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**Q: What can the \$2500 award be used for and when is it awarded?**

**A:** This is an award in recognition of innovation in the field. The award winner will receive the \$2500 award after the award winner has disseminated all project findings and products on the Arts Commission’s website and/or through other media outlets as determined and provided a Teaching Artist Workshop or a presentation at the annual Southwest Arts Conference or Teaching Artist Symposium documenting your best practices. [back to FAQs](#)

**Q: What is meant by “a phase of a project”?**

**A:** Applicants may present a component of a project (assessment, lesson plan, etc.) for application so long as that phase of the project has been completed in full by the deadline date and the necessary documentation is available. [back to FAQs](#)

**Q: What are some examples of sample projects?**

**A:** Sample projects could include, but are not limited to:

- Design/Implementation of mentorship which pairs a “new to the field” teaching artist with a master teaching artist resulting in a shared residency in a K-12 school or community setting.
- Creation of new, innovative, original, replicable arts based, arts integrated, interdisciplinary collaboration or curriculum development with other educators or teaching artists.
- Creation and implementation of curriculum and assessment portfolio for an afterschool program seeking to inspire participants through a selected art form.
- A project that integrates web-based technology such as Second Life, Skype, Google Earth, etc. [back to FAQs](#)

## Arizona Commission on the Arts Teaching Artist Award FAQs

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**Q: How do I know if I am in good standing on the Teaching Artist Roster?**

**A:** Roster artists must be in compliance with Teaching Artist Roster policy by submitting all Full Year Requirements by the stated deadlines. Arts Commission staff will determine applicant eligibility after the deadline. If you do not intend to continue on the Roster you are not eligible for this award. [back to FAQs](#)

**Q: Can I apply as an individual if I am only listed within a Company on the Teaching Artist Roster?**

**A:** No. Applicants must currently be listed on the Teaching Artist Roster. If you were not juried on as an individual artist, you may not apply as an individual for the award, you must apply as a Company. [back to FAQs](#)

**Q: Can my project still be in progress?**

**A:** No. Applicants must present a project or phase of a project that has been realized. [back to FAQs](#)

**Q: If awarded, am I required to present my project findings through an Arts Commission sponsored event?**

**A:** Yes, the award winner must agree to disseminate all project findings and products on the Arts Commission's website and/or through other media outlets as determined and provide a Teaching Artist Workshop or a presentation at the annual Southwest Arts Conference or Teaching Artist Symposium documenting your best practices. [back to FAQs](#)

**Q: What is the definition of "population engaged"?**

**A:** "Population engaged" describes anyone involved in the planning, development, implementation, activities, etc. of the named project and could include: stakeholders, students, parents, educators, administrators, staff, community leaders, maintenance crew, legislators, etc. [back to FAQs](#)

**Q: How important is my Application Narrative?**

**A:** Teaching Artist Awards are reviewed on the basis of the supplemental materials, the Supplemental Materials Cover Sheet and the written narrative of the project. It is recommended that you make your case well and have someone edit/review your project narrative before submitting. [back to FAQs](#)

**Q: What supplemental materials am I required to submit?**

**A:** In addition to the Supplemental Materials Cover Sheet, required Supplemental Materials are a Project/Lesson Plan, an Assessment/Evaluation Tool and two Project Work Samples. You are required to upload documents in PDF format. You are required to upload Project Work Samples in the form of digital images, audio, video or written materials. For a list of acceptable file formats, see the Teaching Artist Award Guide. DO NOT upload supplemental materials that do not relate to the named project. [back to FAQs](#)

**Q: How many of my Supplemental Materials will be reviewed?**

**A:** All of them. [back to FAQs](#)

**Q: How many Project Work Samples should I include in my application?**

**A:** Two. Only submit the recommended audio, visual or written material to support and strengthen your application. Read the guidelines for Project Work Samples and contact Arts Commission staff if you have further questions. [back to FAQs](#)

**Q: Where do I upload my materials?**

**A:** Upload application materials through your current Teaching Artist Roster profile, within one of your Tracks, under the heading “Supplemental Material.” Log in at <http://roster.azarts.gov>. [back to FAQs](#)

**Q: What if I already have materials uploaded in the “Supplemental Materials” section of my profile?**

**A:** The maximum number of items that can be uploaded in this section is six. The Teaching Artist Award requires that you upload six items. Please remove any materials that were previously uploaded in this section to allow all of the application materials to be uploaded. Please note that this will not affect the main page of your Roster profile. [back to FAQs](#)

**Q: How do I convert my application materials into a PDF document?**

**A:** Converting a document to a PDF is free and easy. There are many free PDF conversion programs available on the Internet. While the Arts Commission cannot guarantee any product, we have had success with CutePDFwriter, [www.cutepdf.com](http://www.cutepdf.com). [back to FAQs](#)

**Q: What resources are available to help me complete the application?**

**A:** You may ask for staff feedback or technical support. Contact the Arts Learning Department at 602-771-6502 for assistance. [back to FAQs](#)

**Q: Can I get staff feedback or technical support while I prepare my application?**

**A:** We encourage you to discuss your project with our staff before submitting an application. Staff can answer questions and provide feedback. Staff review and feedback does not guarantee an award, but often can help you strengthen your proposal. <http://azarts.gov/about/staff.htm>. [back to FAQs](#)

**Q: When will the panel review the applications?**

**A:** Before February 2010. It takes some time to process applications and find appropriate panelists. Awardees are notified soon after the conclusion of the panel review. [back to FAQs](#)

**Q: Can I get feedback from panelists on my application?**

**A:** Yes. In general, there are recorded comments for the final 25-30 applicants reviewed. [Please contact Arts Commission Staff.](#) [back to FAQs](#)