

2016 Artists in the Schools Residency - Artist's Final Report

Artist	School	Residency #
Dates	Grades	# of groups

Did you meet with the project coordinator before the residency to discuss the plan? YES NO

Rate the following on a scale of 1 to 5: (1) poor (2) fair (3) good (4) very good (5) excellent

1 2 3 4 5

Were the students actively and enthusiastically involved in the creative process?

Did the teachers communicate effectively with you during the residency?

Were the space and material satisfactory?

Describe any changes to the original plan:

Highlights:

Challenges:

2016 Artists in the Schools Residency – Reimbursement Request

Artist _____ School _____

Residency # _____ Dates _____

EXTRA COSTS: Must be approved prior to residency start date. Check on eligibility for reimbursement in *Artist's Handbook* (Fees and Expenses pages 10-11).

EXTRA TRAVEL
(\$100/travel day – maximum \$200/residency)
explanation _____ amount requested \$ _____

SATURDAY ALLOWANCE (attach accommodation receipt)
(\$120/overnight stay-maximum \$240/residency)
explanation _____ amount requested \$ _____

EXCESS BAGGAGE (attach receipt, no advance approval needed) amount requested \$ _____

EXTRA MILEAGE (attach applicable receipt)
explanation _____
to _____ from _____ distance _____ kms
kms _____ x # trips _____ X \$ 0.40 amount requested \$ _____

OTHER
explanation _____ amount requested \$ _____

TOTAL AMOUNT REQUESTED (maximum \$440/residency) \$ _____

_____ (signature) _____ (date)

FOR OFFICE USE:

pre-approved _____

total amount recommended for payment \$ _____ TOTAL AMOUNT APPROVED \$ _____

_____ (Arts and Learning Manager) _____ (date)

Mail, fax, or email the report to the Manitoba Arts Council:

525-93 Lombard Avenue | Winnipeg, Manitoba R3B 3B1 | F 204-945-5925 | info@artscouncil.mb.ca