

**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% Project Management Fee on TA Cost = $\_\_\_\_\_ + TA Cost $\_\_\_\_\_ = Project Cost $ \_\_\_\_

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

*\* TA Fees may range between $200-$350. Please reach out to Mary Brenholts to confirm.)*

*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, Director of Artists in Schoolls & Communities at Pittsburgh Center for Arts & Media

Voice: 412-606-4723 • Email: mbrenholts@pghartsmedia.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% project management fee on all projects.

**Side B**

**5-10 DAY ARTIST RESIDENCY PROJECTS ~ 10% project management fee and 30% PCA&M SUPPORT FUNDING**

**15 DAY ARTIST RESIDENCY PROJECTS ~ 10% project management fee and 40% PCA&M SUPPORT FUNDING**

**20 DAY+ ARTIST RESIDENCY PROJECTS ~ 10% project management fee and 50% PCA&M SUPPORT FUNDING**

PCA&M support funding may increase by 2% increments per each additional day.