

**Side A**

*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)