

# TEACHING ARTIST ROSTER

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## **Teaching Artist Award Application Guidelines**

## Teaching Artist Award

The Teaching Artist Award is designed to recognize Teaching Artists who advance the arts learning and teaching artist field in Arizona through the use of innovation and best practices in work occurring in school and community settings.

### Amount of Award

- One award of \$2,500.
- If the review panel does not recommend an applicant based on the published criteria, the Arts Commission reserves the right not to make an award that year.

### Eligibility

To be eligible for the Teaching Artist Award, individuals or companies must have been juried on to, and in good standing related to, the Arizona Commission on the Arts Teaching Artist Roster.

- Applicants may submit only one application per profile and can receive a Teaching Artist Award only once every three years.
- Applicants may receive an Arts Commission Artist Project Grant and a Teaching Artist Award in the same year.
- Applicants must be able to present a finished project or phase of a project at the time of application deadline.
- Awards will not support projects that were associated with academic research or formal study toward an academic or professional degree, or presentation of final work such as self-publishing, catalogs published by the artist(s), exhibition expenses or self-presenting. This program is not meant to award extended periods of study or personal educational projects.

At the time an application is submitted, the applicant must:

- be 18 years of age or older;
- be a resident of Arizona possessing at least two of the following to demonstrate that they are an Arizona resident :
  - Arizona driver's license or Arizona-issued identification card,
  - Arizona voter registration card, or
  - Arizona tax return transcript demonstrating Arizona residency;
- be a juried Teaching Artist in good standing related to the Arizona Commission on the Arts Teaching Artist Roster;
- apply as listed on the Roster
  - Company – must apply as a company, may not apply as an individual.
  - Individual – must be listed on the Roster as an individual artist; members of a company may not apply as individuals unless listed as such.

## **Requirements**

All projects/experiences must:

- have been completed within the last year, May 1, 2008- July 15, 2009;
- demonstrate direct benefit to residents of Arizona;
- demonstrate clear execution of an innovative plan;
- have produced documentable results, including work samples to share with the field, evidence of learning goals reached, assessment and evaluation components of the project.

Award winner must:

- provide project findings, results and products to the Arizona Commission on the Arts for potential posting on the Arts Commission's website and/or through other media outlets as determined by the Arts Commission;
- provide a Teaching Artist Workshop or a presentation at the annual Southwest Arts Conference, Teaching Artist Symposium, or other workshop offered by the Arts Commission, to discuss your project and use of best practices.

## **Selection Process**

A review panel comprised of national arts educators and out of state teaching artists that represent a broad range of experience in the artistic disciplines represented by applicants will be constructed by the Arts Commission. The review process will be chaired by a Governor-appointed, Arizona Commission on the Arts Board Member.

## **Evaluation Criteria**

Applications will be evaluated based on the following criteria:

- Innovative Approach to the Arts Learning and Teaching Artist Field
- Artistic Quality of Project
- Impact on Arts Based Learning

## **Application Deadline: Thursday, September 3, 2009.**

The Application Narrative and all Supplemental Materials must be submitted online through the applicant's existing Teaching Artist Roster profile at: <http://roster.azarts.gov>. Hard copy applications will not be accepted.

Applicants may return to their profile to upload material until midnight on the deadline date. Applicants will not receive confirmation of submission until after the deadline date.

The Signature Page must be mailed to the Arizona Commission on the Arts offices. Postmark deadline: Thursday, September 3, 2009.

Print and keep a copy of your application, for your records.

**Incomplete applications, and/or applications that do not follow outlined submission requirements and instructions will NOT be considered.**

## Timeline

Guide/Application Launch	July 28, 2009
Application Deadline	September 3, 2009
▪ Online Materials – MIDNIGHT	
▪ Signature Page – POSTMARKED 5:00PM	
Panel Review	December 2009
Award Announcement	January 2010

## Application Materials

### **Application Narrative**

The Application Narrative requires applicants to describe the project, address population engagement and identify the innovative element(s) of the project.

### **Supplemental Materials**

This award requires extensive documentation of the project described within the application narrative. All supplemental materials should demonstrate the applicant's personal preparation and completion style. These materials play a critical role in the review process and should clearly and accurately represent the quality of work completed within the named project.

### **Required Supplemental Materials**

**The Supplemental Materials Cover Sheet** will ask applicants to describe the following uploaded supplemental materials:

1. **Project/Lesson Plan** – Upload ONE sample project or lesson plan, in PDF format, that outlines project planning and/or implementation.
2. **Assessment/Evaluation Tool** – Upload ONE sample assessment or evaluation tool, in PDF format, used during the project.
3. **Project Work Samples** – Upload TWO samples. Samples could include audio, video, image file, or PDF documents. Acceptable file formats include: MP3, JPEG, PDF
  - **A note about Student artistic work:** If student work is to be submitted as a project work sample, the applicant must mail a copyright release form to the Arizona Commission on the Arts along with the Signature Page. Failure to do so will render the application ineligible. Copyright release forms can be found at: [www.azarts.gov/teachingartistroster/forms.htm](http://www.azarts.gov/teachingartistroster/forms.htm).

**Please keep the following in mind. ALL application materials must:**

- be uploaded through your current member profile, within your Track, under the heading *Supplemental Material*;
- use the file name and a document header to be listed as follows:
  1. TAA Application Narrative\_LAST NAME
  2. TAA Supplemental Materials Cover Sheet\_LAST NAME
  3. TAA Project/Lesson Plan\_LAST NAME
  4. TAA Assessment/Evaluation Tool\_LAST NAME
  5. TAA Project Work Sample One\_LAST NAME
  6. TAA Project Work Sample Two\_LAST NAME
- represent work completed within the scope of the stated project, not material from a variety of projects;
- clearly represent the applicant or applicant's company.

## How to Apply

- Step One** Login to your member account at <http://roster.azarts.gov>. All application materials MUST be uploaded to your current Teaching Artist Roster profile, within your Track under the heading *Supplemental Material*.
- Step Two** Download the Application Narrative. Complete the application questions and upload to your profile in PDF format. Name the document **TAA Application Narrative\_LAST NAME**.
- Step Three** Download and complete the Supplemental Materials Cover Sheet. Upload to your profile in PDF format. Name the document **TAA Supplemental Material Cover Sheet\_LAST NAME**.
- Step Four** Upload required supplemental materials. Name the documents **TAA Project/Lesson Plan\_LAST NAME**, **TAA Assessment/Evaluation Tool\_LAST NAME**, **TAA Project Work Sample One\_LAST NAME** and **TAA Project Work Sample Two\_LAST NAME**.
- Step Five** Download and print the Signature Page at [www.azarts.gov](http://www.azarts.gov); complete, sign and mail the Signature Page to the Arts Commission.
- Deadlines:** All application materials must be submitted online by midnight September 03, 2009. Signature page must be postmarked by September 3, 2009.

### **Staff Assistance**

Applicants are strongly encouraged to contact the Arts Learning Staff at the Arizona Commission on the Arts well in advance of the deadline to discuss the proposed application.

For a complete Staff List visit [www.azarts.gov/about/staff.htm](http://www.azarts.gov/about/staff.htm)

### **Accessibility**

The Arizona Commission on the Arts is pleased to offer reasonable accommodations for any artist requiring accessibility accommodations with regard to the application process. **Requests should be made as early as possible to allow time to arrange the accommodation.** For more information, visit [www.azarts.gov/accessibility](http://www.azarts.gov/accessibility) or contact Jaya Rao, Accessibility Coordinator, at [jrao@azarts.gov](mailto:jrao@azarts.gov), 602-771-6501.