



ARTIST RESIDENCY PROJECT REQUEST FORM

This form **must be** completed and signed by the host site administrator and project coordinator and submitted to PCA&M in order to be considered for support funding.

Please include all information.

Host Site: _____ District: _____

Address: _____ City _____ Zip + 4 _____

Phone: _____ Fax: _____

Site Administrator/Principal: _____ Email: _____

Site Coordinator: _____ Email: _____

Title/Grade Level(s) of Site Coordinator: _____

Teaching Artist (TA): _____ Art Form: _____

Artist Residency Project Budget

Number of Days _____ X TA Fee per Day* \$ _____ = TA Cost \$ _____

10% Admin. Fee on TA Cost = \$ _____ + TA Cost \$ _____ = Project Cost \$ _____

Project Cost (from above) \$ _____ - PCA&M Funding Support** (\$ _____) = Site Cost \$ _____

**Typical TA Fee per Day is \$200*

***See back for funding formula*

The host site is responsible for the cost of materials and travel, if applicable.

Source(s) of Host Site funds (e.g., foundation grant, school or district budget, PTA/PTO/PTG, local business, etc): _____

Artist Residency Project Plan:

To be developed cooperatively with the artist(s), host site, and PCA&M using the **Artist Residency Planning Form**. Online **Evaluation Forms** must be submitted upon completion of the residency project.

Artist Residency Project Request Form Submitted By:

Signature of Site Administrator/Principal Date

Signature of Site-Coordinator Date

Please return this form to: Mary Brenholts, Pittsburgh Center for Arts & Media, 1047 Shady Avenue, Pittsburgh, PA 15232
Voice: 412-361-0455, ext 404 • Email: mbrenholts@pfpca.org

As required by the PA Council on the Arts, PCA&M support funding for Artist Residency Projects is based on the number of project days and there is a 10% administration fee on all projects.

Side B

Examples:

10 DAY ARTIST RESIDENCY PROJECTS ~ 10% admin and 30% PCA&M SUPPORT FUNDING

10 days X \$200 TA Fee per Day = \$2,000

10% Administration Fee = \$200

\$2,200 Project Cost

PCA&M 30% Funding Support = (\$600)

Host Site = \$1,400 + \$200 Administration Fee

Total Site Cost = \$1,600 (plus materials)

15 DAY ARTIST RESIDENCY PROJECTS ~ 10% admin and 40% PCA&M SUPPORT FUNDING

15 days X \$200 TA Fee per Day = \$3,000

10% Administration Fee = \$300

\$3,300 Project Cost

PCA&M 40% funding support = (\$1,200)

Host Site = \$1,800 + \$300 Administration Fee

Total Site Cost = \$2,100 (plus materials)

20 DAY ARTIST RESIDENCY PROJECTS ~ 10% admin and 50% PCA&M SUPPORT FUNDING

20 days X \$200 TA Fee per Day = \$4,000

10% Administration Fee = \$400

\$4,400 Project Cost

PCA&M 50% Funding Support = (\$2,000)

Host Site = \$2,000 + \$400 Administration Fee

Total Site Cost = \$2,400 (plus materials)