

This guide is intended for educators who are currently participating in or considering collaborating on an application to the Manitoba Arts Council's Artists in Schools program.

## About the Artists in Schools Program

The Artists in Schools program brings artists to the classroom to provide arts-enriched learning experiences to Manitoba students from nursery to grade 12.

Educators and artists work together to offer either a short-term project or a three-year project. The Manitoba Arts Council offers a grant that can cover up to 100% of the costs of the project.

The intent of the program is to motivate and excite students to realize the full potential of who they can be, to acknowledge their role in the community, and to value the importance of the arts.

## How the program works

Artists and educators work collaboratively to build a project and submit a grant application to the Manitoba Arts Council's Artists in Schools program.

Before you begin, you should know that while we encourage a collaborative approach to writing the grant application, it is the artist that will submit the application in MAC's Online Application System. This means that the artist you choose to work with will need to have a valid profile in our system before they are able to apply.

To be eligible to participate in the program, a school must be listed in either the [First Nations Operated School Directory](#) or the [Manitoba Education and Training Schools in Manitoba Directory](#).

## Step One: Preparation

We invite you to read the [Artists in Schools Program Guidelines with Application Form Preview](#) available on our website.

## Step Two: Find an artist

You can choose to work with a professional Manitoba artist, arts/cultural professional, Indigenous Knowledge Keeper, arts group or organization. Before an artist can apply, their profile on MAC's Online Application System must be approved.

Schools are encouraged to use the [Canada's Map of Arts and Learning on the Canadian Network for Arts and Learning](#) website to find an artist. This is an online interactive map with information on artists working in schools and communities across Canada.

You may also be approached directly by an artist who would like to work with your school.

### **Step three: Build an application collaboratively**

Take a close look at the [Artists in Schools Program Guidelines with Application Form Preview](#) available on our website to see what information is required in the application.

The artist will draft and submit an application in MAC's Online Application System. The school must provide the artist with a completed and signed [School Commitment Form](#) to be submitted with the application.

In this form, you will identify your school's budget contribution to the project, list the artists who are approved to work in your school, and commit to the school's participation.

### **School budget contribution**

Artists can apply for funding to cover up to 100% of eligible project costs but schools and school divisions are strongly encouraged to contribute revenue to cover additional or non-eligible project costs.

We emphasize the importance of a partnership between your school and the artist(s) and ask you to support this partnership financially. MAC recommends a minimum contribution of 20% of the overall budget. If your school is unable to contribute, we invite you to provide an explanation in the School Commitment Form.

### **Approval to work in schools**

It is the school's responsibility to determine who works with students in their classrooms. MAC does not require artists to have current Police Information/Vulnerable Sector Screening (PI/VS) and Child Abuse Registry (CAR) checks to apply to its programs.

You will be asked to list the project participants who have met the clearance requirements needed to work in your school in the School Commitment Form. If an application is submitted with the names of artists, arts/cultural professionals,

Indigenous Knowledge Keepers, and/or collaborators who have not been approved by your school, the application will be deemed ineligible.

The applicant must include School Commitment Form in their electronic submission for the application to be considered eligible, so be sure to complete and return the form to the applicant prior to the application deadline.

### **Application deadlines**

- June 5: for projects scheduled between September and the end of June of the next school year
- October 5: for projects scheduled between January and the end of June of the current school year.

We recommend that the participating school keep a copy of the completed and signed School Commitment Form for its records.

### **What happens now?**

A jury made up of peer artists and educators will assess all applications received. The criteria used to assess the applications can be found in the [Artists in Schools Guidelines and Application Form Preview](#).

After a decision is reached on your application, the applicant will receive an email notification. It is the responsibility of the applicant to notify the school of the results. MAC does not release results by phone.

Applicants can expect to be advised of the results at the following times:

- June 5 deadline: mid-August
- October 5 deadline: mid-December

### **If an application is unsuccessful**

- The applicant may submit the same project to a subsequent deadline.
- the school may decide to partner with another artist who can submit a new application to another deadline.

### **If the application is successful, the applicant:**

- will be required to sign a funding agreement.
- will be responsible for the project budget and payment of other artists and collaborators participating in the project. All grant funds are paid to the applicant. No funds are payable to the school by MAC under this program.
- must submit a final report at the end of the project.

## Responsibility

### School principal

- must approve and sign the School Commitment Form.
- acknowledges that all grant funds are transmitted to the applicant and that no funds are payable to the school by MAC under this program.
- understands that artists, Indigenous Knowledge Keepers, and collaborators participating in this project work independently of the school administration (Teachers are legally responsible for their students and must be present in the classroom at all times).
- must establish, approve, and maintain the clearance requirements needed by the school for each of the project participants listed on this form.
- acknowledges that it is the school's responsibility to determine who works with students in their classrooms and under what terms, including the applicant and any other collaborators who may participate in the project.
- organizes payment of school and division project contributions to the project lead (applicant), if applicable.
- understands that MAC acts primarily as a funder in connection with this program and is not responsible or liable for the actions, inactions or negligence of any artist or collaborator, school, school staff, students or others in connection with the school's participation in this program.

### School contact

- must submit the completed and signed School Commitment Form to the applicant prior to the application deadline (keep a copy of the form).
- manages school scheduling, ensuring that all paperwork is completed and submitted as requested.
- organizes with the applicant necessary ongoing planning, classroom, and professional development sessions.
- informs the lead artist prior to the start of the project of school policies on codes of conduct, subject matter, content, and language.
- welcomes the artist(s) as a special guest in the school and the community.
- submits a final report (optional).

### **Teachers**

- are legally responsible for their students and must be present in the classroom at all time.
- shall prepare the students for the artist's visit.
- share information about students with special needs and ensure support for those students in artist led activities.
- support the artist in creating a climate that encourages students to be actively involved in the project.
- intervene in the case of specific student behaviour problems.

### **Applicant**

- provides documents as requested by the school for the principal to approve the project participants listed on the School Commitment Form to work with students participating in the project.
- submits the application to the Manitoba arts Council.
- provides the school contact with a copy of the grant application.
- coordinates other collaborators.
- meets with the school contact and teachers to plan project concept, schedules, activities, and professional development sessions.
- discusses project needs with the school contact (art supplies, equipment rental, etc.)
- advises the school of any changes to the original collaborators approved by the school.
- contacts the program consultant at MAC to approve significant changes to the project and submit all necessary paperwork required by MAC.
- submits a final report.