

ATTACHMENT A
TERMS AND CONDITIONS OF
THE AIE RESIDENCY AGREEMENT BETWEEN
ARTISTS-IN-EDUCATION CONSORTIUM (AIE),
AND
SCHOOL/SPONSOR SITE

The following are the terms and conditions of the agreement between the above parties, which govern the Artists-in-Education (AIE) Program.

The School District shall:

1. Conduct a residency as described in its AIE grant application to the AIE Consortium.
2. Provide a firm commitment to incorporate the concepts of the AIE program into the site's curriculum/programming.
3. Provide access to the site and project activities so that the residency may be observed by other educators, program administrators and evaluators as a model for potential replication.
4. Appoint an Administrative Coordinator (AC) who has the necessary authority within the district to accomplish scheduling and all other arrangements that are necessary for the smooth operation of the program.
5. Appoint an On-Site Coordinator (OSC) to act as the artist's liaison to the school, students and community.
6. Appoint a Steering Committee composed of members of the faculty, administration and community, along with parents and students. This committee will aid in establishing goals for the residency and provide support, assistance and resources for the artist(s) and the coordinator(s).
7. Provide a minimum cash match and additional in-kind contributions and make payments according to the project budget (Attachment B).
8. Forward any school match funds for artist fees to the AIE Consortium partner no later than the 1st day of the residency.
9. Read and sign the attached agreements for artist's services using the AIE Consortium forms (Attachment D).
10. Distribute press releases prior to the residency to announce the selection of the site for participation in the AIE Program. Additional press releases must be distributed during the residency describing activities (Attachment C).
11. Select core and other participating groups of students who will work with the artist.
12. Schedule a planning meeting prior to the beginning of the residency with the artist, your AIE Consortium partner, and all appropriate school personnel, to discuss goals and objectives.
13. Arrange an appropriate schedule to allow sufficient time for students/and or teachers to work with the artist.
14. Schedule a presentation of 15-30 minutes by the project coordinators and the artist at the local school board meeting.

15. Submit a complete residency schedule to your AIE Consortium partner at the outset of the residency.
16. Schedule at least one workshop for the faculty/staff for orientation and training in the concepts of the residency so that they may be incorporated into the entire school's curriculum/programming.
17. Hold a faculty meeting/reception at the beginning of the residency to introduce the artist and the program to the students, staff and community.
18. Develop a project for community involvement to introduce the concepts of the residency to the parents and the larger community. This may include, but is not limited to, public workshops, performances or exhibitions.
19. Arrange a field trip and/or in-school performance by professional artists that will augment the students' understanding of the art form, and is directly related to the residency activities.
20. Provide adequate studio or rehearsal space at the site to allow the artist to work with students and/or to work on his/her own art. Provide adequate exhibit or performance space for the community involvement project.
21. Provide release time for the project coordinators to attend any scheduled planning and evaluation meetings with the artist.
22. Prepare the Final Report and Evaluation of the program in collaboration with the artist, and submit it the AIE Partner no later than June 30.
23. Enroll at least one faculty member in the Artist/Teacher Institute and the Administrative Coordinator in Administrator's Day.

The AIE Consortium reserves the right to adjust, suspend or terminate the contract if terms and conditions are not met and/or if the AIE Consortium determines that the objectives of this residency cannot be accomplished.

Signatures below attest to the acceptance of the terms and conditions of the AIE residency grant.

 Chief School Officer Date

 Principal Date

ATTACHMENT B
 ARTISTS-IN-EDUCATION CONSORTIUM (AIE)
 RESIDENCY PROJECT BUDGET

EXPENSES	AIE GRANT	CASH MATCH	IN-KIND	COST
Artist in Residencies Fees (\$275/day x days)				
Individual Visiting Artist / Company Fees				
On Site Evaluator	\$200			
Supplies / Materials	-			
Equipment	-			
Field Trips	-			
Release Time / Substitute Fees	-			
Documentation / Evaluation / Publicity	-			
Administrative Costs	-			
Artist/Teacher Institute	\$315			
Other	-			
TOTAL				

Chief School Officer Date

Principal Date

Chief Financial Officer Date

ATTACHMENT C
Publicity Guidelines Between the
Artists-in-Education Consortium (AIE),
and
School Sponsor Site

THIS PUBLICITY AGREEMENT IS HEREBY INCORPORATED INTO THE BODY OF THE GRANT CONTRACT BETWEEN THE ARTISTS-IN-EDUCATION CONSORTIUM AND THE ABOVE NAMED GRANTEE AS EXPLICIT TERMS AND CONDITIONS OF THAT CONTRACT. BY SIGNATURE BELOW THE GRANTEE/CONTRACTOR AGREES TO ABIDE BY THESE TERMS AND CONDITIONS, FOR WHICH FAILURE TO DO SO MAY RESULT IN RECISION OF ALL OR PART OF THE GRANT.

1. Credit must be given to the Artists-in-Education Consortium, which includes the New Jersey State Council on the Arts/Department of State, Arts Horizons and Young Audiences New Jersey in all published materials, releases and announcements concerning the Artists-in-Education Program in your school. This applies to public performances either at the school or in community settings, any promotional appearances by the artists, announcements on radio or television, or in articles and interviews by the local press.
 - a) In print, such credit should read as follows:

"The Artists-in-Education (AIE) Program is carried out through a partnership between the New Jersey State Council on the Arts, a Partner Agency of the National Endowment for the Arts, and a consortium made up of Arts Horizons and Young Audiences New Jersey. This program provides New Jersey schools with long-term artist residencies. The program is made possible through state appropriations to the New Jersey State Council on the Arts as well as funding from the National Endowment for the Arts and the Geraldine R. Dodge Foundation."
 - b) In electronic media such as radio or television or in public events, credit must be given to the New Jersey State Council on the Arts and the Artists-in-Education Consortium, and the National Endowment for the Arts and the Geraldine R. Dodge Foundation, at least once during the broadcast or presentation.
 - c) In addition, the New Jersey State Council on the Arts will be listed first in any publications.
2. The NJSCA logo must be used when publicizing the residency on all print materials such as programs or posters. This logo is available at <http://www.njartsCouncil.org>. The logo is to be used only when the above stated credit line is also used and never in its place (this implies sponsorship). Ideally, the logo should be reproduced as a unit without alteration.
3. Programs: All programs and/or playbills printed by a grantee that are eight pages or longer must devote a full page to the NJSCA using a mechanical furnished with the contract.
4. The participating school is responsible for publicizing the residency to the media and to the community. Sample press releases are available to use as a template. The following sample may be used as a guide for any news release and/or written publicity:

"The artist in residence at [school name] is funded by the Artists-in-Education Consortium which includes the New Jersey State Council on the Arts, Arts Horizons and Young Audiences New

Jersey with generous support from the Geraldine R. Dodge Foundation and the National Endowment for the Arts. Additional support has been provided by (school district/outside source). Through this residency students explore the creative process and learn first hand from a professional artist. In addition to sessions with students, the artist serves as a resource for teachers and the community."

5. Review of materials: All printed materials, including brochures, press releases and the like, must be submitted to the AIE Consortium school partner for review prior to use.
6. Copies of the announcement of the residency should be mailed to the school board, municipal and state office holders, your AIE Consortium partner and the New Jersey State Council on the Arts.

FOR MORE INFORMATION CONTACT YOUR AIE CONSORTIUM PARTNER

(To this the undersigned is agreed)

Chief School Officer

Date

ATTACHMENT D
Letter of Agreement Between the Artist(s),
Artists-in-Education Consortium (AIE)
and
School Sponsor Site

Dear Artist Name:

As "Sponsor" of an Artists-in-Education (AIE) Program, it is a pleasure to offer you a residency at Sample School in Sample Town, New Jersey.

In order to effectuate that residency it is necessary for you to sign this Letter of Agreement and the attached Terms and Conditions, which delineate responsibilities.

Pursuant to this agreement, your residency will be for 20 days. According to this agreement you and the Project Coordinator/s must determine your schedule.

Please be advised that as part of this residency you are expected to design and implement a program that will help the students gain in-depth understanding of the art(s) through hands-on experience and workshops. Workshops for staff and curriculum development will also be conducted. All curriculum planning will be done with the Project Coordinator/s, keeping in mind the goals of the school, the community and the AIE Program.

Your per diem fee of \$275.00 will be paid by the AIE Partner Organization according to a mutually agreed upon payment schedule. Funds are available for visiting artists and/or ensembles/companies (see attached copy of contract between AIE Consortium and the Sponsor). Planning for the use of these funds will also be a collaboration between you and the Project Coordinator/s.

It is understood by all parties that the school will provide office/studio space for you and funds for field trips, and supplies (see Project Budget Attachment B). A schedule will be arranged by you and the Project Coordinator/s which will allow time for your own work, planning, work with students identified as core group(s), other participating students, faculty and the community.

Please complete and submit the artist's portion of the Final Report and Evaluation with appropriate materials documenting the residency to the AIE Partner within 30 days of the close of the residency. This report will provide the AIE Consortium with documentation of the accomplishments of the residency.

If these terms and conditions are acceptable to you, please sign the original and copies of this Letter of Agreement and Attachment, and return them to the Sponsor, which will forward them to its AIE Consortium partner.

Please be apprised that there exists a contract between the AIE Consortium and this Sponsor that governs the residency. Through that contract the AIE Consortium reserves the rights to adjust, suspend or terminate that contract if its terms and conditions are not met and/or if in the AIE Consortium's determination, the objectives of this residency cannot be accomplished.

We the undersigned agree to abide by all terms and conditions of the contract governing this residency.

Artist

Date

Chief School Officer

Date

Principal

Date

AIE Partner

Date

ATTACHMENT D (continued)
**Letter of Agreement Between the Artist(s),
Artists-in-Education Consortium (AIE)
And
School Sponsor Site**

Artist's Responsibilities

A signed contract by the Artist signifies agreement to the following responsibilities:

Keeping in mind the goal of advancing the arts as a basic part of education, it will be the artist's responsibility to:

1. Design, in conjunction with the school, a program of at least 20 days that will advance the arts as basic to education; foster sequential learning in the arts for a core group students and other participating students; and that engage the faculty and community as well.
2. Meet with the Project Coordinator/s prior to the residency to plan and discuss school procedures and policies regarding field trips, student release time, payments, supplies, etc. Meet regularly with the Project Coordinator/s for scheduling and ongoing planning and evaluation.
3. Prepare, in cooperation with the Project Coordinator/s, presentations for a steering committee/faculty meeting that will introduce and explain the purpose of the AIE residency and the artist's presence in the school.
4. Prepare a presentation (15-30 minutes) in cooperation with the Project Coordinator/s and present it to the local School Board.
5. Plan field trips for students with the Project Coordinator/s.
6. Plan an activity for community involvement.
7. Select visiting artists who will enrich and expand the residency, with the Project Coordinator/s and the AIE Consortium partner's input and advice.
8. Plan and conduct professional development workshops that provide orientation/training and arts experiences for the faculty and staff.
9. Provide the Project Coordinator/s with receipts and/or copies of checks for any agreed upon expenditures.
10. Complete the artist's portion of the Final Report & Evaluation for the residency and submit to the AIE Partner.

Signatures below attest to the acceptance of the terms and conditions of the AIE residency grant.

Artist

Date

Chief School Officer

Date

Principal

Date

AIE Partner

Date