**Creative Access / Artist in Residence Report Form - Worksheet
We are providing this so you can fill this form out first, then copy and paste your answers into the webform without having to save and reopen it several times.**

**Page 1 of the form**

**Information about you:**Teaching Artist's Name

Mailing Address

City

State

Zip Code

Phone

Email

 **Residency Information: Location**

 **Location information**

Name of School / Site

Address

City

State

Zip Code

Phone Number

 **Contact information**

Name of Teacher

School Phone

Home / Cell Phone

Email

**Program Description**

**For this section, please answer the following questions in three to five brief sentences.**

Please describe your residency project as it actually occurred. Did the project differ from what was proposed in your application? If so, how? (500 words or less please)

What goals and objectives did the project seek to achieve? Were these goals and objectives achieved? To what extent?

What problems occurred (if any) and how were they overcome ?

Briefly describe the teacher and staff you worked with n the school setting. Have teachers been able to implement the art ideas / techniques with students?

In what ways were you able to tie the residency to the needs of your students as they pertain to their IEP? (Gross/fine motor skills building, teamwork, social/emotional goals and so on).

In what ways were you able to tie the residency to the core curricula/21st century skills? (Humanities concepts, historical relevance and so on.)

**Residency Information: Statistics**

Start Date

End Date

Total Number of students who participated in the project.

Number of Students Being Served With Disabilities

Is This a Title One School?

Yes No

Number of Classrooms

Hours of Teaching per Classroom

 Number of Artists That Participated

Number of Teachers and Paraprofessionals Involved

Total Number of Days for Project

Total Number of Teaching Hours for the Project

**Page 2**

**Publicity**

**For this section, please answer the following questions in three to five brief sentences.**

What methods did you use to publicize your project?

You can upload any scans of newspaper clippings, images, programs, invitations etc. below in the uploads section along with any photo release forms and the required images.

**Evaluation**

**For this section, please answer the following questions in three to five brief sentences.**

1. Please give your honest evaluation of the project. (For instance would you like it to be larger / smaller? If so, why? Why was it a valuable project? Did the staff support this residency? Do you have future funding? What were the project's strengths and weaknesses? Would you apply for creative access funds again? Why or why not?

2. Did you partner with any other organizations besides IPUL/VSA in your residency? If so, who?

3. What specific methods and strategies did you utilize to achieve the goals of your residency?

4. What specific skills did participants learn? What were they able to learn, know, and understand as a result of this experience? Were there any unexpected outcomes of your residency?

5. How did you evaluate student learning? What did success look like?

**Learning outcomes**

**Please articulate and evaluate 3 different aspects of your residency in the following section.**

**Learning outcome #1**

Assessment Criteria:

Methods and results:

**Learning outcome #2**

Assessment Criteria:

Methods and results:

**Learning outcome #3**

Assessment Criteria:

Methods and results:

**Actual Budget**

*This budget page should reflect* ***actual*** *income and expenses for the project.*

**Expenses**:

Artist Salary

Supplies/rent for special projects

Other

**Total Actual Expenses for Program**

**Income:**

**List cash and / or in-kind donations that were used for the program expenses.**

Artist Salary($1000 awarded by VSA Idaho /Creative Access Funds for this program

$0-500 awarded for travel or special events projects

Other Grant Money

Other (supply fees, etc)

Total Cash

**Total**

 **Uploads**

**You are required to upload 3 pictures of the project, as well as a scan of any photo release forms for any participants whose faces are visible. If you submit a picture without faces visible, you may upload a blank copy of a photo release form. There must be a photo release form with each picture.**

You must do this at the same time you submit your report, and only in this format. No other channels for photos or releases will be accepted. If you have issues or questions about this - please contact us

This requirement must be met in order to process your submission for payment.

First Picture and Release Form

Required Picture # 1. Click the button below and choose the files you want to upload.

Required picture #1 release form - student's name and description must be included and clear so we can match them up with the picture.

Add another release form if needed

Second Picture and Release Form

Required Picture # 2. Click the button below and choose the files you want to upload.

Required picture #2 release form - student's name and description must be included and clear so we can match them up with the picture

Add another release form if needed

Third Picture and Release Form

Required Picture # 3. Click the button below and choose the files you want to upload.

Required picture #3 release form - student's name and description must be included and clear so we can match them up with the picture

Add another release form if needed