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NOTE: This information is provided as a reference for you to use as you prepare your Nebraska Arts Council (NAC) grant application. Grants to the NAC may only be submitted via the online grant system.

### ***Program Description***

The Artists in Schools/Communities (AiS/C) residency program supports interactive artist residencies spanning four days or longer. Each residency includes twenty or more hours of activities led by the artist. During a residency, the artist shares his or her expertise through creative and educational activities with participants. Sponsors select artists in a variety of art disciplines from the NAC Artist Roster. These artists have undergone a review and selection process, demonstrating expertise in their artistic field, professionalism and educational work experience. During residencies, artists involve participants in hands-on arts activities, demonstrations and performances. The artist may conduct a teacher in-service session and share resources that enhance curriculum through the arts, helping to ensure extended residency impact.

### ***Eligibility***

Nonprofit organizations incorporated in Nebraska that are federally tax-exempt, public agencies and sub-divisions of governmental agencies, including PreK-12 accredited schools.

### ***Restrictions of the Category***

Applicants may apply more than once during the fiscal year (July 1 - June 30) for an AiS/C grant, but may apply only once per fiscal year for the same artist to lead a residency at a particular school or site.

Note: Colleges and universities may apply only when significant public participation is planned, with substantial evidence of service beyond the campus community.

### ***How to Apply***

Your school or non-profit must first be registered in NAC's online grant system, which can be accessed by following [www.artsCouncil.nebraska.gov/grants/](http://www.artsCouncil.nebraska.gov/grants/). If you have any questions, please don't hesitate to contact NAC by email at [nac.grants@nebraska.gov](mailto:nac.grants@nebraska.gov) or call 1-800-341-4067 (statewide), or in Omaha at 402-595-2124.

### ***Deadline***

Applications must be submitted six weeks or more before the residency start date. Applications are reviewed on a first-come, first-served basis, and applicants are encouraged to apply as far in advance as possible within each fiscal year period (July 1 through June 30).

**Note:** Residencies that span the summer may have a start date as early as June 1 and an end date as late as August 31.

### ***Grant Amounts***

The floating deadline for AiS/C grant program is for requests \$2,500 or less per artist\*\*.

**\*\*See separate guidelines for AiS/C requests over \$2,500 per artist.**

### ***Residency Requirements***

- **PLANNING:** Sponsors contact artists directly before applying for a grant, and should involve them in all aspects of residency planning, including design of activities, setting learning objectives, and scheduling.
- **ARTIST & SPONSOR AGREEMENT FORM:** This [downloadable form](#) is prepared by the grant applicant once plans have been made with the artist, and the budget has been calculated in the online application. It must be signed by both parties, and uploaded in the grant application. Terms in this agreement are subject to grant approval by NAC.
- **CONTACT HOURS:** Residencies must include at least twenty hours of direct artist contact time with participants. This may include in-service sessions with teachers and special activities with families or community members.
- **SCHEDULING:** Artist schedules must be limited to no more than five contact hours per day, with no more than six classes per day. The artist and sponsor are responsible for developing a detailed schedule prior to the residency.
- **CORE GROUPS:** One or more Core Groups must be established to ensure an in-depth experience for selected participants. A Core Group is a single classroom or small group of participants that meets with the artist for at least three sessions during the course of the residency. Specific learning outcomes for what the core group is to accomplish by the residency's end must be described in the grant proposal.
- **NON-ROSTER ARTISTS:** The AiS/C program is designed for vetted Roster Artists. However, requests for non-roster artists will be considered if there are no roster artists who have specific skills or qualifications needed for a particular

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residency. If requesting a non-roster artist, additional materials including a letter explaining why the artist is requested, the artist's bio, and artist's work samples are required as part of the application.

### ***Budget***

AiS/C grants apply only to contractual artist fees (including travel per diem, if applicable). The auto-calculate budget worksheet in the online application determines the total artist fee, NAC grant request, and portion contributed by the sponsor.

- The Artist Fee is calculated on a per-hour fee of \$50 (*rev. 2018*). Artist fees are based on two paid hours of pre-planning plus twenty or more hours of contact time, as well as travel per diem, when applicable.
- The travel per diem is \$70 per day (applicable only if the artist lives 30 or more miles from the residency site).
- Most schools and organizations may request 50% of the artist fee and travel per diem.
- Schools with over 50% of students eligible for free or reduced price lunches may request 75%-90% of the artist fee.
- If overnight lodging is required for the artist, the sponsor organization is responsible for lodging costs.
- Additional expenses for materials, supplies, etc. are the responsibility of the sponsor organization.

### ***AiS/C Artist Background Check Policy***

Individuals who are approved for the Artist Roster have been vetted regarding their artistic expertise and suitability as teaching artists. **The Nebraska Arts Council does not conduct criminal background checks as part of this process. When contracting with artists, each school or community group should apply its own policy.**

Prior to being added to the Artist Roster, the NAC conducts an extensive review process for individuals who apply for it. Applicants are required to submit credentials, references and letters of recommendation for review. In addition, applicants are interviewed by a panel of arts and education professionals who assess the individual's suitability for working with groups, in particular children. The Nebraska Arts Council also monitors Sponsor Evaluations of AiS/C residencies in order to ensure that Roster Artists meet high professional standards.

### ***Audit requirements***

If the organization requests \$50,000 or more from NAC for the current year in one application or any combination of applications, include the organization's most recently completed and reviewed financial statements. These could include an audit, an audited financial statement or financials reviewed by an outside financial expert. Please contact [Grants and Data Administrator](#) if questions.