



# VSA Minnesota Artists-in-Residence Program *Request Guidelines and Forms*

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\* Visit our website to download the **Request Form at**  
<http://vsamn.org/arts-education/resources-education>.

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## ***VSA Minnesota General Information***

### **Mission**

VSA Minnesota's mission is to create a community where people with disabilities can learn through, participate in and access the arts. We are a non-profit organization, founded in 1986, that provides programs and services that make the arts available and accessible to Minnesotans with disabilities.

### **Values**

VSA Minnesota is dedicated to ensuring that music, theater, dance, creative writing, visual and media arts play a part in the lives of all people. In addition, VSA Minnesota believes that experiences in the arts enhance personal growth, increase educational achievement and enable career success. Participation in the arts promotes acceptance and inclusion in all aspects of life.

### **History**

VSA Minnesota is part of the national and international network of VSA organizations based in Washington D.C. through the Education Department of the John F. Kennedy Center for the Performing Arts. VSA offers programming in music, visual arts, writing, dance and other art forms directly through its network of 40 U.S. affiliates and in 65 affiliated organizations around the world. Formed in 1974 by Ambassador Jean Kennedy Smith, 18 years before the passage of the Americans with Disabilities Act, VSA was originally known as National Committee - Arts for the Handicapped. VSA has played a significant role over the years in changing society's attitudes toward people with disabilities. With that change, the organization has regularly looked at its own identity to ensure it is consistent with current attitudes and language used by the disability community.

VSA is not an acronym for our former name Very Special Arts nor for the other phrases we used such as Vision, Strength & Access. Words such as 'special' and 'handicapped' do not reflect current language trends in the United States and many other countries. Rather, VSA, VSA Minnesota and all of the other affiliates will acknowledge our former names and our history as being part of what brought us to where we are today and what informs our current composition.

The Evolution of the VSA name:  
1974: National Committee - Arts for the Handicapped  
1985: Very Special Arts  
1999: VSA arts  
2010: VSA



## ***Artists-in-Residence Program***

VSA Minnesota believes that all Minnesota students should have access to high quality arts learning experiences as part of a complete, basic education. The goal of the Artists-in-Residence (AIR) Program is to enhance creative expression and personal development through arts experiences for students with disabilities and their peers who otherwise would have limited access. These programs act as a catalyst for partnerships between educational settings throughout the state and teaching artists to work together to support, strengthen, and expand arts education for all Minnesota students.

Residency projects are scheduled according to available funding, location of requests and teaching artist availability. Projects vary in artistic disciplines and duration, dependent upon the needs of the students. While it is not a requirement, participants in these projects are encouraged utilize the VSA Minnesota's Teaching Artist Roster. Residency sponsors and teaching artists work together to design the residency project, along with administrative support from VSA Minnesota's Arts in Education Coordinator (AEC). Teaching Artists (TA) who work with VSA Minnesota are professional artists with expertise in one or more arts disciplines and have skills in working with children, youth, and teachers in educational settings. In addition, these artists are familiar with various disabilities and effective methods for adapting techniques and differentiating instruction to reach all learners.

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## **Eligibility**

Any public or private school (Preschool to Grade 12), or organizations serving as an alternative education site for Special Education students (Preschool to age 21) in the state of Minnesota with students who have an Individualized Education Plan (IEP) or 504 Plan can apply.

- Residencies funded by VSA Minnesota require a minimum of **15 students** receive educational support through an **IEP/504 Plan**.
- Of the total number of students involved in a project, **at least 75% of the total participants** need to meet these educational support requirements and need to be identified as core participants of the residency project.
- Core participants need to receive a minimum of **5 direct contact hours** each with the TA.

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## **Funding Range**

Applicants developing an AIR Project Proposal can propose projects to VSA Minnesota in the range of \$1,250 - \$2,500. Applicants are asked to provide **support funds of \$300.00** (minimum) to help support their residency.

- In-kind contributions may not be used as support funds. They may, however, be included as evidence of the commitment of additional resources.

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- If the applicant wishes to extend the residency experience, they are welcome to secure additional funds from other sources and may indicate these funds in the proposal.

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## **Restrictions**

This Program does not support residencies involving:

- Educational settings which:
  - have been selected for VSA Minnesota residency for two consecutive years (or more). They are not eligible to apply again for two years. (This is an effort to encourage new applicants to apply);
  - have failed to submit the required final report documents on previous awarded AIR residencies. VSA Minnesota may not consider requests from these applicants; or
  - are unable to commit to support funds of \$300 (minimum).
- Teaching Artists that are:
  - not approved by VSA Minnesota. Residency sponsors are encouraged to make use of the VSA Minnesota Teaching Artist Roster or one of our Arts Partner's Rosters. To review these rosters, please contact the AEC; or
  - that are non-roster artists. Approval must be obtained by VSA Minnesota prior submitting the proposal. Credentials will be reviewed based on the same criteria required to be on the VSA Minnesota Teaching Artist Roster.
- Projects that are:
  - not designed to meet identified IEP goals developed by the residency committee;
  - not designed to reinforce the Minnesota Department of Education [Academic Standards in the Arts](http://education.state.mn.us/MDE/EdExc/StanCurri/K-12AcademicStandards/index.htm) (<http://education.state.mn.us/MDE/EdExc/StanCurri/K-12AcademicStandards/index.htm>);
  - primarily performance-based (bringing in an artist or group to perform a concert, play, or reading) or demonstration-based (having an artist paint a mural).
    - The activities chosen for the residency must be hands-on with students directly involved in the creative process. Performance-or demonstration-based activities in which students are primarily spectators are not considered residencies but may be suitable for VSA Minnesota **Arts Ambassador Program**.

- extra-curricular (out-of-school time) activities. Arts instruction for students should take place as part of the regular school day. However, in-service sessions may occur during non-school hours, and a limited amount of project funds can support out-of-school time engagement; or
- not preceded or followed by an in-service session for participating staff.

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## ***Application Materials***

Interested schools or educational settings are asked to complete and submit the AIR **Request Form** prior to submitting the **AIR Project Proposal**. Requests can be submitted by teachers or administrators, identified as Collaborating Staff (CS). These pages are designed as fill-in forms, to be completed on a computer, and may not be reformatted. Alternative formats are available. Visit our website to download the **Request Form**.

## **Forms**

**1. Cover Pages.** Contact information and other basic details including preferred artistic activities, IEP goals, date(s) / time(s) and participants of this residency project. AGREEMENT page needs to be signed by authorizing official.

## **Formatting and Preparation**

Submitted materials (non digital format) are preferred to be typed on 8½" x 11" white paper, standard, easy-to-read font (Arial, such as this), 12pt. or larger and a 1" margin. Please include your name and date at the top of each page, and do not exceed the number of pages allowed for each section.

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## **Process**

- Upon receiving the request, the AEC will notify requesting staff if funding is available in their Congressional District for the current school year. The submission of a request will not guarantee funding. As a statewide organization, we work to distribute residencies throughout the state. All requests must include required information to be accepted for review by VSA Minnesota.
  - If funding is available: the AEC works to contact **VSA Minnesota Roster Teaching Artists** to see who would be interested, available, and a good fit for the proposed site based on the request. Once a few artists have been identified, the AEC will contact CS and determine the TA they would like to work with to develop **AIR Project Proposal**.

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- If funding is not available: the AEC documents the site's interest in developing a residency and places the request on the waiting list. Should funds become available the applicants will be contacted in the order in which the requests were received.
- Once a TA has been identified the AEC will set up an introductory meeting with the CS. This meeting will provide the opportunity for everyone to meet, discuss the initial request including participating students, and review the application process.
- The CS and TA need to take responsibility for developing and sumitting an AIR **Project Proposal**, since this allows the most freedom for custom programming.
- Proposals need to be received a minimum **three weeks prior** to the proposed start date of the residency. This includes one complete set of items as follows:
  - Cover Pages: contact information and other basic details;
  - Narrative: project, inclusion, planning and evaluation description;
  - Budget: TA time, mileage, material cost

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## Resources

Applicants may find the following information useful, please contact the AEC:

- ***Planning a Residency Guide***, which suggests steps to creating successful residency.
- ***VSA Minnesota Teaching Artists Roster***, which lists Teaching Artists recommended for residency projects.
- ***Planning Session Worksheet***, an initial planning tool for residency.
- ***Planning and Evaluation Tools***, curriculum map, UDL guidelines, student learning stories.
- Minnesota Department of Education [Academic Standards in the Arts](http://education.state.mn.us/MDE/EdExc/StanCurri/K-12AcademicStandards/index.htm)  
(<http://education.state.mn.us/MDE/EdExc/StanCurri/K-12AcademicStandards/index.htm>);

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## Assistance

The AEC is available to answer questions about these guidelines and provide assistance regarding the application process: contact Craig Dunn directly at 612- 332-3888, 800-801-3883 or email: [craig@vsamn.org](mailto:craig@vsamn.org). If you have extensive questions, or would like to have a draft of your application reviewed prior to submitting it, please plan to schedule an appointment.

## Deadline & Delivery Instructions

Requests are processed on-going, on a first-come, first-served basis. Request forms are accepted by mail, fax or hand-delivered to VSA Minnesota. In addition, a digital copy of the request sent as an email attachment is preferred but not mandatory.

- Email a copy of the request to: [craig@vsamn.org](mailto:craig@vsamn.org)
- Mail request to:  
Attention: Arts in Education Coordinator  
VSA Minnesota  
528 Hennepin Ave., Suite 305  
Minneapolis, MN 55403
- Fax request to: (612) 305-0132
- Requests may also be hand-delivered to the VSA Minnesota office at the address above during normal business hours 8:00AM – 5:00PM, Monday – Friday, please call (612) 332-3888 or (800) 801-3883 in advance.

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## ***Funded Residency Project Requirements are as follows:***

Residency Sponsors contractual obligations:

- Authorized approval of residency project
- Payment of \$300.00 (minimum) support funds

Collaborating Staff and Teaching Artists contractual obligations:

- Develop a collaborative AIR **Project Proposal**.
- Facilitate
  - initial **planning meeting**;
  - described **residency project**;
  - **culminating event** (presentation, performance and/or exhibition); and
  - an **in-service session** for participating staff.
- Complete and submit a **final evaluation**.
  - the Collaborating Staff evaluation within 10 business days following the end of a residency project. Visit our website to download the ***Evaluation Form***.
  - the Teaching Artist evaluation within 5 business days following the end of a residency project. Visit our website to download the ***Evaluation Form***.

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Collaborating Staff additional responsibilities:

- **Documentation** through photos, when possible. Please capture students working independently or as a collaborative group, students working along with the artist, as well as the culminating event, performance and/or exhibition.
  - Photo/Media Release forms will need to be completed for each individual identified in the photos received (if not already on file). Visit our website to download the **Release Form**.
- **Record** comments made by staff, students, or parents.
- **Identify** VSA Minnesota as a financial supporter of the residency project in any press release and /or media recognition or during culminating events (i.e. a demonstration, performance, and/or exhibit) as a funder of the residency project.
  - Visit our website to download the **VSA Minnesota Credit and Publicity Guidelines**.

Teaching Artists additional responsibilities:

- Maintain an **activity log** that provides documentation on group activities and student responses, with respect to teaching observation of student growth, skill development, or other stated goals (one page minimum).
- Submit actual **expense/ reimbursement form** documenting all food, mileage and lodging expenses accompanied with all receipts. Visit our website to download the **Reimbursement Form**.

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