence Roster) or dates for performances (for Visiting Performer Roster) in Maryland schools immediately. The AiE staff then conducts a site visit (Phase 2). Artists that receive a favorable site visit are then listed on the Artists-in-Residence Roster or Visiting Performer Roster.

All artists:

- **Receive a formal orientation** after being selected for the roster
- **Must provide proof of Personal Liability insurance** (\$1,000,000 for each occurrence of property damage and bodily injury) in the form of a Certificate of Insurance listing the artist or MSAC as the Certificate Holder (if the artist does not have this insurance, we can provide information on an insurance company where the artist may obtain it).

The artist is responsible for renewing the policy and sending an updated certificate to MSAC prior to the expiration date. **Failure to do so will result in one reminder, then a removal from the roster (we cannot list artists without this insurance).**

- **Are personally responsible for compliance** with county board of education requirements related to background checks and fingerprinting.
- **Are personally responsible for MSAC required documentation/reporting** of their residency and/or assembly activity, including but not limited to contracts, evaluations, invoices.
- **Must complete both sessions of the [Teaching Artist Institute \(TAI I and II\)](#)**. These are held twice a year and may be taken either before or after being approved for the roster.

NOTE: participation in TAI prior to applying to the MSAC AiE Rosters does not guarantee acceptance.

- **Must perform at least one residency** in a three-year period to remain listed on the roster or will be required to reapply during the next application cycle (Summer, 2021 for FY22; Summer, 2023 for FY24).

ARTISTS-IN-RESIDENCE PROGRAM

Overview

The [Artists-in-Residence \(AiR\) Program](#) is a component of the AiE Program. The AiR Program provides opportunities for hands-on intensive workshops involving a small core group of students and teachers over a number of days or weeks. A larger group benefits from additional activities including the artist's lectures, performances, and demonstrations, and through projects developed by classroom teachers with the artist's assistance. Names of artists selected by the advisory panel to participate in the Artists-in-Residence Program are listed in the Artists-in-Residence Roster. Artists are selected for inclusion in the Artists-in-Residence Program on the basis of artistic achievement and ability to work with students and faculty in a school environment. Residencies are available in:

- **Performing Arts:** dance, multi-discipline, music, puppetry, and theater (12-40 sessions)
- **Playwriting:** (24-36 sessions)
- **Poetry:** (12-40 sessions)
- **Visual Arts:** architecture, ceramics, dollmaking/puppetmaking, fiber arts, glass, handmade paper/books/artist books, media, mixed media, murals, photography, sculpture, site specific installation, and two dimensional. (20-60 sessions)

PLEASE NOTE: This is NOT a program for artists only interested in providing single performances in a school setting. These artists should complete the Visiting Performers Program application located at the end of this document.

Roster of Artists

Artists in the Artists-in-Residence Program are listed on the Artists-in-Residence Roster of Artists on the MSAC website.

School Site Coordinator

Each school is responsible for selecting a site coordinator for the residency. **The site coordinator serves as the facilitator of the residency and as the main point of contact for the artist and the AiE program, through all stages of the residency.**

Only teachers or principals may serve as site coordinator. PTA personnel are not eligible, though PTA personnel are welcome to be involved.

Program Details

Upon request, the AiE staff will assist schools in selecting a residency artist.

Each residency begins with **an orientation meeting** with the artist, site coordinator, teachers, and other staff who will be involved in the residency. A copy of the application should be provided by the site coordinator to the artist prior to the residency and a copy should be brought to the meeting for reference purposes. The residency concept and main project are fine-tuned and an agreement is reached concerning the school's and the artist's responsibilities. **Planning time** is allotted for the artist to finalize plans for the residency after the orientation meeting.

If a performing arts residency, the artist offers a performance for up to 250 students, prior to the start of the residency. The residency is then conducted and after the workshop sessions are completed, the artist and site coordinator each complete a final report after an **evaluation meeting**.

Other disciplines may hold a reading (poetry), staged reading (playwriting), or artist talk/unveiling (visual arts). One to two sessions may be used for this purpose.

MSAC funding may not be used for:

- Rehearsals for student readings/staged reading/artist talk (where students present)
- More than one performance by the MSAC Artist in Residence if a performing arts residency
- Visiting Performer funds may not be used to offset the cost of a performance in a performing arts residency. *The Artist in Residence and Visiting Performer programs are separate and funds from one program may not offset the costs for the other program as this matches MSAC funds with MSAC funds.*

Core Groups

Generally, small groups of students work with the residency artist. These small groups are called “core groups.” The number of students in the core groups may vary depending on the residency type and artist selected. Artists should clearly communicate to school representatives their requirements regarding the number of students that will participate in the core groups. **Maximum number is 30.**

NOTE: a core group is not necessarily a grade. For some small schools this may be the case. For example, a residency may be with grade 6, which might have 150 students. This would equal 5 core groups of 30 students maximum.

Each core group receives a minimum of 3 sessions with the artist. 1-2 sessions with core groups will not be accepted. Exceptions may be appropriate in special cases. Contact AiE Program Director Christine Stewart, christine.stewart1@maryland.gov to discuss.

Payment

Artists receive payment for the residency once it is completed and all required forms are received (both artist and school final reports).

All forms must be electronically signed by the site coordinator (school final report) and artist (artist final report), as well as any other participating teachers (school final report) and include any travel receipts sent by mail to the attention of *AiE Program Director Christine Stewart, Maryland State Arts Council, 175 W. Ostend Street, Suite E, Baltimore, MD 21230*

NOTE: artist should provide the final report to the school by either printing a copy or emailing a link to the document on the MSAC website.

Current reimbursement rates are \$70 per workshop session (45-60 minutes), .545 cents per mile, and a \$41 per diem per night for residencies that require an overnight stay. The residency site must be more than 60 miles from the artist’s house in order for an overnight stay to be authorized.

Payment to the artist is made by the State Comptroller’s office and may take 6-8 weeks to receive after the paperwork has been submitted at the end of the residency.

Application Information

Artists interested in the Artists-in-Residence Program must submit the appropriate application form and supplemental materials via email to AiE Program Director Christine Stewart, christine.stewart1@maryland.gov

- Performing Artists-in-Residence application form – pages 11-13
- Playwrights-in-Residence application form – pages 14-16.
- Poets-in-Residence application form – pages 17-19.
- Visual Artists-in-Residence application form – pages 20-22.

**MARYLAND STATE ARTS COUNCIL
ARTISTS-IN-EDUCATION PROGRAM**

Performing Artists-in-Residence Application

DEADLINE: SEPTEMBER 14, 2018

A. GENERAL INFORMATION

Full Name of Artist or Company (first then last). Include “dba” if applicable:		
Contact Person’s Name - if applicable <input type="checkbox"/> Dr. <input type="checkbox"/> Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Ms.		
Mailing Address		
City	MD	Zip Code + Four
County - if Baltimore City, write “City”		
Phone – include area code:		Cell Phone:
Email Address:		Additional Email Address (optional):
Federal Congressional District <u>Number+</u>		State Legislative District <u>Number+</u>
Website URL		

+This information may be found at www.mdelect.net. Individuals: use your home address; performing companies: use your main business address. DO NOT LEAVE BLANK.

This information is gathered for statistical purposes only and will not affect the review of your application.

INDIVIDUALS ONLY: Select any combination.

- | | |
|---|--|
| <input type="checkbox"/> Asian | <input type="checkbox"/> Black/African American |
| <input type="checkbox"/> Hispanic/Latino | <input type="checkbox"/> American Indian/Alaska Native |
| <input type="checkbox"/> Native Hawaiian/Pacific Islander | <input type="checkbox"/> White |

ORGANIZATIONS ONLY: Select one code.

- | | |
|--|--|
| <input type="checkbox"/> 50% or more Asian | <input type="checkbox"/> 50% or more Black/African American |
| <input type="checkbox"/> 50% or more Hispanic/Latino | <input type="checkbox"/> 50% or more American Indian/Alaska Native |
| <input type="checkbox"/> 50% or more Native Hawaiian/Pacific Islander | <input type="checkbox"/> 50% or more White |
| <input type="checkbox"/> No single group listed above represents 50% or more | |

B. CHECKLIST - The following materials are a required part of your application.

SUBMIT YOUR APPLICATION ELECTRONICALLY TO: christine.stewart1@maryland.gov

List the items attached in the body of **one email** and **provide links to supplementary materials (publications, performances, images) wherever possible** rather than attachments. Test the links before incorporating them.

Should the size of the images, etc. be too large, contact AiE Program Director Christine Stewart to discuss an upload to Dropbox.

NOTE: Artists must contact the AiE Program Director *at least forty-eight hours (48) hours before the deadline (by 5:00 pm on September 12, 2018) regarding the Dropbox option* to avoid technical difficulties.

There are no extensions. Deadlines are firm.

Artists application email should begin with a cover letter and list the attachments/links in order; attachments should be clearly labeled and include artist's last name.

- A resume* listing both professional and educational background. Performing companies must submit the artistic director's resume. Include reviews, press, prizes, interviews, etc.
- Three character references.* For each reference, please include how you know the person or your relationship to them, a brief explanation describing why you included them as a character reference, and their contact information, including an address and telephone number. Performing companies must submit character references for the artistic director.
- An essay* that addresses the following topics (may not exceed two 8 ½" x 11" pages):
 - why you (or your performing company) want to be an artist-in-residence
 - how you (or your performing company) will enrich the artists-in-residence program
 - what your (or your performing company's) goals, objectives, and expectations are in relation to the artists-in-residence program
 - what you (or your performing company) will provide as an artist-in-residence that is different from what a classroom teacher provides
 - what new or different skills you (or your performing company) will be able to share with the classroom teacher
 - how you (or your performing company) establish a connection to students in a school setting
- A detailed description of a sample residency project* (may not exceed one 8 ½" x 11" page). Include the sequence of events within the residency, information about the culminating activity, the grade level(s) for which the residency is designed, and how the residency addresses the Common Core Curriculum or Fine Arts Standards.

Resources:

National Core Arts Standards (Dance, Music, Theatre, Media, Visual Arts):
<http://www.nationalartsstandards.org/>

Maryland Common Core Curriculum Framework (English/Language Arts, Mathematics, Literacy in History/Social Studies, Literacy in Science and Technical Subjects):
<http://mdk12.org/instruction/commoncore/index.html>

(checklist continues next page)

B. CHECKLIST - continued

Maryland Fine Arts Standards:

Dance: <https://officeoffinearts.files.wordpress.com/2018/01/dance-standards-grades-p-12.pdf>

Media: <https://officeoffinearts.files.wordpress.com/2018/01/media-arts-standards-grades-p-12.pdf>

Music: <https://officeoffinearts.files.wordpress.com/2018/01/music-standards-grades-p-12.pdf>

Theatre: <https://officeoffinearts.files.wordpress.com/2018/01/theatre-standards-grades-p-12-1.pdf>

Visual Art: <https://officeoffinearts.files.wordpress.com/2018/01/visual-art-standards-grades-p-12.pdf>

- A list of *workshops and/or residencies* you (or performing company) have conducted in schools during the past two school years (2016-17, 2017-18). Provide the following information for each: the name of the school/site where the workshop or residency was presented, the name of the workshop or residency, and the date(s) when the workshop or residency was presented. Please include information on any performances given as part of the residency—title, running time, grade level(s), number of performers.
- Link to video of at least one workshop or performance presented to students in a school setting or children/youth in a community setting. The workshop/performance should be appropriate for students and not geared toward adults. **A professionally produced video is not required.**

Please load the video on your website or YouTube and check to make sure the link to website/YouTube and the video work.

SPECIFICATIONS: Video may not exceed 60 minutes in running time and does not have to be professionally produced.

The following information should be submitted: performer's name, title and running time of each workshop or performance, the name of the school/site where each workshop or performance took place, and the date of each workshop or performance. **The workshops and/or performances must have taken place after September 14, 2016.**

(certification next page)

C. CERTIFICATION

Individual Performing Artists:

I certify that I am a Maryland resident, that I am 18 years of age or older, that the information provided in and with my application is true and correct, and that the work I am submitting is my own.

Signature: _____

Typed/Printed Name of Signer: _____

Date: _____

Performing Companies:

I certify that I have been authorized by the organization I represent to submit this application on their behalf. I further certify that the organization I represent is located in Maryland, that all artists are 18 years of age or older, that the information provided in and with the application is true and correct, and that the work submitted is that of the organization.

Signature: _____

Typed/Printed Name of Signer: _____

Date: _____

MARYLAND STATE ARTS COUNCIL
ARTISTS-IN-EDUCATION PROGRAM

Playwrights-in-Residence Application

DEADLINE: SEPTEMBER 14, 2018

A. GENERAL INFORMATION

Playwright's Name <input type="checkbox"/> Dr. <input type="checkbox"/> Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Ms.		
Mailing Address		
City	MD	Zip Code + Four
County - if Baltimore City, please write "City"		
Day Phone - include area code		Evening Phone - include area code
Fax - include area code		Cell Phone - include area code
Email Address		
Federal Congressional District <u>Number</u> +		State Legislative District <u>Number</u> +
Website URL		

+This information may be found at www.mdelect.net. Individuals: use your home address; performing companies: use your main business address. DO NOT LEAVE BLANK.

This information is gathered for statistical purposes only and will not affect the review of your application.

Select any combination.

- | | |
|---|--|
| <input type="checkbox"/> Asian | <input type="checkbox"/> Black/African American |
| <input type="checkbox"/> Hispanic/Latino | <input type="checkbox"/> American Indian/Alaska Native |
| <input type="checkbox"/> Native Hawaiian/Pacific Islander | <input type="checkbox"/> White |

B. CHECKLIST - The following materials are a required part of your application.

SUBMIT YOUR APPLICATION ELECTRONICALLY TO: christine.stewart1@maryland.gov

List the items attached in the body of **one email** and **provide links to supplementary materials (publications, performances, images) wherever possible** rather than attachments. Test the links before incorporating them.

Should the size of the images, etc. be too large, contact AiE Program Director Christine Stewart to discuss an upload to Dropbox.

NOTE: Artists must contact the AiE Program Director *at least forty-eight hours (48) hours before the deadline (by 5:00 pm on September 12, 2018) regarding the Dropbox option* to avoid technical difficulties.

There are no extensions. Deadlines are firm.

Artists application email should begin with a cover letter and list the attachments/links in order; attachments should be clearly labeled and include artist's last name.

- A resume* listing both professional and educational background. Include reviews, press, prizes, interviews, etc.
- A list of published and produced plays.* For each, include the title of the play, the date when it was published, and if the play was produced, the name of the venue where it was produced.
- Three character references.* For each reference, please include how you know the person or your relationship to them, a brief explanation describing why you included them as a character reference, and their contact information, including an address and telephone number.
- An essay that addresses the following topics (may not exceed two 8 ½" x 11" pages):*
 - why you want to be an artist-in-residence
 - how you will enrich the artists-in-residence program
 - what your goals, objectives, and expectations are in relation to the artists-in-residence program
 - what you will provide as an artist-in-residence that is different from what a classroom teacher provides
 - what new or different skills you will be able to share with the classroom teacher
 - how you establish a connection to students in a school setting
 - any additional information you would like to share with the AiE panel
- A detailed description of a sample residency project (may not exceed one 8 ½" x 11" page).* Include the sequence of events within the residency, information about the culminating activity, the grade level(s) for which the residency is designed, and how the residency addresses the Common Core Curriculum or Core Arts Standards.

Resources:

National Core Arts Standards (Dance, Music, Theatre, Media, Visual Arts):
<http://www.nationalartsstandards.org/>

Maryland Common Core Curriculum Framework (English/Language Arts, Mathematics, Literacy in History/Social Studies, Literacy in Science and Technical Subjects):
<http://mdk12.org/instruction/commoncore/index.html>

(checklist continues next page)

B. CHECKLIST - continued

Maryland Fine Arts Standards:

Dance: <https://officeoffinearts.files.wordpress.com/2018/01/dance-standards-grades-p-12.pdf>

Media: <https://officeoffinearts.files.wordpress.com/2018/01/media-arts-standards-grades-p-12.pdf>

Music: <https://officeoffinearts.files.wordpress.com/2018/01/music-standards-grades-p-12.pdf>

Theatre: <https://officeoffinearts.files.wordpress.com/2018/01/theatre-standards-grades-p-12-1.pdf>

Visual Art: <https://officeoffinearts.files.wordpress.com/2018/01/visual-art-standards-grades-p-12.pdf>

- A list of *workshops and/or residencies* you have conducted in schools during the past two school years (2016-17, 2017-18). Provide the following information for each: the name of the school/site where the workshop or residency was presented, the name of the workshop or residency, and the date(s) when the workshop or residency was presented.

- A play that has been produced.*

SPECIFICATIONS: Your name, the name of the venue where the play was produced, and the date when the play was produced must appear on the title page of each copy. **The play must have been produced after September 14, 2016. Staged readings qualify.**

C. CERTIFICATION

I certify that I am a Maryland resident, that I am 18 years of age or older, that the information provided in and with my application is true and correct, and that the work I am submitting is my own.

Signature: _____

Typed/Printed Name of Signer: _____

Date: _____

MARYLAND STATE ARTS COUNCIL
ARTISTS-IN-EDUCATION PROGRAM

Poets-in-Residence Application

DEADLINE: SEPTEMBER 14, 2018

A. GENERAL INFORMATION

Poet's Name <input type="checkbox"/> Dr. <input type="checkbox"/> Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Ms.		
Mailing Address		
City	State	Zip Code + Four
County - if Baltimore City, please write "City"		
Day Phone - include area code		Evening Phone - include area code
Fax - include area code		Cell Phone - include area code
Email Address		
Federal Congressional District <u>Number</u> +		State Legislative District <u>Number</u> +
Website URL		

+This information may be found at www.mdelect.net. Individuals: use your home address; performing companies: use your main business address. DO NOT LEAVE BLANK.

This information is gathered for statistical purposes only and will not affect the review of your application.

Select any combination.

- | | |
|---|--|
| <input type="checkbox"/> Asian | <input type="checkbox"/> Black/African American |
| <input type="checkbox"/> Hispanic/Latino | <input type="checkbox"/> American Indian/Alaska Native |
| <input type="checkbox"/> Native Hawaiian/Pacific Islander | <input type="checkbox"/> White |

B. CHECKLIST - The following materials are a required part of your application.

SUBMIT YOUR APPLICATION ELECTRONICALLY TO: christine.stewart1@maryland.gov

List the items attached in the body of **one email** and **provide links to supplementary materials (publications, performances, images) wherever possible** rather than attachments. Test the links before incorporating them.

Should the size of the images, etc. be too large, contact AiE Program Director Christine Stewart to discuss an upload to Dropbox.

NOTE: Artists must contact the AiE Program Director *at least forty-eight hours (48) hours before the deadline (by 5:00 pm on September 12, 2018) regarding the Dropbox option* to avoid technical difficulties.

There are no extensions. Deadlines are firm.

Artists application email should begin with a cover letter and list the attachments/links in order; attachments should be clearly labeled and include artist's last name.

- A resume* listing both professional and educational background. Include reviews, press, prizes, interviews, etc.
- A list of published work.* For each, include the title, the name of the publication, and the date it was published. (May not be self-published.)
- Three character references.* For each reference, please include how you know the person or your relationship to them, a brief explanation describing why you included them as a character reference, and their contact information, including an address and telephone number.
- An essay* that addresses the following topics (may not exceed two 8 ½" x 11" pages):
 - why you want to be an artist-in-residence
 - how you'll enrich the artists-in-residence program
 - what your goals, objectives, and expectations are in relation to the artists-in-residence program
 - what you'll provide as an artist-in-residence that's different from what a classroom teacher provides
 - what new or different skills you'll be able to share with the classroom teacher
 - how you establish a connection to students in a school setting
 - any additional information you'd like to share with the AiE panel
- A detailed description of a sample residency project* (may not exceed one 8 ½" x 11" page). Include the sequence of events within the residency, information about the culminating activity, the grade level(s) for which the residency is designed, and how the residency addresses the Common Core Curriculum or Core Arts Standards. (Poets will find appropriate standards in English/Language Arts.)

Resources:

National Core Arts Standards (Dance, Music, Theatre, Media, Visual Arts):
<http://www.nationalartsstandards.org/>

Maryland Common Core Curriculum Framework (English/Language Arts, Mathematics, Literacy in History/Social Studies, Literacy in Science and Technical Subjects):
<http://mdk12.org/instruction/commoncore/index.html>

(checklist continues next page)

B. CHECKLIST - continued

Maryland Fine Arts Standards:

Dance: <https://officeoffinearts.files.wordpress.com/2018/01/dance-standards-grades-p-12.pdf>

Media: <https://officeoffinearts.files.wordpress.com/2018/01/media-arts-standards-grades-p-12.pdf>

Music: <https://officeoffinearts.files.wordpress.com/2018/01/music-standards-grades-p-12.pdf>

Theatre: <https://officeoffinearts.files.wordpress.com/2018/01/theatre-standards-grades-p-12-1.pdf>

Visual Art: <https://officeoffinearts.files.wordpress.com/2018/01/visual-art-standards-grades-p-12.pdf>

- A list of *workshops and/or residencies* you have conducted in schools during the past two school years (2016-17, 2017-18). Provide the following information for each: the name of the school/site where the workshop or residency was presented, the name of the workshop or residency, and the date(s) when the workshop or residency was presented.
- Six published poems* – send links to poems or combine into one document.

SPECIFICATIONS: *Self-published poems are ineligible.* For each poem, indicate the poem’s title, the date when the poem was written, the date when the poem was published, and the name of the publication. **Three of the poems must have a publication date after September 14, 2016.**

C. CERTIFICATION

I certify that I am a Maryland resident, that I am 18 years of age or older, that the information provided in and with my application is true and correct, and that the work I am submitting is my own.

Signature: _____

Typed/Printed Name of Signer: _____

Date: _____

MARYLAND STATE ARTS COUNCIL
ARTISTS-IN-EDUCATION PROGRAM

Visual Artists-in-Residence Application

DEADLINE: SEPTEMBER 14, 2018

Visual Artist's Name <input type="checkbox"/> Dr. <input type="checkbox"/> Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Ms.		
Mailing Address		
City	State	Zip Code + <i>Four</i>
County - if Baltimore City, please write "City"		
Day Phone - include area code		Evening Phone - include area code
Fax - include area code		Cell Phone - include area code
Email Address		
Federal Congressional District <u>Number</u> +		State Legislative District <u>Number</u> +
Website URL		

+This information may be found at www.mdelect.net. Individuals: use your home address; performing companies: use your main business address. DO NOT LEAVE BLANK.

This information is gathered for statistical purposes only and will not affect the review of your application.

Select any combination.

- | | |
|---|--|
| <input type="checkbox"/> Asian | <input type="checkbox"/> Black/African American |
| <input type="checkbox"/> Hispanic/Latino | <input type="checkbox"/> American Indian/Alaska Native |
| <input type="checkbox"/> Native Hawaiian/Pacific Islander | <input type="checkbox"/> White |

B. CHECKLIST - The following materials are a required part of your application.

SUBMIT YOUR APPLICATION ELECTRONICALLY TO: christine.stewart1@maryland.gov

List the items attached in the body of **one email** and **provide links to supplementary materials (publications, performances, images) wherever possible** rather than attachments. Test the links before incorporating them.

Should the size of the images, etc. be too large, contact AiE Program Director Christine Stewart to discuss an upload to Dropbox.

NOTE: Artists must contact the AiE Program Director *at least forty-eight hours (48) hours before the deadline (by 5:00 pm on September 12, 2018) regarding the Dropbox option* to avoid technical difficulties.

There are no extensions. Deadlines are firm.

Artists application email should begin with a cover letter and list the attachments/links in order; attachments should be clearly labeled and include artist's last name.

- A resume* listing both professional and educational background. Include reviews, press, prizes, interviews, etc.
- A list of exhibitions and/or commissions.* For each, include the name of the exhibit or commission and the date(s) of the exhibit or commission.
- Three character references.* For each reference, please include how you know the person or your relationship to them, a brief explanation describing why you included them as a character reference, and their contact information, including an address and telephone number.
- An essay* that addresses the following topics (may not exceed two 8 ½" x 11" pages):
 - why you want to be an artist-in-residence
 - how you will enrich the artists-in-residence program
 - what your goals, objectives, and expectations are in relation to the artists-in-residence program
 - what you will provide as an artist-in-residence that is different from what a classroom teacher provides
 - what new or different skills you will be able to share with the classroom teacher
 - how you establish a connection to students in a school setting
 - any additional information you would like to share with the AiE panel
- A detailed description of a sample residency project* (may not exceed one 8 ½" x 11" page). Include the sequence of events within the residency, information about the culminating activity, the grade level(s) for which the residency is designed, and how the residency addresses the Common Core Curriculum or Core Arts Standards. (Poets will find appropriate standards in English/Language Arts.)

Resources:

National Core Arts Standards (Dance, Music, Theatre, Media, Visual Arts):
<http://www.nationalartsstandards.org/>

Maryland Common Core Curriculum Framework (English/Language Arts, Mathematics, Literacy in History/Social Studies, Literacy in Science and Technical Subjects):
<http://mdk12.org/instruction/commoncore/index.html>

(checklist continues next page)

B. CHECKLIST - continued

Maryland Fine Arts Standards:

Dance: <https://officeoffinearts.files.wordpress.com/2018/01/dance-standards-grades-p-12.pdf>

Media: <https://officeoffinearts.files.wordpress.com/2018/01/media-arts-standards-grades-p-12.pdf>

Music: <https://officeoffinearts.files.wordpress.com/2018/01/music-standards-grades-p-12.pdf>

Theatre: <https://officeoffinearts.files.wordpress.com/2018/01/theatre-standards-grades-p-12-1.pdf>

Visual Art: <https://officeoffinearts.files.wordpress.com/2018/01/visual-art-standards-grades-p-12.pdf>

- A list of *workshops and/or residencies* you have conducted in schools during the past two school years (2016-17, 2017-18). Provide the following information for each: the name of the school/site where the workshop or residency was presented, the name of the workshop or residency, and the date(s) when the workshop or residency was presented.
- Reviews, press items, list of prizes, interviews, etc.
- Links to ten images of your work.* Artists are also encouraged to submit an additional ten images of work **via a link (preferred)** that was completed by students during a residency led by the artist.

Reviewers often are not able to access Dropbox or other file-sharing options, even with permission. A link to a website with images is highly recommended/preferred.

SPECIFICATIONS FOR WORK COMPLETED BY THE VISUAL ARTIST: In list form, please provide the title, completion date, dimensions (height x width x depth), and medium for each image. The images may represent up to ten separate works, or a selection of works and details.

All work must have been completed after September 14, 2016. Attach document to your email.

SPECIFICATIONS FOR WORK COMPLETED BY STUDENTS DURING A RESIDENCY LED BY THE VISUAL ARTIST: In list form, please provide the title, the name of the school where the residency occurred, completion date, dimensions (height x width x depth), and medium for each image. The images may represent up to ten separate works, or a selection of works and details.

All works must have been completed after September 14, 2016. Attach document to your email.

C. CERTIFICATION

I certify that I am a Maryland resident, that I am 18 years of age or older, that the information provided in and with my application is true and correct, and that the work I am submitting is my own. If student work is being submitted, I additionally certify that this work was completed by students during a residency that I led.

Signature: _____

Typed/Printed Name of Signer: _____

Date: _____

VISITING PERFORMERS PROGRAM

Overview

The [Visiting Performers Program](#) is a component of the AiE Program. The Visiting Performers Program provides opportunities for presentations of performances, sometimes followed by 1-2 workshop sessions (if school and artist agree to conduct them – they are not required), for students in assembly programs or in classrooms. Names of artists selected by the advisory panel to participate in the Visiting Performers Program are listed in the Visiting Performers Roster. Artists are selected for inclusion in the Visiting Performers Program on the basis of artistic achievement and ability to work with students and faculty in a school environment. For more information on the AiE Visiting Performers Program, visit the MSAC website at www.msac.org.

PLEASE NOTE: This is NOT a residency program. Artists interested in providing sequential learning residencies in a school setting should complete the Performing Artists-in-Residence application (pages 11-13).

Roster of Artists

Artists in the Visiting Performers Program are listed on the [Visiting Performers Roster](#) on the MSAC website. School representatives contact the artist directly regarding scheduling of performances and availability of block grant funds. **MSAC artists already on the Artist-in-Residence (AiR) roster are not automatically eligible for the Visiting Performer roster. AiR artists must still apply.**

Program Details

Artists listed on the Visiting Performers Roster of Artists are eligible to receive an annual block grant that allows them to discount their performances to schools. The rules regarding the block grant are as follows:

- The block grant is awarded on an annual basis (July 1 through June 30), however payment of the block grant is sent upon receipt of a grant agreement in September/October in two payments: 50% Fall and 50% Spring.
- The block grant must be spent in the fiscal year in which it is awarded.
- Block grant funds may be spent in any Maryland non-profit school - public, private, or parochial (festivals are not eligible).
- Any unspent block grant funds must be returned to the MSAC/AiE Program by June 20.
- A school may obtain funding for no more than three different AiE co-funded performances each school year.
- The total cost of a performance is determined as follows: performance fee + travel costs = total cost of performance. *The performance fee also includes the 1-2 workshops if the school and artist agree to conduct them.*

In order to track the block grant funds, artists are required to submit one copy of a contract signed by both the artist and a school representative before the date of the performance. After the performance is complete, the artist and school representative are required to file separate final reports. Final reports may be downloaded from the MSAC website. Artists should provide the school with a copy of the evaluation they are to complete on the day of the performance.

Application Information

Artists interested in the Visiting Performers Program must submit the application form and supplemental materials.

**MARYLAND STATE ARTS COUNCIL
ARTS IN EDUCATION PROGRAM**

Visiting Performers Application

DEADLINE: SEPTEMBER 14, 2018

A. GENERAL INFORMATION

Name of Artist or Company		
Contact Person's Name – if applicable <input type="checkbox"/> Dr. <input type="checkbox"/> Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Ms.		
Mailing Address		
City	MD	Zip Code + Four
County - if Baltimore City, write "City"		
Day Phone - include area code		Evening Phone - include area code
Fax - include area code		Cell Phone - include area code
Email Address		
Federal Congressional District <u>Number</u> +		State Legislative District <u>Number</u> +
Website URL		

+This information may be found at www.mdelect.net. Individuals: use your home address; performing companies: use your main business address. DO NOT LEAVE BLANK.

This information is gathered for statistical purposes only and will not affect the review of your application.

INDIVIDUALS ONLY: Select any combination.

- | | |
|---|--|
| <input type="checkbox"/> Asian | <input type="checkbox"/> Black/African American |
| <input type="checkbox"/> Hispanic/Latino | <input type="checkbox"/> American Indian/Alaska Native |
| <input type="checkbox"/> Native Hawaiian/Pacific Islander | <input type="checkbox"/> White |

ORGANIZATIONS ONLY: Select one code.

- | | |
|--|--|
| <input type="checkbox"/> 50% or more Asian | <input type="checkbox"/> 50% or more Black/African American |
| <input type="checkbox"/> 50% or more Hispanic/Latino | <input type="checkbox"/> 50% or more American Indian/Alaska Native |
| <input type="checkbox"/> 50% or more Native Hawaiian/Pacific Islander | <input type="checkbox"/> 50% or more White |
| <input type="checkbox"/> No single group listed above represents 50% or more | |

B. CHECKLIST - The following materials are a required part of your application.

SUBMIT YOUR APPLICATION ELECTRONICALLY TO: christine.stewart1@maryland.gov

List the items attached in the body of **one email** and **provide links to supplementary materials (publications, performances, images) wherever possible** rather than attachments. Test the links before incorporating them.

Should the size of the images, etc. be too large, contact AiE Program Director Christine Stewart to discuss an upload to Dropbox.

NOTE: Artists must contact the AiE Program Director *at least forty-eight hours (48) hours before the deadline (by 5:00 pm on September 12, 2018) regarding the Dropbox option* to avoid technical difficulties.

There are no extensions. Deadlines are firm.

Artists application email should begin with a cover letter and list the attachments/links in order; attachments should be clearly labeled and include artist's last name.

- A resume* listing both professional and educational background. Performing companies must submit the artistic director's resume. Include reviews, press, prizes, interviews, etc.
- Three character references.* For each reference, please include how you know the person or your relationship to them, a brief explanation describing why you included them as a character reference, and their contact information, including an address and telephone number. Performing companies must submit character references for the artistic director.
- An essay* that addresses the following topics (may not exceed two 8 ½" x 11" pages):
 - why you (or your performing company) want to be an visiting performer
 - how you (or your performing company) will enrich the visiting performers program
 - what your (or your performing company's) goals, objectives, and expectations are in relation to the visiting performers program
 - how you (or your performing company) establish a connection to students in a school setting
 - any additional information you would like to share with the AiE panel
- A list of performances offered.* Include the following information for each performance: title, number of performers, running time in minutes, the grade level(s) for which the performance is designed, how the performance addresses curriculum standards, the single performance cost, and the back-to-back performance cost. **Note that the cost of 1-2 workshops should be included in the performance cost. They are not a separate fee in addition to the performance cost.**

Resources:

National Core Arts Standards (Dance, Music, Theatre, Media, Visual Arts):
<http://www.nationalartsstandards.org/>

Maryland Common Core Curriculum Framework (English/Language Arts, Mathematics, Literacy in History/Social Studies, Literacy in Science and Technical Subjects):
<http://mdk12.org/instruction/commoncore/index.html>

(checklist continues next page)

B. CHECKLIST – continued

Maryland Fine Arts Standards:

Dance: <https://officeoffinearts.files.wordpress.com/2018/01/dance-standards-grades-p-12.pdf>

Media: <https://officeoffinearts.files.wordpress.com/2018/01/media-arts-standards-grades-p-12.pdf>

Music: <https://officeoffinearts.files.wordpress.com/2018/01/music-standards-grades-p-12.pdf>

Theatre: <https://officeoffinearts.files.wordpress.com/2018/01/theatre-standards-grades-p-12-1.pdf>

Visual Art: <https://officeoffinearts.files.wordpress.com/2018/01/visual-art-standards-grades-p-12.pdf>

- A list of performances* (and workshops if applicable) you (or your performing company) have *presented during the past two school years* (2016-17, 2017-18). Provide the following information for each: the name of the school/site where the performance (and workshop) was presented, the name of the performance (and workshop), and the date the performance (and workshop) was presented.
- Study guides, outlines, lesson plans*--anything that might supplement your performance for teacher use in the classroom.
- Link to video of at least one workshop or performance presented to students in a school setting or children/youth in a community setting. The workshop/performance should be appropriate for students and not geared toward adults. **A professionally produced video is not required.**

Please load the video on your website or YouTube and check to make sure the link to website/YouTube and the video work.

SPECIFICATIONS: Video may not exceed 60 minutes in running time and does not have to be professionally produced.

The following information should be submitted: performer's name, title and running time of each workshop or performance, the name of the school/site where each workshop or performance took place, and the date of each workshop or performance. **The workshops and/or performances must have taken place after September 14, 2016.**

(certification next page)

C. CERTIFICATION

Individual Performing Artists:

I certify that I am a Maryland resident, that I am 18 years of age or older, that the information provided in and with my application is true and correct, and that the work I am submitting is my own.

Signature: _____

Typed/Printed Name of Signer: _____

Date: _____

Performing Companies:

I certify that I have been authorized by the organization I represent to submit this application on their behalf. I further certify that the organization I represent is located in Maryland, that all artists are 18 years of age or older, that the information provided in and with the application is true and correct, and that the work submitted is that of the organization.

Signature: _____

Typed/Printed Name of Signer: _____

Date: _____

COMMUNITY ARTS DEVELOPMENT/ARTISTS-IN-EDUCATION PROGRAM (CAD/AiE)

County arts councils receive MSAC funds designated for AiE programs in their counties. The CAD/AiE Program is separate and distinct from the MSAC AiE Program, and is administered in each county by the county arts council. Artists should contact their county arts council concerning the availability of CAD/AiE opportunities and applying to any county rosters. Use the contact information below to reach the county arts councils.

County	Telephone	Website
Allegany	301-777-2787	http://www.alleganyartscouncil.org/
Anne Arundel	410-222-7949	https://www.acaac.org/
Baltimore City	410-752-8632	http://www.promotionandarts.com/
Baltimore County	410-887-5333	http://www.baltimorecountymd.gov/Agencies/commartssciences/
Calvert	410-257-7005	http://www.calvertarts.org/
Caroline	410-479-1009	http://www.carolinearts.org/
Carroll	410-848-7272	http://www.carrollcountyartscouncil.org/
Cecil	410-392-5740	http://www.cecilcountyartscouncil.org/
Charles	301-392-5900	http://www.charlescountyarts.org/
Dorchester	410-228-7782	http://www.dorchesterarts.org/
Frederick	301-662-4190	http://www.frederickartscouncil.org/
Garrett	301-334-6580	http://www.garrettarts.com/
Harford	410-638-3527	http://www.culturalartsboard.org/
Howard	410-313-2787	http://www.hocoarts.org/
Kent	410-778-3831	http://www.kentcountyartscouncil.org/
Montgomery	301-565-3805	http://www.creativemoco.com/
Prince George's	301-277-1402	http://pgahc.org/
Queen Anne's	410-758-2520	http://queenannescountyarts.com/
St. Mary's	301-475-6868	http://www.stmarysartscouncil.com/
Somerset	410-968-2787	http://www.socoarts.org/
Talbot	410-745-0222	http://www.talbotarts.org/
Washington	301-791-3132	http://www.washingtoncountyarts.com/
Wicomico	410-543-2787	http://www.543arts.com/
Worcester	410-641-0809	http://www.worcestercountyartscouncil.org/