



## Visiting Artist Program

### Purpose:

Schools can apply to the **Visiting Artist Program (VAP)** to bring individual artists, groups of artists, or arts organizations into the school to provide students with direct personal contact with practicing professional artists. The program covers artist fees, materials, and travel costs. The program is offered in partnership with the Cultural Connections Strategy of the Newfoundland and Labrador Department of Education, the Newfoundland and Labrador Teachers' Association (NLTA), and the Newfoundland and Labrador Arts Council (NLAC).

### Eligibility:

- A teacher at any school in the provincial K-12 system may apply.
- Each grade configuration (K-3, 4-6, 7-9, 10-12) in a school can receive **one** VAP grant per school year, *or* a school can receive **one** VAP grant for every 150 students enrolled, to a maximum of four VAP grants per school year.
- Each visit must involve at least 10 students.
- Teachers or classes with current ArtsSmarts or Learning Through the Arts projects are **not** eligible for VAP funding.

### Program funding:

- The VAP provides **up to \$500** to cover artist fees.  
*NOTE: Artist fees may vary depending on the artist and the activity planned. Before applying, it is important schools speak with the artist to ensure their expectations for the \$500 grant are reasonable. Schools may find other funding sources to support a more extensive project, but students must not be charged a fee.*
- The VAP offers a subsidy of **up to \$200** for art supplies or equipment rental required for a project. Supplies or equipment should be listed and applicable quotes provided.
- While schools are encouraged to use local artists, the VAP offers a limited **travel subsidy** to schools that must bring in artists from outside their community. This subsidy covers travel, per diem and accommodation costs for the artist only. Schools on the **island** can apply for a travel subsidy of **up to \$200** and schools in **Labrador** can apply for **up to \$500**.

### Program guidelines:

- Artists include: writers, musicians, visual artists, creative craftspeople, theatre artists, dancers, filmmakers, new media artists, and multidisciplinary artists. Groups of artists such as bands or theatre companies can also be supported.
- Activities supported by the VAP could include: readings and discussions with writers, performances by theatre or dance troupes, discussions of a visual artist's work and its cultural

working with an artist on a web based project. The VAP is simply about exploring art with an artist.

- All projects are artist led, but *a teacher is required to be in the classroom at all times*. Teachers are encouraged to participate in the project as fully as possible.
- The subject of the visit should be artistic in nature and should help students garner a greater understanding of the arts and its role and potential in our society.
- The project should highlight the artist's professional practice.
- Artists must be current residents of Newfoundland and Labrador.
- The VAP encourages schools to use artists from their local community whenever possible.
- Any artist fees or travel costs must be for people 18 years of age or older.
- Any artist or group can be supported for up to six VAP projects per school year.
- Students must not be charged a fee for the presentation or performance.

### To apply:

- Applications must be submitted to the NLAC on the official VAP application form (available from the NLAC office or website, or the Department of Education and NLTA websites. Ensure you have the latest version.)
- Applications are accepted on an ongoing basis throughout the school year. **There is no deadline, but schools must submit an application at least two weeks before the artist or group is due to come to the school.**

### Assessment:

A committee (made up of two educators with experience in the arts) assesses applications. Applicants will normally be informed of the decision within two weeks of its submission. Retroactive applications cannot be considered.

### Final report:

Schools funded through the VAP must submit a report, including receipts for the full value of their VAP grant, within one month of completing the project. Any unused portion of the funding must be returned to the NLAC.

### For more information contact:

Donna Roberts, Labrador Cultural Outreach Officer  
Newfoundland and Labrador Arts Council  
Elizabeth Goudie Building  
141 Hamilton River Road  
P.O. Box 2243, Station B  
Happy Valley-Goose Bay, NL, A0P 1E0  
Phone: (709) 896-9565 | Toll Free: 1 (888) 896-9565 (NL only)  
Fax: (709) 896-9564 | [www.nlac.ca](http://www.nlac.ca) | [droboterts@nlac.ca](mailto:droboterts@nlac.ca)



Newfoundland and Labrador  
**Arts Council**



## Visiting Artist Program Grant Application Form

Applications must be typewritten or hand printed. Only fully completed applications will be considered.

**NOTE:** If your application is successful, the **cheque will be made payable to the SCHOOL** listed below.

FILE NUMBER: \_\_\_\_\_

\*NAME OF SCHOOL: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

CITY/TOWN: \_\_\_\_\_ POSTAL CODE: \_\_\_\_\_

PHONE: (HOME) \_\_\_\_\_ (BUSINESS): \_\_\_\_\_

E-MAIL: \_\_\_\_\_ FAX: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

NAME OF ARTIST: \_\_\_\_\_

BRIEF DESCRIPTION OF PROGRAM TO BE PRESENTED AT THE SCHOOL:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

GRADE LEVELS INVOLVED IN THIS PROJECT: \_\_\_\_\_

NUMBER OF STUDENTS INVOLVED IN THIS PROJECT: \_\_\_\_\_

PROJECT TO START BY: \_\_\_\_\_ AND END BY: \_\_\_\_\_  
(Date) (Date)

\*Privacy Notice: Under the authority of the Visiting Artist Program (VAP), personal information is collected in order to operate the program. This information is kept confidential and handled as required by the *Access to Information and Protection of Privacy (ATIPP) Act*. Any questions or comments can be directed to Joshua Jamieson, NLAC Communications Officer and ATIPP Coordinator: [jjamieson@nlac.ca](mailto:jjamieson@nlac.ca), (709) 726-2212.

**DETAILED PROJECT DESCRIPTION:** All applicants must include the following information. This information may be attached on a separate sheet.

What art activity will the artist/artists/group will offer in your school? (Describe the workshop/presentation/performance to be given. List applicable artistic discipline, and the process the artist will take the students through. Note any intended products students may create.)

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How will the art activity link to the curriculum or the school's educational goals?

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What benefits will this visit offer to the students and teachers involved?

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**GRANT APPLICATION CHECKLIST:** Applications **should** include the following attachments:

- Up-to-date resumes of artist/artists/group you are bringing into your school
- Relevant support material (if applicable)
- Travel and accommodation quotes (if applicable)
- Materials and/or equipment rental quotes (if applicable)

*If you require support material to be returned: please include a self-addressed stamped envelope with your application OR arrange to pick it up from the NLAC office. The NLAC will hold on to support material for one year. After this period, any unpublished works/works in progress that have not been picked up will be shredded (as per ATIPP guidelines), and any published materials that have not been picked up will be sent to the provincial archives.*

**DECLARATION**

By the following signature the applicant declares that:

- All statements made in this application are true.
- Any funds awarded will be used solely for the purposes stated therein, otherwise the monies will be returned to the Newfoundland and Labrador Arts Council.
- I accept the conditions of the VAP and will accept the decision of the assessment committee.
- I have submitted all final reports due for previous NLAC arts in education grants to this school. I understand that this application will not be processed until all final reports due have been submitted.

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Signature of applicant

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Date

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Signature of school principal

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Date

**BUDGET INFORMATION:** Give specifics and amounts for each applicable category. A more detailed budget may be attached.

**Artist's Travel** (If applicable, please include applicable quotes)

The VAP offers travel subsidies of up to **\$200** on the island and up to **\$500** in Labrador.

a) Flight or Mileage (31.5 cents/km): \_\_\_\_\_ a) \$ \_\_\_\_\_

b) Accommodations: \_\_\_\_\_ b) \$ \_\_\_\_\_

c) Per Diem: (Max \$40 per full day) \_\_\_\_\_ c) \$ \_\_\_\_\_

**i. Total Travel Costs:** i. \$ \_\_\_\_\_

ii. Other funding sources supporting travel.  
(State source and amount anticipated or confirmed.) ii. \$ \_\_\_\_\_

\_\_\_\_\_

**iii. Request from VAP for artist's travel (i-ii=iii)** iii. \$ \_\_\_\_\_

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**Supplies/ Equipment Rentals:** (If applicable, please include applicable quotes)

The VAP offers a subsidy of up to **\$200** to cover consumable art supplies or equipment rentals required for a project.

d) Supplies: \_\_\_\_\_ d) \$ \_\_\_\_\_

e) Equipment Rental: \_\_\_\_\_ e) \$ \_\_\_\_\_

**iv. Total Supplies/ Equipment Rental Costs:** iv. \$ \_\_\_\_\_

v. Other funding sources towards project costs.  
(State source and amount anticipated or confirmed.) v. \$ \_\_\_\_\_

\_\_\_\_\_

**vi. Request from VAP for Supplies/Equipment Rentals (iv-v=vi)** vi. \$ \_\_\_\_\_

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**Artist Fee:** (This budget section must be completed by all applicants.)

f) Artist Fee: \_\_\_\_\_ f) \$ \_\_\_\_\_

**vii. Request from VAP for artist fees** vii. \$ \_\_\_\_\_

**viii. Total Request from VAP (iii+vi+vii=viii)** viii. \$ \_\_\_\_\_