

ARTIST RESIDENCY Guidelines

The Delaware Division of the Arts provides funding to support artist residency programs that actively engage students in the creative process with a professional artist.

Artist Residency Goals

The Division of the Arts has established **three goals** for Artist Residency grants:

1. Actively engage students in the creative process with a professional artist
2. Provide new arts knowledge and skills to classroom teachers and arts specialists
3. Facilitate teaching opportunities for teaching artists

Eligible schools may request funding for artist residencies that support visual, literary, performing or media artists working with students in the classroom under teacher supervision, or in professional development workshops with teachers. The focus of the artist's activities should be on classroom learning or teacher workshops. A public assembly may be a component of the artist's visit, but not the solitary purpose of the visit. In any case, the proposed arts education activity must be an integral part of the residency site's regular standards-based curriculum or professional development plans for the organization. Note: Proposed activities and objectives must be aligned with [Delaware's Visual and Performing Arts Standards](#).

Eligibility for an Artist Residency

All Delaware pre K-12 public, charter, private, and parochial schools with an established arts curriculum and staff are eligible to apply. Artist residencies are intended to augment, not supplant, existing arts programs.

No more than two residency applications may be made by the same organization in any calendar year without the permission of the Division Director

Application Components

The Artist Residency Grant application includes:

- A school profile
- Narrative questions describing the project and how it meets the evaluation criteria
- Project budget
- Letter of intent or contract with the artist
- Current professional résumé
- Artist work samples

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Evaluation Criteria for Artist Residencies

Residency applications are evaluated on the following criteria:

- Qualifications of participating artist(s)
- Integration of the arts activity into the existing curriculum, educational programming, or professional development activities
- Connection to the [Delaware Visual and Performing Arts Standards](#)
- Projected goals for the residency and measurable results (both tangible products and anticipated impact on the participants)
- Inclusion of teachers or on-site coordinators in the planning and execution of the residency
- Where practical, a public component (exhibit, performance, or culminating presentation)

Activity Dates

Artist residencies must be scheduled for a minimum of five days. Where practical, the Division encourages a corresponding public component of the residency, such as a performance, exhibit, or presentation, open to the community at large.

The artist's days in a residency need not be consecutive. Some residency sites prefer to have an artist come in once or twice a week, depending on scheduling constraints and the nature of the project.

Matching Funds and Grant Award Limits

Applicants may request up to 75% of the artist fees, not to exceed \$250/day for individual artists or \$350/day for groups. The applicant school or organization is responsible for all contractual obligations to the artist(s) and other costs incurred during the activity. All other expenses must be covered by the host site or funds from other sources.

Application Deadline and Filing

Artist Residency applications are accepted on an ongoing basis, but must be submitted at least six (6) weeks prior to the start of the scheduled residency. Earlier applications are recommended, whenever possible. The Artist Residency e-grant application may be accessed at artsdel.egrant.net.

Grant Review Process

Division staff members, in conjunction with the Division Director, review Artist Residency Grant applications. The Director then makes final decisions on funding. For details on the grant review process and appeals procedure, read the Delaware Division of the Arts [Grant Review Process](#).

Notification of Grant Awards

Applicants will be notified of the decision of the grant review committee within four weeks of application submission. Awardees will receive full payment following notification of their selection.

Grant Payment Procedures

Grantees will be notified of awards via email, and payments will be issued according to the payment schedule issued with the award notice. Grantees may opt to receive payments through electronic fund transfer (recommended) by updating their information on Delaware's Substitute [W-9 form](#).

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Final Evaluation Report

Final Reports for Artist Residency grants must be submitted through artsdel.egrant.net to the Division of the Arts within 30 days following the end date of the project. Failure to submit this report may impact future Division of the Arts funding.

Statement of Assurances

The Statement of Assurances is the contract that all Division grantees must sign. Grant applicants must indicate that their organization's authorizing official has read and agreed to the obligations of grant recipients should a grant be awarded. Receipt of state and federal grants carries with it certain obligations and responsibilities. By submitting a Division of the Arts grant application, applicants are affirming that they are familiar with the requirements of the Delaware Division of the Arts and the National Endowment for the Arts, as presented in the Division of the Arts [Statement of Assurances](#), including but not limited to:

- Crediting the Division appropriately on all materials
- Keeping public events current on DelawareScene.com
- Notifying the Division of any significant changes to the programs, budget, or staff/board
- Providing opportunities for on-site evaluations
- Compliance with Accessibility Requirements
- Submitting required Final Report