

# Share – Artists in Schools

## School Commitment Form

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School name: \_\_\_\_\_

### Budget contribution

Artists can apply for funding to cover up to 100% of eligible project costs. Schools and School Divisions may also contribute revenue to cover additional or non-eligible project costs.

The Manitoba Arts Council emphasizes the importance of a partnership between schools and artists and asks schools to support this partnership financially. MAC recommends a minimum contribution of 20% of the overall budget. Please indicate the financial contribution your school can make if the project is awarded.

### Financial contribution

Cash: \_\_\_\_\_ In-kind: \_\_\_\_\_

If you're making an in-kind contribution, please specify:

If your school is unable to provide a financial commitment, please indicate how you will support the project in other ways:

### 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 Record (PI/VS) and Child Abuse Registry (CAR) checks to apply to its programs.

List only the project participants who have met the clearance requirements needed to work in the school. If an application is submitted with artists, arts/cultural professionals, Indigenous Knowledge Keepers, and collaborators not approved by the school, the application will be deemed ineligible.

1.

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First name

Last name

2.

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First name

Last name

3.

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First name

Last name

4.

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First name

Last name

5.

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First name

Last name

### School's declaration

On behalf of the school, I, the undersigned confirm:

- I have read the Artists in Schools Program Guidelines with Application Form Preview.
- I agree that this form represents the school's commitment to the project.
- I agree that the above information is correct.
- I understand that this form will be reviewed by a peer assessment jury as part of the Artists in Schools program application.
- I declare that all the individuals (artists, Indigenous Knowledge Keepers, and collaborators) listed in this form have met the school's requirements and may work with students.
- I understand 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.
- I acknowledge that all grant funds are transmitted to the applicant artist and that no funds are payable to the school by MAC under this program.

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**Signature of Principal** (on behalf of school)

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**Date**

### Responsibilities

#### 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.
- organizes payment of school and division project contributions to the project lead(applicant), if applicable.

#### School contact

- Must confirm their participation by accepting the email invitation sent from Manipogo, MAC's online application system
- 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 post-project survey(optional).
- Forwards the post-project survey to project participants

### 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.

### Primary artist

- 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.
- 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.