



FY22

Teaching Artist Roster Program

GUIDELINES

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www.centralmnartsboard.org

We understand that the online application system may present a barrier to some applicants and will make reasonable efforts to accommodate specific needs on a case-by-case basis. This information can be made available in the following alternative formats: Braille, large print, and audio recording.

We can also help find a language interpreter to translate these guidelines.

To accommodate your requests, the Central MN Arts Board will need at least 10 working days.

We recommend using Chrome or Firefox as your web browser to complete the online application.

PROGRAM OVERVIEW

The Teaching Artist Roster Program is a seven-session training designed to strengthen connections between artists and the communities they live and work in. Established and novice teaching artists are offered a unique opportunity to grow together while refining and developing skills for conducting collaborative, in-depth arts learning experiences in organizations, community settings and schools. Through sharing what is important about one's own creative process, artists will engage new audiences, provide creative outlets and increase opportunities for students of all ages to engage in the arts.

A small cohort of artists are selected to participate in this training, conducted in even-numbered fiscal years and led by artist peer coaches and partners contracted by the CMAB.

After completing the program, participants may post a personal profile on the CMAB Teaching Artist Roster web page and are exclusively eligible to apply for residency funding through the Teaching Artist Grant program.

PROGRAM GOALS

- Nurture artists by supporting professional development, creative exploration, and providing opportunities to connect and engage throughout the region.
- Contribute to a climate where artists are recognized and appreciated as leaders and problem solvers.
- Improve access to the arts in Central Minnesota through creative initiatives.
- Maintain & strengthen our commitment to foster ongoing opportunities for arts education for artists and learners of all ages.

PROGRAM OUTCOMES

Individuals who complete the Teaching Artist Roster Program-

- Value themselves as artists and understand what they offer as teaching artists
- Expand the ways they apply their craft
- Understand the essential role arts play in a complete education
- Belong to a network of fellow teaching artists who serve as resources, mentors and peers
- Are ready to employ and lead assessments that involve personal reflection for continuous improvement
- Understand how the roles of artist and teacher intersect
- Are able to develop lesson plans and curriculum
- Are familiar with the CMAB Teaching Artist Grant application process
- Employ strategies that contribute to success as a teaching artist

WHO CAN APPLY

- Artists at least 18 years of age
- Resident of Benton, Sherburne, Stearns, or Wright County for a minimum of six months prior to application
- Either a U.S. citizen or permanent resident alien

APPLICANTS NOT ELIGIBLE

- Past CMAB grant recipients with any overdue final reports

HOW TO APPLY

Click the MANAGE GRANTS button in the upper right corner of the CMAB homepage. First-time applicants need to create an account using an email address and password.

- Applications must be submitted by **11:59 pm on the deadline date**.
- Applications received after deadlines are ineligible. There are no exceptions to this policy.

Submit your application online and include:

- **WORK SAMPLES** with descriptions

USING Fax-to-File:

Fax-to-File is feature is available within the application to help convert documents from hard copy to digital PDF format.

Fax-to-File is located in the upper left portion of your screen under tools.

APPLICATION CONTENT

ARTISTIC MERIT/QUALITY - 15 of 30 points

Evaluators use the following criteria when reviewing the application:

1. Applicant demonstrates interest in the program.
2. The applicant's work exhibits originality, technical skill, and a personal artistic vision or voice.
3. Applicant work samples evoke emotion, intellectual inquiry, or other responses from an audience.

1) Describe why you are interested in participating in the Teaching Artist Roster Program.

2) Artistic training and experience: Note significant experiences you have had in your artistic discipline. Include formal and informal studies, exhibitions, volunteer experiences, work you were paid to complete, etc.

3) Provide a brief statement about you and your art

An artist statement should help readers understand what you believe to be the most important aspects of your art and the techniques you use to make it.

- Describe what you do and why you do it
- Avoid comparing yourself to other artists

4) **Work Samples** - combine all samples into ONE PDF document or audio/video file and upload. A website URL (optional) can be provided if the upload does not accommodate the file size.

- **Work Sample(s)** Images, audio, video [10 MiB allowed]
- **Work Sample Description** –provide the description or direct reviewers to specific images, or 7 minutes of audio/video (i.e – view from 1:16 to 5:06 and then from 18:04 to 20:00)
- **Audio/Video or Website URL** - (i.e. www.centralmnartsboard.org)

Work Sample Instructions

Contact the CMAB office if you need assistance attaching work samples. The CMAB is not responsible for samples that do not upload or display correctly. **Work samples that exceed the allowed number of images or run time will be excluded from application review.**

- **Two-Dimensional & Three-Dimensional:** painting, drawing, photography, sculpture, ceramics, fiber arts, multi-media arts, and all fine crafts; **SUBMIT UP TO 5 WORK SAMPLES:** Submissions should not be more than 1800 pixels wide with title, description and dimension included with each sample.
- **Literary:** original poetry, prose (fiction and creative nonfiction), playwriting and screenwriting. **Total number, including summary may not exceed 10 pages.** If the sample is part of a longer work, one of the pages may provide a BRIEF summary or context for the excerpt. **Include a description title, type (Poem, Novel excerpt, etc.) with each sample.**
 - All written materials must be submitted in .PDF format on 8-1/2" X 11" document.
 - Leave 1/2" margins (minimum) at top, bottom and sides of each sheet.
 - Use black size 12 font or larger.
 - Scholarly manuscripts, standard journalism, and translations are not accepted.
 - Literary artists may include an audio or video recording of themselves reading an excerpt from submitted work samples. This sample may not exceed seven minutes in length.
- **Performance:** Dancers, choreographers; theatre performers, spoken word; composers, musicians. While artists can perform the work of others, panel members will be looking for the applicant's unique interpretation, or "personal stamp" on the work submitted and priority will be given to original work.
 - **Theater/Dance: combined run time of 7 minutes for all selections.** Submit samples in .WMV, .SWF or .MP4 file format or provide a URL link to a video. Include in a separate document the Title, Length of excerpt with a physical description explaining how to identify you (i.e., "I am the actor in the yellow shirt")
 - **Music: combined run time of 7 minutes for all selections.** Submit samples in .MP3, .WAV, .WMA formats and include the Song Title, Length, Type of Music for each sample in a separate document. **Optional:** You may attach scores for any music sample(s) submitted.

ABILITY – 15 of 30 points

Evaluators use the following criteria when reviewing the application:

1. Applicant can commit to the trainings dates as scheduled.
2. Applicant demonstrates an interest in building or expanding their skills as a teaching artist.
3. Lesson plan outline is creative, unique and appropriate for the identified learners.

Training Dates

Training sessions are scheduled on Thursdays from 6:00 pm until 9:00 p.m. on the following dates in 2022: April 7th, April 21st, May 5th, May 19th, June 2nd, June 16th and June 30th. Meetings will be held in-person (location to be determined). Mileage reimbursement is available to cover the cost of travel to meetings.

5) Are you available to attend all the training dates?

6) Describe any teaching experience you have, formal or informal. If you have no teaching experience describe personal skills or experience that will contribute to your success as a teaching artist (volunteer experience, working with groups, etc.)?

7) Name a technique, genre, process or medium you are interested in focusing on during the program.

LESSON PLAN OUTLINE

LP1. Description of Activities- What will you demonstrate, or show to students? What will students do?

LP2. Target Age Group/Population- Students can be of ANY age. Other characteristics that will describe a particular population could be ability, location, ethnicity, etc.

LP3. Length of class- Estimate how long it might take to complete the activities you've described.

LP4. Materials required- What will you need for your lesson? What will students need?

CMAB Evaluative Data

The following questions help CMAB determine the reach of our programs and the equity in our grant making.

The information is not considered in application review and is not visible to reviewers.

- **Proposal Name** – Indicate your art form and include specific mediums, genre, themes, etc.
- **Discipline** – Select the code, found on page 7, that best describes your primary area of interest in the arts
- **Proposal Summary** - Enter "Your Name - Teaching Artist Roster Training"
- **Street Address** - Enter your street address (No P.O. Box), city and zip code.
- **County** – Enter your county of residence
- **MN House District** – Enter your MN legislative house district. To use the district poll finder, [Click Here](#)
- **Congressional District** – Enter your MN congressional district. To use the district poll finder, [Click Here](#)
- **Applicant Ethnicity** - Select any combination (**optional**). **N** = American Indian/Native American; **A** = Asian; **P** = Native Hawaiian/Pacific Islander; **B** = Black/African American; **H** = Hispanic/Latino; **M** = Middle Eastern/North African; **W** = White; **99** = when no single group; **O** = Other; **98** = Data not provided
- **Applicant Groups**- Indicate if you identify as a member of any of the following demographics: **I** = Individuals with Disabilities; **S** = Adults older than Sixty; **V** = Military Veterans; **99** = None of the above; **98** = Data not provided
- **Additional Information** (optional) - Data collection questions do not always provide options to accurately describe the racial or ethnic identity of applicants. If there is additional information you would like to provide about your race or ethnicity, include that information here.

CERTIFICATION

8) Electronic Signature

Your signature indicates that all the information in the application is true and complete.

CMAB SERVICES AND GRANTING PROCESS

REVIEW PROCESS

Applications are reviewed by CMAB appointed staff and Directors, who will invite selected candidates to interview for the Teaching Artist Roster Program.

APPLICANT INTERVIEWS

Interviews will be scheduled within 30 days of the Teaching Artist Roster Program deadline. Evaluation scores and a list of recommended applicants will be submitted to the CMAB Board of Directors for final approval. All applicants will be notified of the Board's decision in writing.

GRANT APPEAL PROCESS

Any applicant who can show causes that established grant review procedures were not followed, or that the policies of the program were not equitable to all applicants may file an appeal in writing within fifteen (15) business days of being notified of the CMAB's decision.

The Executive Committee will determine if there exists sufficient cause for an appeal and if further investigation is warranted. If the Executive Committee finds that there is cause for an appeal, they will bring the matter before the full board for a final decision. There is no right of appeal to dispute decisions in respect to artistic quality or merit, ability or need. Contact the CMAB office to view a copy of the complete appeal policy.

DEFINITIONS

Artistic Merit: The perceived quality or value of works of art.

Resident: One who resides in a particular place permanently or for at least six months prior to application. This will be the location on your driver's license, voting precinct, legally established residence.

For more information on Central MN Arts Board programs and services, visit our website at www.centralmnartsboard.org or call 320.968.4290 or 1.866.825.1741.

Art discipline codes		Art discipline codes (continued)	
CODE	DISCIPLINE	CODE	DISCIPLINE
01	Dance	07	Crafts
01A	Dance, ballet	07A	Crafts, clay
01B	Dance, ethnic/jazz	07B	Crafts, fiber
01C	Dance, modern	07C	Crafts, glass
02	Music	07D	Crafts, leather
02A	Music, band	07E	Crafts, metal
02B	Music, chamber	07F	Crafts, paper
02C	Music, choral	07G	Crafts, plastic
02D	Music, new-experimental, elec	07H	Crafts, wood
02E	Music, ethnic	07I	Crafts, mixed media
02F	Music, jazz	08	Photography
02G	Music, popular	09	Media Arts
02H	Music, solo/recital	09A	Media Arts, film
02I	Music, orchestral	09B	Media Arts, audio
03	Opera/Musical Theater	09C	Media Arts, video
03A	Opera	09D	Media Arts, tech/experimental
03B	Opera, musical theater	09E	Media Arts, screen/scriptwriting
04	Theater	10	Literature
04A	Theater, general	10A	Literature, fiction
04B	Theater, mime	10B	Literature, non-fiction
04C	Theater, puppetry	10C	Theater, playwriting
04D	Theater for young audiences	10D	Literature, poetry
04E	Theater, storytelling	11	Interdisciplinary
05	Visual arts	12	Folk/Traditional Arts
05A	Visual arts, experimental	12A	Folk/Traditional dance
05B	Visual arts, graphics	12B	Folk/Traditional music
05D	Visual arts, painting	12C	Folk/Traditional crafts/vis arts
05F	Visual arts, sculpture	12D	Folk/Traditional storytelling
06	Design arts	13	Humanities
06A	Design arts, architecture	14	Multidisciplinary
06B	Design arts, fashion	15	Non-arts/Non-humanities
06C	Design arts, graphic	98	Not provided
06D	Design arts, industrial		
06E	Design arts, interior		
06F	Design arts, landscape arch		
06G	Design arts, urban/metro		