

Sacramento Metropolitan
ARTS COMMISSION
SUPPORTING EDUCATION, EQUITY, AND THE ECONOMY

Ensuring the Arts for
ANY GIVEN CHILD
Sacramento, California

The Kennedy Center

2018-19 ARTS EXPOSURE EXPERIENCE &
TEACHING ARTIST RESIDENCY WORKSHOP

Workshop Agenda

- About the Sacramento Metropolitan Arts Commission (SMAC)
- About Any Given Child
- Deadlines
- Eligibility
- Application & Requirements
- Tips
 - Advice from current AGC Arts Organization & Resident
- Review & Evaluation Process
- Hints & Things we've noticed

About the Sacramento Metropolitan Arts Commission

MISSION To advance community through arts and culture.

- The Sacramento Metropolitan Arts Commission (SMAC), established in 1977, is a public agency.
- Funded by the City and County of Sacramento, we provide funding to local artists and arts groups;
- we promote the arts through marketing, outreach and education initiatives;
- we provide resources to support and increase regional arts education activities;
- we manage the City and County public art programs; and
- we serve as a community partner and resource.

Visit www.sacmetroarts.org for information on SMAC programs.

About Any Given Child

Any Given Child is a program developed in partnership with The Kennedy Center for the Performing Arts to provide access and equity to arts education during the school day for K-8 students. Administered by the Sacramento Metropolitan Arts Commission, Any Given Child - Sacramento includes three main components for participating school districts in Sacramento County: (1) teaching artist residencies; (2) arts exposure experiences; and (3) professional development in arts integration.

The program currently serves Elk Grove, Robla, Sacramento City, Galt and Twin Rivers School Districts.

Numbers Served: Arts Exposure Experience

	Elk Grove	Robla	SCUSD	TRUSD	Total (2017-18)
# of K-8 experiences contracted	50	10	30	40	130
# of schools served	29	5	21	30	85
# of experiences received	36	10	29	39	114
# of students served	11,612	2,160	7,792	14,882	36,446

Deadlines

- Application Deadline:
 - **Friday June 15, 2018**
 - All applications must be submitted online, through Submittable.
- Additional Questions emailed to SMAC@cityofsacramento.org by:
 - **Tuesday June 5, 2018**
- Answers to submitted questions will be posted on our website:
 - **Friday June 8, 2018**

Who is Eligible

Arts Exposure:

- Arts Organizations
- Artist collectives
- Educational Institutions who offer arts ed programs or performances in any arts discipline that can be adapted to fit the qualifying program criteria.

Qualifying Criteria:

Acceptable programs include arts education assemblies appropriate for a variety of school settings, including multi-purpose rooms with no stage, cafeteriums, and gymnasiums. Schools do not provide specialized equipment.

For the Any Given Child program, assemblies should:

- Promote student understanding, interaction, and involvement around an art form
- Accommodate 100-600 students at a time
- Be approximately 45 minutes in duration and no more than 60 minutes
- Be available during school hours within the school year, September-June
- Maximum payment of \$550 per assembly; \$350 maximum for second assembly (same school, same day)

It is preferred (but not required) that assemblies align with the [California Visual and Performing Arts Content Standards](#).

Generally, high-quality programs are:

- Excellent examples of work in your art form
- Interactive, with meaningful ways for students to engage with the art form and artists
- Based on a thoughtful and realistic assessment of what students are likely to know and have experienced before your visit
- Responsive to all student populations, including schools with students of diverse cultural backgrounds and different levels of developmental and physical abilities

Who is Eligible

Artist Residency:

Teaching artists who can demonstrate a mastery of their art form, have experience working with grade levels K-8, and an ability to develop effective lessons that connect to the [California Visual and Performing Arts Content Standards](#), or [California English Language Arts Standards](#) for literary artists.

Qualifying Criteria:

For the Any Given Child program, residencies should:

- Promote student understanding, interaction, and involvement around an art form
- Accommodate 30-40 students at a time
- Be approximately 45-75 minutes in duration per lesson; session lengths will be determined in collaboration with the classroom teacher
- Occur during school hours within the school year, September-June

Generally, high-quality residencies are:

- Excellent examples of work in your art form
- Interactive, with meaningful ways for students to engage with the art form teaching artist
- Based on a thoughtful and realistic assessment of what students are likely to know and have experienced before your visit
- Responsive to all student populations, including schools with students of diverse cultural backgrounds and different levels of developmental and physical abilities

The Any Given Child - Sacramento program includes two types of residencies:

1. Theme-Based Residency

These residencies require a mastery of your chosen art form. The lessons must be based on California Visual and Performing Arts Standards in that art form, or English Language Arts Standards for literary arts. The arts content will draw inspiration from themes supplied by the classroom teachers that students are exploring in other subjects, but will **focus on learning objectives in the art form.**

Elements of this residency type include:

- Teaching learning objectives in the art discipline
- Six (6) hours of preparation
- Four (4) hours of collaborative planning with the classroom teacher
- Six (6) hours of in-class instruction
- 2 Required professional development workshops during the school year
- Payment of \$750 including supplies, upon completion of residency

2. Arts-Integration Residency

These residencies require mastery of the chosen art form plus the skills needed to collaborate closely with the classroom teacher to develop instruction and learning objectives **that address both the art form and another academic subject**. The Any Given Child program utilizes the Kennedy Center's definition of Arts Integration:

Arts Integration is an APPROACH to TEACHING in which students construct and demonstrate UNDERSTANDING through an ART FORM. Students engage in a CREATIVE PROCESS which CONNECTS an art form and another subject area and meets EVOLVING OBJECTIVES in both.

The lessons must be based on California Visual and Performing Arts Standards. Artists intending to offer Arts Integration Residencies must attend the Kennedy Center's 3-hour Arts Integration Workshop offered annually as part of the Any Given Child program prior to starting classroom residencies. Artists will be paid for additional collaborative planning hours for Arts Integration residencies.

Elements of this residency type include:

- Teaching learning objectives in the art discipline **plus** another subject area
- Twelve (12) hours of preparation
- Ten (10) hours of collaborative planning with the classroom teacher
- Ten (10) hours of in-class instruction
- 2 Required professional development workshops during school year
- Payment of \$1350 including supplies, upon completion of residency

Who Should Not Apply

- Informal Arts Groups
- Organizations who have extensive technical requirements
- Artists who cannot adapt their art form to young audiences
- Artists who are not available between 8:30am and 3pm
- Artists who do not have reliable transportation to school sites

Application & Requirements

- Submittable: <https://sacmetroarts.submittable.com/submit>
- If selected, artists without current, valid non-profit status must have or obtain a City of Sacramento Business Operation tax certificate (<https://www.cityofsacramento.org/Finance/Revenue/Business-Operation-Tax>).
- All artists must adhere to background checks and fingerprinting policies of assigned school district(s). Any Given Child does not reimburse for any costs associated with these services.

Contract Requirements

W-9 and Form 590:

All artists and contractors doing business with the City of Sacramento – i.e. receiving money – are required to complete both the W-9 and 590 forms. The City will not process a payment to you without both forms. You will need to complete the form and send it to your Arts Commission contact via e-mail, mail, or fax. You may need to provide new forms if it has been over a year since you have been paid by the City.

BUSINESS OPERATIONS TAX (BOT)

Nonprofit (tax exempt charity) organizations are generally not required to pay a BOT; however, you must submit a request for an exemption. This is a one-time requirement. If your organization has contracted with the City in the past, you may already have an exemption letter on file.

To receive a letter of exemption, download and fill out the business operation tax application along with a “Request For Exemption From Business Tax Form” (available upon request), and a copy of the IRS letter that grants your nonprofit status; then return the forms to your Arts Commission staff contact. It takes about a week to receive the letter if it is mailed. Once you receive it, you must remit a copy of it to the Arts Commission by email or in hard copy.

If you do not have non-profit status, you must obtain a BOT through the City’s Revenue Office. Revenue’s public counter hours are Mon-Fri 8:30am to 4:30pm, and they can be reached by phone to answer questions Mon-Fri 9:00am to noon at 916-808-8500. Please check the website for holiday closures. You can access the forms on the City of Sacramento website: www.cityofsacramento.org/Finance/Revenue/Business-Operation-Tax.

INSURANCE

The City of Sacramento requires all contractors to carry a minimum amount of insurance. Please work with an Arts Commission staff person to assess what is needed for your contract. Useful documents available upon request include Risk Management requirements, Requirements for Insurance documents, an example of an Additional Insured Endorsement, and an excerpt from our standard contract agreement.

Application: Arts Exposure

1. Brief Organizational Description
2. Resume of Primary artists
3. Work samples – no more than 3
 - Describe work samples in Work Sample Log
 - One work sample may be educational material
 - For video, panel will review 10 minutes of work
4. Description of Proposed Assembly
 - Include list of specific activities
5. 2 Concepts students will understand about your art form
6. Relevant to varying grade levels
7. Other opportunities performing in front of 100-600 people
8. Experience working
 - Under contract
 - With schools
 - With invoicing
 - Outside of the city core

<https://sacmetroarts.submittable.com/submit/115893/any-given-child-arts-exposure-experience>

Application: Artist Residency

1. Brief Description of work history as a professional artist & as a teacher of your art form
2. Resume
 - Include both artistic & teaching experience
3. Work samples – no more than 3
 - Describe work samples in Work Sample Log
 - One work sample may be educational material
 - For video, panel will review 10 minutes of work
4. Sample Lesson
 - Video recorded or live
 - Sample Lesson Details provided on our website
5. Outline of 6 lesson Unit Plan
 - Unit plan worksheet provided
 - Include:
 - 2-3 learning objectives
 - Corresponding California Standards
 - Description of lessons & goals of each lesson
 - Evidence of sequential skill-building
6. Relevant to assigned classroom
 - Age appropriate
 - Experience in art form
7. Other opportunities creating public school standard-based lesson/unit plans
 - Working in classroom setting
8. Experience working
 - Under contract
 - Collaborating with classroom teachers
 - With invoicing
 - Outside of the city core

<https://sacmetroarts.submittable.com/submit/115551/any-given-child-teaching-artist-residency>

Theme-Based Vs. Arts-Integration Residency

Theme-Based Residency

Focus on learning objectives in the art form

Arts-Integration Residency

Address both the art form and another academic subject.

Arts Integration is an APPROACH to TEACHING in which students construct and demonstrate UNDERSTANDING through an ART FORM. Students engage in a CREATIVE PROCESS which CONNECTS an art form and another subject area and meets EVOLVING OBJECTIVES in both.

The lessons must be based on California Visual and Performing Arts Standards. Artists intending to offer Arts Integration Residencies must attend the Kennedy Center's 3-hour Arts Integration Workshop offered annually as part of the Any Given Child program prior to starting classroom residencies. Artists will be paid for additional collaborative planning hours for Arts Integration residencies.

General Application Tips

- Succinct and focused narratives. Capture the essence in two or three sentences.
- Do not leave any questions unanswered.
- Pay attention to the quality of all attachments.
- Double check to ensure that all required attachments such as forms and supplemental materials are included.
- Panelists are distracted by numerous spelling and grammatical errors. Please edit your application thoroughly.
- Panelists appreciate clearly and briefly stated answers.
- Before submitting your application, have someone who is unfamiliar with your organization read it for clarity.
- Make sure the application is filled out in its entirety. SMAC reserves the right to reject any application if incomplete.

Review and Evaluation Process

- Submission (June 15, 2018)
- Staff Review (June-July 2018)
- Panel Review (July-August 2018)

Review Criteria: Arts Exposure

1. Artistic Merit

- Depth of knowledge of a discipline
- Artistic achievement, training and/or experience
- Quality of work demonstrated through work samples

2. Educational/Instructional Merit

- Quality of the student experience (inspiring, engaging, relevant, interactive, multi-layered, challenging, empowering)
- Potential of the arts activity to effectively teach students about the art form itself
- Appropriate educational activities for the strengths and needs of the population to be served (age appropriate, level of previous experience with the art form, etc.)

3. Capacity Assessment

- Demonstrated capacity to provide educational assemblies to audiences of 100-600 students within the K-8 grade range
- Demonstrated ability to fulfill contractual obligations

Review Criteria: Artist Residency

1. Artistic Merit

- Depth of knowledge of a discipline
- Artistic achievement, training and/or experience
- Quality of work demonstrated through work samples

2. Educational/Instructional Merit

- Quality of the student experience (inspiring, engaging, relevant, interactive, challenging, empowering)
- Potential of the arts instruction to effectively teach students about the art form itself (*for Arts Integration residencies*: and integrate other non-arts subjects into lessons)
- Appropriate educational activities for the strengths and needs of the population to be served (age appropriate, level of previous experience with the art form, etc.)

3. Capacity Assessment

- Demonstrated capacity to prepare and execute 6 and/or 10-hour residencies in classroom settings within the K-8 grade range
- Demonstrated ability to fulfill contractual obligations, including collaboration with classroom teachers

If Accepted: Arts Exposure

Arts Commission staff will notify all applicants of their application status following the panel review. If your organization is accepted to the roster, Arts Commission staff will work with you to craft your listing in the Any Given Child arts provider roster.

The roster is distributed to schools in participating school districts, and schools submit requests to the Any Given Child programs based on program information provided in the roster. Arts Commission staff will work with arts providers and schools to schedule assemblies, based on mutual availability and interest. **Inclusion in the roster does not guarantee bookings.**

Arts Commission staff will conduct site visits to your assembly(ies) for evaluation purposes. Teachers and school administrators are given evaluation forms before the assemblies. Once the school year is complete, Arts Commission staff will meet with your organization's primary contact(s) to discuss evaluations.

If Accepted: Artist Residency

Arts Commission staff will notify all applicants of their application status following the panel review. If you are accepted to the roster, Arts Commission staff will work with you to determine if you will be placed in Theme-Based or Arts-Integration residencies.

Schools submit requests for Any Given Child teaching artist residencies based on interest in residency type and desired art discipline. Arts Commission staff will work with school district arts leads to make residency placements with classroom teachers. Teaching Artists and classroom teachers work in partnership to determine a schedule of collaboration time and in-class instruction.

Once Teaching Artists are assigned their residencies, all residency pairs will attend a required orientation and professional development workshops. Arts Commission staff will conduct site visits to your residency(ies) for evaluation purposes. Both you and the classroom teacher will submit a final evaluation. Arts Commission staff will meet with you at the end of the school year to discuss evaluations.

Q & A