

**MASC Subsidies**  
for Long-Term Projects

Artist in  
**Residence**

2016 - 2017 Application

- Application forms are available online at [www.masconline.ca](http://www.masconline.ca) (under Forms and Resources)
- Completed applications must be sent to MASC by:  
Email: [michelineshoebridge@masconline.ca](mailto:michelineshoebridge@masconline.ca)  
School Board Mail: MASC, c/o Fisher Park School  
Fax: 613 728-3872
- Applications must be postmarked or received by the deadline date
- Incomplete or late applications will not be considered

*\* If you would like more information, please contact MASC Residency Coordinator at [michelineshoebridge@masconline.ca](mailto:michelineshoebridge@masconline.ca) or 613 725-9119 ext. 225*

**Spring Deadline: May 31, 2016**

# General Information 2016 - 2017

## General guidelines

- MASC offers two types of long-term artistic residencies: 'Art for Art's sake' and arts infused curriculum.
- A residency is defined as an artist working for three or more full days with a single class or several classes.
- According to our Funders' guidelines, we are pleased to offer these subsidies for residencies involving MASC artists only.
- An evaluation report and thank you letter(s) to the Funder must be sent to MASC within 2 weeks of the project's completion.
- Residencies must be completed by May 12, 2017, with reports and letters received by May 26, 2017.

## Subsidies will be awarded considering the following criteria:

- Projects may be designed with one artist or they may be cross-disciplinary, with two artists involved.
- The project is strong, artist-led and provides 'hands-on' creative experiences to participants. They will have an opportunity to work with an artist two or more times over several days, to allow a more in-depth and enriching artistic experience.

## Important Notes

- MASC typically awards a subsidy ranging from \$200 to \$250 per day, depending on the project's overall cost and the number of artists involved.
- MASC never fully funds a residency. A balance is always owed by the school.
- Funding decisions will be made depending on the quality, the number of applications received and funding available.
- The Artist-in-Residence subsidy does not fund performances. Eligible schools may apply for short-term funding by contacting Cheryl Carman at [cheryl.carman@masconline.ca](mailto:cheryl.carman@masconline.ca)

## **Subsidies Available** 2016 - 2017

*Please check your school's eligibility based on the criteria below:*

**Anonymous Donor Subsidy** *Available to schools serving high-need communities (as identified by school boards) within the City of Ottawa.*

- The school pays all fees, less the subsidy, as indicated on the confirmation/invoice.
- The school agrees to provide a thank you letter to the funder from the staff and/or students within 2 weeks of project completion.
- A residency report is required upon completion of project.

**City of Ottawa Rural Initiative Subsidy** *Available to schools or community groups situated in rural districts of the City of Ottawa (Goulbourn, Rideau, Osgoode, West Carleton, Cumberland).*

- The venue pays all fees, less the subsidy as indicated on the confirmation/invoice.
- The venue agrees to provide a letter of thanks to the funder from the staff/and or students within 2 weeks of project completion.
- A residency report is required upon completion of project.

We encourage you to read our **Frequently Asked Questions and Helpful Hints** on the last page, prior to completing your application.

**Section A Subsidy Source** *Please  $\checkmark$  the subsidy that you are applying for:*

Anonymous Donor      City of Ottawa

**Section B Applicant Information**

School Name School Board:

Street and Street Number:

City:                      Province:              Postal Code:

Phone:                      Fax:

Project Coordinator's name:

Job Title:

Phone:                      Email:

Alternate phone number or email:

Best times to reach you directly:

School Principal's Name:

Phone:                      Email:

## **Section C Project Description**

**In preparing your application, please keep in mind the goal of ARTS INTEGRATION**

- Using an art project to meet curricular goals in non-art subject areas;
- Using art to cross the boundaries of core subjects and artistic concepts;
- Combining art with another subject to encourage the development of a new perspective on the material, which allows for a creative means of expressing what is being learned.

**1. Your Project Title:**

**2.** Please name the **MASC artist(s)** involved in your project. The artist(s) will be booked through MASC.

MASC Artist(s) Name:

MASC Artist(s) Name:

**3.** Which artistic disciplines will you use for this project?:

**4.** How many days will the artist(s) work at the school?:

**5.** In less than 400 words, summarize your project and describe the curriculum links that will be made:

6. How do you envision the planning process with the artist(s)?:

7. What changes would you like to see for your students through this project:

8. How will you document the project?:

9. Number of students involved:

Number of teachers involved:

Grade/age range of students:

Number of volunteers/parents involved

Number of classes involved

Please describe any unique class or school needs:

10. If applicable please list all other **Partners** for this project (ie. financial, school council, stores etc.), who will support this residency:

Partner name:

Organization:

Phone:

Partner name:

Organization:

Phone:

Partner name:

Organization:

Phone:

Partner name:

Organization:

Phone:

**11.** Please provide the **estimated cost of your project** (refer to our brochure or website for MASC artist rates):

\$	x	= \$
Artist full day rate	# of full days	
\$	x	= \$
artist half day rate	# of half days	
\$	x	= \$
material cost per student	# of participating students	
		= \$
Additional project costs ( <i>ie. equipment rental etc.</i> )		
	Subtotal	= \$

### **Section D Conditions for subsidy and signatures**

Additional costs may be charged to schools located beyond the City of Ottawa. These may include mileage, accommodation and per diems. MASC will discuss these costs, if applicable, upon receipt of the application. *HST (in Ontario) or GST (in Québec) will be added to all projects.*

*If your project proposal is selected, you agree to all of the following conditions:*

- Sign an agreement form confirming your acceptance of the subsidy.
- Provide media consent for use of photographs of students and projects. These may be used for MASC's promotional purposes.
- Confirm the dates and project schedule within 3 weeks of receiving funding approval.
- Coordinate a meeting (two weeks prior to project commencement) with the artists to discuss project content, goals and specific needs of the participants.
- Inform MASC if there is a change in project description, dates, coordinator or artists selected.
- Pay the invoice one month prior to the project's commencement.
- Complete the project by **May 12, 2017**.
- Send a written evaluation and supporting documentation such as student's work, photos etc. within 2 weeks of project completion.
- Notify MASC of any media attention the project receives.
- Acknowledge the funder and MASC in all media, communications and promotional materials pertaining to the project.

Project Coordinator's Name

Date

Principal's Name

Date

**By entering your initials in the box below, you are effectively providing your signature, indicating that all the information on this form is true and accurate, to the best of your knowledge.**

## **Frequently Asked Questions and Helpful Hints**

### ***1. How much of a subsidy can I expect to receive?***

**MASC typically allots between \$200 and \$250 per day, depending on project's costs, the number of artists involved and the number of applications received.**

### ***2. Does MASC send me a cheque for the subsidy?***

No, MASC will not send you a cheque. The subsidy amount is deducted from the overall cost of the project. MASC will send you an invoice with the balance owing, once the dates and schedules have been confirmed with the artist. MASC never FULLY funds the project; a balance is always owed by the school.

### ***3. How can I increase the amount of funding I receive?***

If your project is expected to incur additional expenses (for example equipment rental), include a budget that clearly indicates the overall expenses you anticipate for the project. In some instances, MASC may be able to increase your subsidy above the standard rate in order to help you cover these additional costs.

### ***4. If I submit my application on time, does this guarantee I receive a subsidy?***

No, MASC subsidies are subject to the availability of funds we receive from our donors and the number of applicants. These numbers vary from year to year.

### ***5. How will I know if my application has been successful?***

We will notify you by email. If your application is successful, you will receive an agreement that will require signatures from both the project coordinator and the school principal. This agreement must be signed and returned to MASC in order to secure your funding. The agreement confirms that you accept the funding, intend on completing the project and commit to paying the balance owing.

### ***6. Do I have to contact the artists before submitting my application?***

No, you do not need to contact the artist prior to applying for a subsidy. MASC contacts the artist on your behalf to outline the project, negotiate dates and schedules.

### ***7. What is the payment procedure?***

The invoice you receive is payable to MASC one month prior to the project's completion. The school pays MASC and MASC pays the artist directly.

### ***8. What happens if I need to cancel or make changes to the project plan?***

MASC's cancellation policy is indicated on your confirmation and on our website. Please read it carefully. You must notify the artist and notify MASC if there are any changes to the schedule or your project's content.