



MASC Subsidies for Extended Projects

Artist in Residence

2018 - 2019 Application

- Application forms are available online at www.masconline.ca (under Forms and Resources)
- Completed applications may be sent to MASC by December 3rd, 2018

Email: cherylcarman@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 Cheryl Carman at cherylcarman@masconline.ca or 613 725-9119 ext. 227*

Deadline: December 3rd, 2018

General Information 2018 – 2019

Artist in Residence programs provide hands-on learning opportunities for students through three, five and ten-day artist-led projects. Residencies offer opportunities for collaboration, building innovative and creative projects, where students have multiple opportunities to work with the artist, allowing for an in-depth and enriching artistic experience.

General guidelines

1. MASC offers two types of artistic residencies: “Art for Art’s sake” and “Arts Intergration”.
2. A residency is defined as an artist working for three or more full days with a single class or several classes. Half day programs are not eligible.
3. When allocating funding, MASC will give priority to projects where students have the opportunity to participate in multiple workshops with the artists.
4. Subsidies are offered for residencies involving MASC artists only.
5. MASC does not fully fund residencies. A balance will be owed by the school.
6. Funding decisions will be made depending on the quality of the project, the number of applications received and funding available.
7. An evaluation report and thank you letter(s) to the subsidy funder must be sent to MASC within 2 weeks of the project’s completion, including one to three photographs with permission for use by MASC.
8. All residencies must be completed by May 10, 2019, with reports and letters received by May 24, 2019.
9. Travel costs: Schools over 25 km. from Ottawa centre will be charged transportation costs. Please contact MASC for travel costs specific to your project.

Subsidies Available 2018 - 2019

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 National Capital Region.*

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

Subsidies will be awarded considering the following criteria:

- The project must be clearly articulated, artist-led and provide 'hands-on' creative experiences. Participants will have an opportunity to work with an artist multiple times over several days to allow a more in-depth and enriching artistic experience.
- Projects may be designed with one artist or they may be cross-disciplinary, with more artists involved.

Important Notes

- For a residency of up to five days, MASC typically offers subsidies of \$165 per day (for a project led by one artist) and \$190 per day (for a project with multiple artists.)
- Material costs may be subsidized at \$50 per day, up to a maximum of \$250 per 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 √ the subsidy that you are applying for:*

Anonymous Donor City of Ottawa

Section B Applicant Information

School Name:

School Board:

Address:

City:

Province:

Postal Code:

Phone:

Project Coordinator's name:

Cell Phone

Email:

Contact Preference Email Phone

Best times to reach you directly:

School Principal's Name:

Phone:

Email:

Section C Project Description

Your residency project must be aligned with one of the following two approaches:

Art for Art's Sake

- Using an art project to make links to the arts curriculum
- offering creative experiences to students to inspire, develop critical thinking and other skills.

OR

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, allowing 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 Name:

MASC Artist Name (if a second artist is involved) :

3. Which artistic disciplines will you use for this project?: (example: music, visual art etc)

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. Should you wish, MASC will put you in touch with the artist(s) to discuss desired outcomes of your project. *(for more space, please use an additional sheet of paper)*

6. What goals do you have for your students through this project?

7. How will you document the project?:

8. Number of classes involved:

Number of students involved:

Number of teachers involved:

Grade/age range of students:

Number of volunteers/parents involved

Please describe any unique class or school needs:

Section E Conditions for subsidy and signatures

If your project proposal is selected, you will need to 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 will be used for MASC's promotional purpose only.
- Confirm the dates and project schedule within 3 weeks of receiving funding approval.
- Coordinate a meeting (minimum 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 10, 2019**.
- Send a written evaluation and supporting documentation such as student's work, photos etc. within 2 weeks of project completion, no later than May 24, 2019.
- 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.

School Project Coordinator's Signature

Date

Principal's Signature

Date

OR For electronic submissions, 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.

Notification of funding for applications submitted by the deadline will be sent by December 17, 2018

Frequently Asked Questions and Helpful Hints

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

MASC typically allots between \$165 and \$190 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 does not fully fund the project; a balance will be owed by the school.

3. 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. MASC pays the artist directly.

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, the quality and number of applicants. This varies from year to year.

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

We will notify you by email. The agreement will then 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. Once the funding is approved. MASC will contact the artist on your behalf to outline the project, negotiate dates and schedules. If you wish to discuss the project with an artist before submitting the application, the MASC residency coordinator can put you in contact with the artist.

7. May I contact the artist before submitting my application?

If you wish to discuss the project with an artist before submitting the application, the MASC Residency Coordinator can put you in contact with the artist.

8. Is there anyone else who can help me plan my project?

MASC's residency coordinator is also available to you for advice in planning your project for the application.

9. 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.

10. May I apply for funding a single performance or one day of workshops?

No, residency funding is for multi-day, full day projects. Eligible schools may apply for short-term funding by contacting cherylcarmen@masconline.ca.