



# Southern Alleghenies Museum of Art

## Residency Planning Guide

Please include the *Residency Request Form*, *Budget Worksheet*, and *Narrative Description* with your request.

### Checklist:

- ❖ Residency Request Form (1 copy)
- ❖ \*Narrative Description of Project (1 copy)
- ❖ Residency Budget Worksheet (1 copy)

\*This description should address each of the points listed in the residency planning section below and must be answered in no more than two 8.5 x 11” pages, single-sided, using 10 or 12 point font. Responses must be typed.

### Residency Narrative Description:

Residency projects should be developed collaboratively with the artist(s), host site, and the Southern Alleghenies Museum of Art and must be signed by both the host organization and the artist(s). While project plans must be developed prior to application submission, it is understood that some “fine tuning” of the plans will occur between submission and actual residency. This information will be used by SAMA to determine award amounts if the event funding is not sufficient to match the Host Site’s request.

- ❖ **Goals and Objectives:** What do you want the students to achieve from this residency? How can the art form be integrated into various curricular areas? Consider arts-related goals as well as the PSSAs.
- ❖ **Core Group(s):** Identify the number, ages, and types of students in the core group(s) and how the students are selected. The core group(s) can be comprised of various grade levels but may not exceed three groups of approximately 30 students or fewer per group. The artist should meet with each core group each day of the residency.
- ❖ **Schedule of Events:** Please include a sequence of events and/or activities. You may list a day-by-day schedule of a more general outline describing the beginning, middle, and end of the residency.
- ❖ **Evidence of Student Involvement in the Creative Process:** Define the creative process and show clearly how students are involved directly in the process.
- ❖ **Teacher/Staff Involvement:** What activities are planned to bring the artist(s) and teacher(s)/staff together? Describe activities such as staff in-service workshops including time/place/topic.
- ❖ **Other Student Groups:** Describe the activities affecting the wider scope of the school. Can the artist(s) enrich the curriculum of students other than the core group students through exposure workshops? Including introductory assembly/presentation.
- ❖ **Community Outreach/Parental Involvement:** Describe activities that will reach parents and surrounding community. Possibilities include “Meet the Artist” Breakfast/Lunch at school, Parents’ Night exhibition or performance, school time exhibition or performance to which the parents and community have been invited.
- ❖ **Facilities/Supplies:** What facilities, materials, supplies, space, etc., will be made available for the residency? Include studio time and space for artist.
- ❖ **Additional Art Resources:** Describe additional resources that can be used to enhance the residency.
- ❖ **Evaluation/Follow up:** Describe how you will (a) extend the impact of the residency and (b) evaluate its effectiveness.

Please return completed forms to:

SAMA-Loretto, attn: Jessica Campbell, PO Box 9 Loretto, PA 15940

Phone: 814-472-3920 • Fax: 814-472-4131 • E-mail: [jcampbell@sama-art.org](mailto:jcampbell@sama-art.org)

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