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**Description** The Virginia Commission for the Arts publishes an online roster of professional artists interested in doing residencies in PK-12 schools across Virginia. It is our goal to provide support for school/artist collaborations that foster increased quality arts experiences for children in Virginia schools. The *Artist Roster* may include architecture/design, crafts, dance, film/digital/video arts, folk arts, music, poetry/fiction, theatre, and visual art. Artists must demonstrate extensive experience in their field(s) and a strong commitment to working in the schools. Additional information is available at [www.arts.virginia.gov](http://www.arts.virginia.gov).

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**Deadline** **APPLICATIONS ARE ACCEPTED THROUGHOUT THE YEAR**

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**Eligibility** Artists may be Virginia residents or live in other states. Artists will be chosen for the Roster based on their credentials in their artistic field and their plans for age-appropriate residencies that include the required components of working with a core group of students, general workshops for larger student groups, and teacher workshops. In-school studio time and public activities, such as performances or exhibitions, may be included but are not required.

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**Review  
Procedure**

Applications and supporting materials will be reviewed by the Commission's *Artist Roster* panel 3-4 times a year (depending on number of applications) which is made up of representatives of the literary arts, performing arts and the visual arts. The panel reviews each artist's professional expertise and credentials; the quality of the artist's work (sample of artist's work); the residency description; prior residency experience and experience working with children and students.

Although the Commission may approve an artist for 1 year only, artists may be approved for inclusion on the *Artist Roster* for up to 4 years. Inclusion on the *Artist Roster* will not guarantee participation in a Commission-funded residency.

Artists who have been on the Commission's *Artist Roster* for 4 years may send an updated résumé and a letter to the Commission stating an interest in continuing to be on the *Artist Roster*. If an artist does not demonstrate a record of substantial public performances, publications or exhibitions of work or if there are concerns about the individual's work in the schools, the artist will be notified and he/she will be required to submit a full *Artist Roster* application.

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**Application  
Checklist**

- **2 Copies of the Completed Application and all required attachments** (completed, signed, pages collated)
- **2 Copies of a current résumé**
- **2 Copies of the letters of recommendation**
- **1 CD or DVD with current samples of artist's work**

**NOTE: Please read the *Guidelines for Funding* and instructions before completing an application.**

For more information, contact the Commission Staff at 804.225.3132 or [arts@arts.virginia.gov](mailto:arts@arts.virginia.gov) or visit [www.arts.virginia.gov](http://www.arts.virginia.gov)



# ARTIST ROSTER APPLICATION

**SEND TO:** Tiffany Glass Ferreira  
Virginia Commission for the Arts  
1001 East Broad Street  
Richmond, VA 23219

**FOR COMMISSION OFFICE USE ONLY:**  
*Client #:* \_\_\_\_\_

**APPLICANT NAME/ADDRESS/ZIP:**

**TELEPHONE/EMAIL:**

Work #: \_\_\_\_\_

Home #: \_\_\_\_\_

Fax #: \_\_\_\_\_

E-Mail: \_\_\_\_\_

URL: \_\_\_\_\_

**ARTISTIC DISCIPLINE(S)** (indicate discipline under which you wish to be listed in the *Roster*, if selected):

- Architecture     Crafts     Creative Writing     Dance/Movement     Film/Digital/Video Arts
- Folk Arts     Music     Photography     Theatre     Visual Arts

**DAILY RATE FOR SCHOOL DAY:**

\$ \_\_\_\_\_ per day or \$ \_\_\_\_\_ per hour

Are travel expenses included?  Yes  No    Are the fees negotiable?  Yes  No

**AVAILABILITY** (check all that apply):

- 3 to 10 days                       11 to 40 days                       41 days to entire school year

**EXPERIENCE WITH GRADE LEVEL(S)/SPECIAL POPULATIONS** (circle all that apply):

Preschool    K-5 (Elementary School)    6-8 (Middle School )    9-12 (High School)

Special Requests or Preferences: \_\_\_\_\_

**INCLUSION ON OTHER STATE ARTS AGENCY AIE ARTIST ROSTER:**

\_\_\_\_\_ State                      \_\_\_\_\_ Academic Year(s)

\_\_\_\_\_ State                      \_\_\_\_\_ Academic Year(s)

**CERTIFICATION OF ASSURANCES:**

The undersigned certifies that the information in the application and its attachments is true and correct. The applicant agrees to comply with all of the policies and procedures of the Virginia Commission for the Arts. If for any reason the artist cannot comply, the artist must contact the Commission immediately. The undersigned further certifies that s/he has read the Commission's current *Guidelines for Funding*, has signed the application, has attached the appropriate number of photocopies, and has completed, collated, and attached all required supporting documentation. The artist understands that inclusion on the *Roster* does not guarantee participation in a residency program. Previous residency artists are not guaranteed selection for inclusion on the Virginia Commission's *Artist Roster*.

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*

**RESIDENCY PROGRAM DESCRIPTION:**

Please answer these questions on separate paper using 12 point font. Please use standard margins and line spacing.

1. Summarize your proposed residency program in one paragraph.
2. Provide a detailed description of a sample residency, including specific activities, length of activities, objectives, assessments and outcomes. This may include, but is not limited to, public performances, exhibitions, teacher workshops, grade specific variations, group projects/performances, individual student projects/performances, etc.
3. Please list space, equipment, materials and supplies required for your residencies. Include estimated pricing for necessary purchases.
4. If available, provide a list of past school residencies, including name and location of the schools, dates of the residencies, and the name of the local coordinators.

**SUPPORTING MATERIALS:**

- **Resume** - All artists must submit a current resume. The resume should include professional experience (performances, concerts, commissions, exhibitions, publications, etc.) as well as education/training information, prior workshop or school residency experience, professional affiliations, honors and grant awards. The information should be categorized and listed chronologically with dates and locations.
- **Letters of Recommendation** – Artists must submit three letters of recommendation with current contact information for each reference. These letters should be written by someone who is familiar with your work in the schools or your ability to begin working in the schools.
- **Sample(s) of Work** - All artists must submit the appropriate samples of current work by the artist with the application. Samples of work must be in the same media or areas of focus described in the residency description. Original works of art will not be accepted.
  - **Visual Arts/Crafts/Architecture** – Please submit one CD with high resolution digital images. The CD must be labeled with the artist's name. An image list (name, medium, size, date of completion) of the work(s) shown must accompany the slides/CD. If proficient in more than one medium the artist should submit up to six images representing each medium.
  - **Folk Arts/Music** – Please submit one CD recording of a performance, composition or work conducted. A brief description of the work(s) included on the recording must be included. A DVD may be submitted, but is not required. Performing folk artists should submit a CD and /or DVD. All recordings must be cued to the appropriate selection. The Panel will review up to ten minutes of the recording submitted by each artist.
  - **Dance/Theatre/Storytelling/Media (film/video)** - Dancers, theatre artists (including storytellers and mime artists) and media artists must submit one DVD. All recordings must be cued to the appropriate selection. A cue sheet indicating timing(s) and a description of the selection(s) must accompany the DVD. The Panel will review up to ten minutes of the recording submitted by each artist.
  - **Creative Writing (poetry/fiction)** – Please submit samples of published work - up to 10 pages of poetry or fiction. The artist must attach a copy of the sample(s) to each photocopy of the application. Do not send books, manuscripts, plays, anthologies, etc.

**NATIONAL STANDARD FOR ARTS INFORMATION EXCHANGE*****Racial/Ethnicity Data Collection Form*****Individual Applicants:**

Individuals should circle **any combination** of the characteristics listed below that apply:

- A: Asian**
- B: Black/African American**
- H: Hispanic/Latino**
- N: American Indian/Alaskan Native**
- P: Native Hawaiian/Pacific Islander**
- W: White**

**Organizational/Institutional Applicants**

(e.g. school, arts group):

Using the characteristics listed below, circle the predominant group of which the staff or board or membership (not audience) is composed. Organizations should choose the **one** code that best represents 50 percent or more of its staff or board or membership. If none of these conditions apply to the organization, classify the organization "99."

- A: 50% or more Asian**
- B: 50% or more Black/African American**
- H: 50% or more Hispanic/Latino**
- N: 50% or more American Indian/Alaskan Native**
- P: 50% or more Native Hawaiian/Pacific Islander**
- W: 50% or more White**
- 99: No single group** listed above represents 50% or more of staff or board or membership

**For Both Individual & Organizational Applicants:**

Using the characteristics listed below, indicate if the majority of the grant activities are intended to involve or act as a clear expression or representation of the cultural traditions of one particular group, or deliver services to a designated population listed below, choose that group's code from the list. If the project or activity does not emphasize the culture or traditions of one group, please circle "99." If you seek or receive general operating support or support for administrative or artistic expenses for many projects and activities and cannot select one group, please circle "99".

- A: Asian individuals**
- B: Black/African American individuals**
- H: Hispanic/Latino individuals**
- N: American Indian/Alaskan Native individuals**
- P: Native Hawaiian/Pacific Islander individuals**
- W: White individuals**
- 99: No single group**

**NOTE:** Generally, an activity can be considered "a clear expression or representation of the cultural traditions of one particular group" if it is:

(1) A project in which the intent is to communicate the culture or traditions of a particular race. For example, performances by an African dance company would be coded as "Black/African American."

*and/or*

(2) Projects which are usually understood to be reflective of the culture or traditions of a particular race. For example, Kabuki theatre is performed in many localities, and by many Asian and non-Asian groups. All of these performances would be coded as "Asian" because regardless of who produces the work, the type of theatre itself is widely understood to be an expression of Japanese culture.