



artsQueensland
**Artist In Residence
Program (AIR)**

2011 Funding Guidelines

artsQueensland



Queensland
Government

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1. General information

Arts Queensland has established a partnership with the Australia Council for the Arts and Education Queensland to provide an Artist in Residence Program (AIR) that recognises good practice and encourages innovation in arts and education programs in Queensland.

The AIR Program gives artists an opportunity to broaden their experience and share their skills, while providing school students, teachers and pre-service teachers with greater exposure to the benefits of creative practice. It creates opportunities for artists, teachers and pre-service teachers to work together on developing effective teaching methods and practices for the arts.

The 2011 AIR Program will support projects that deliver on the following aims, objectives and priorities:

The **aims** of the AIR Program are to:

- increase the engagement of Queensland students and teachers in creative practice
- increase capacity of educators, artists and arts and cultural organisations to work collaboratively in the provision of high quality arts education programs
- enhance student learning outcomes.

The **objectives** of the AIR Program are to:

- foster innovation and collaboration across the arts and education sectors
- recognise and promote examples of good practice in arts and education
- improve education and arts outcomes for schools
- celebrate initiatives in artist in residence education and arts
- extend the body of knowledge around artists in residence in schools through evaluation
- develop capacity in the arts and education sectors relating to artists in residence in schools and learning institutions.

The **priorities** of the AIR Program are to:

- develop collaborative practice between teachers, students and artists
- encourage collaborative projects that consider how students learn best (differentiation) and support a variety of teaching strategies
- build evidence for the value of the arts in supporting the development of literacy and numeracy skills and capabilities
- support the cross curriculum priorities of the Australian Curriculum
- explore students' creative ideas, encourage risk taking and creative problem solving
- provide students with social learning opportunities
- offer personalised learning and authentic learning tasks.

2. Eligibility

AIR funding is available to Queensland schools or clusters (both state and non-state schools), recognised artists* and arts workers, arts and cultural organisations, professional associations and tertiary institutions. The projects must involve collaboration between the education and arts sectors, and the project residency must take place in either a Queensland school or a pre-service teacher training institution.

Funding of up to \$20,000 per project is available.

Project residencies must be a minimum of one month (20 days or 100 hours) and may be staggered over multiple periods of engagement.

Key dates

Closing date for applications:	13 April 2011
Advice date:	June 2011
Projects must occur between	11 July 2011 and 30 March 2012
Final report due:	20 April 2012

3. Mandatory requirements

The proposal must:

- meet all necessary Queensland Government requirements including health and safety requirements, working with children requirements etc.
- be endorsed by signatures of both the arts partner and the education partner.

4. Assessment criteria

Applications for the AIR Program in 2011 will be assessed according to the following criteria. Successful programs will demonstrate:

4.1 Artistic integrity

- a strong and innovative artistic concept
- the involvement of professional artist/s with appropriate expertise

* Definition of a recognised artist:

- has specialist training in their field (not necessarily in academic institutions)
- is recognised by their peers (recognised practitioners working in the artform area)
- is committed to devoting significant time to the artistic activity

4.2 Student centred learning

- engaging and challenging learning experiences
- implementation of the Queensland curriculum

4.3 Teacher professional learning

- professional learning opportunities for teachers to expand their skills and knowledge in creative practice through interaction with professional artists
- ongoing creativity in teaching the arts through building new and sustainable practice

4.4 Planning, resources and partnerships

- effective project planning including budget and timeline management (including appropriate rates of pay to the artists)
- strength of the partnership model
- collaborative processes utilised.

5. Evaluation and reporting

The 2011 AIR Program requires a Final Report at the conclusion of the project detailing:

- the scope of the AIR activity, including:
 - a description of the activity
 - the number of artists employed
 - a description of the school or tertiary teacher training institution within which the activity took place
 - a description of the student cohort
 - expenditure of funds
- consolidated feedback from AIR participants (artists, students, teachers)
- supporting material (including but not limited to images, CDs, DVDs, publications)
- a summative statement from the artist/s, teacher/s and Principal/Head of School outlining their perceptions of the value of the AIR activity.

6. How to apply

There are six sections to complete when submitting an application.

Section 1. Contact information

Section 2. Project details (Please note maximum of 3 pages for Section 2)

a) Project title

b) Project details

What will you be doing?

Where will your project take place?

How will the project meet the aims and objectives of the AIR Program?

What are the expected outcomes?

Please address your response to the assessment criteria (see Section 4 for details)

c) Project management

The following must be provided:

i) an outline of the project's key dates and deliverables (dot points)

ii) a list of key project personnel

iii) the project plan co-signed by the artist and/or arts organisation and Principal/Head of School.

Section 3. Budget

Applicants must use the budget form provided in the Application Form to detail expenditure items. If the form does not provide adequate space, use it as a summary and attach a detailed budget and any explanatory notes. The budget should reflect the total costs of the proposed project and clearly specify the funds requested (maximum \$20,000 AIR funding).

It is essential to note the following:

- The budget should contain all costs and any income associated with the project.
- In-kind contributions must be included on both the income and expenditure sides of the budget.
- Other submissions to local, state or federal government bodies must be included as projected income (if relevant to the project). Please indicate whether they are confirmed (C) or unconfirmed (UC).
- The amount sought must be included as projected income.
- Total income must equal total expenditure.
- On completion of the project, successful applicants must provide a budget reconciliation of projected expenditure against actual expenditure as part of the Final Report.

Section 4. Support materials

Support material should be concise and relevant. Please ensure that:

- materials are clearly marked with the applicant's name and activity
- letters / documents / images / CDs may be included.

No responsibility is taken for damage or loss that may occur to support material. Please do not send original material as we are unable to return it to you.

Section 5. Promotion

All successful AIR Program recipients are strongly encouraged to provide project information which can be used by Arts Queensland, Education Queensland and the Australia Council as

promotional material e.g. good news stories or photographic materials. Program recipients must ensure they have all the necessary consents and intellectual property rights in order to provide these without infringement of any third party's rights.

Section 6. Declaration

Please sign and date your application.

7. Useful references

Important resources have already been developed in order to guide and promote the benefits of creative practice to Queensland students. These include:

Arts Queensland (www.arts.qld.gov.au)

- [Queensland Arts and Cultural Sector Plan 2010-2013](#)
- [artbeat: Regional Arts and Cultural Strategy 2010-2014](#)
- [Backing Indigenous Arts including Building Skills and Opportunities](#)
- [Arts Culture + Me: Children and Young People in the Arts Action Plan 2008-2011](#)

Education Queensland (www.education.qld.gov.au)

- [Guidelines for schools planning to work with artists](#)
- [Essential Learnings and Standards \(Years 1-9\) The Arts](#)
- [Teaching and Learning Roadmap – Years 1-9](#)
- [Indigenous Learning and Arts Strategic Plan 2008-2011](#)

Queensland Studies Authority (ww.qsa.qld.edu.au)

- [Queensland Studies Authority](#)

Other arts education references

- [National Arts and Education Statement](#)
- [Department of Education and Early Childhood Development, State Government of Victoria – Partnerships between schools and the professional arts sector – Paper No. 19](#)
June 2009

8. Checklist

Before you submit your application, make sure you have:

- read these guidelines and the relevant documents and website information provided
- completed all sections of the application
- provided print based support material, e.g. resumes, letters, (photocopies only)
- signed the declaration in Section 6 (project coordinators, collaborators)
- provided written confirmation of discussion and engagement with community / collaborators
- retained a copy of the application for your own records.

9. Submitting your application

Please provide four (4) hard copies of your completed AIR funding application, including four (4) copies of all support materials.

Your application must be postmarked by the closing date. Applications should be complete, with all relevant documentation included, and must be typed in black ink on white A4 paper.

Late or incomplete applications may not be assessed.

Please do not staple or bind your application. Application pages must be able to be easily separated.

Please submit your application by post to: Susan King, Arts Development Officer, Creative Communities, Arts Development, Arts Queensland, GPO Box 1436, BRISBANE QLD 4001

10. Assessment process

Assessment and funding decisions are based on the information provided in your application, including support materials. Applications will be assessed by a selection panel based on how well they address the assessment criteria on pages 2–3 of these guidelines and the aims, objectives and priorities of the 2011 AIR Program. Assessment decisions will be moderated to ensure balance across phases of learning, art form areas and geographic locations. Results are expected to be announced in June 2011 and applicants will be advised in writing of the outcome of their application.

11. Information privacy and right to information

The information you provide in your grant application may be used by Arts Queensland for the following purposes:

- processing and assessing your application – for this purpose, the information may be provided to industry experts engaged by Arts Queensland
- verifying other grant incomes for your project – for this purpose, the information may be provided to other funding agencies nominated in your application
- reviewing and evaluating Arts Queensland grant programs, strategies, plans and services – we may contact you for this purpose
- training
- systems testing and process improvement
- compiling statistics.

If your application is successful, the information you provide in your grant application, the amount of funding you receive, the information you provide in your progress reports and/or outcome report/s and text and images relating to your funded activity may be used by Arts

Queensland, including publication on its website, for the purposes listed above and for the following purposes:

- processing, paying and administering your grant
- reporting, including in the Arts Queensland annual report
- promoting funding outcomes and Queensland's arts and culture – for this purpose, the information (including your contact details) may be provided to Queensland Government Members of Parliament, the media and other agencies who may contact you directly.

Arts Queensland treats all personal information in accordance with the *Information Privacy Act 2009*.

The provisions of the *Right to Information Act 2009* apply to documents in the possession of Arts Queensland.

12. Contact us

For further information or queries about the AIR Program please contact:

Susan King, Arts Development Officer, Creative Communities, Arts Development,
Arts Queensland, p: 07 3235 4548; e: susan.king@arts.qld.gov.au