

## Applicant Information

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The STARS Residencies Grant provides grant awards (\$700 - up to \$5,500) that support creative learning residencies with schools in Massachusetts. Each school may apply for one Stars Residency Grant per school year. Schools are the applicant and grantee, but can invite the cultural partner to serve as a co-applicant. As co-applicant, the Cultural Partner can complete and edit the application, but cannot submit it. Only the school can submit the final application.

### Applicant Organization Information

Review the applicant information. If you need to update the Organization Information, use the Note feature on the left to contact a Mass Cultural Council staff person for help.

Test Accounts  
123 Peter Street Suite 405  
Holyoke, MA, 12345  
Phone: 123-123-1234

### Primary Contact

Review the applicant information. If you need to update the Primary Contact information you can do so in your Profile. Click Home button in upper right corner to get to My Profile button.

Andrew Applicant  
Phone: 123-456-7890  
Email: applicant@smartsimple.fake

## Co-Applicant Invitation

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If there is a co-applicant for this application, click on the button below to begin inviting the co-applicant.

Prefix	First Name	Last Name	Email	Role	Status
No Results Found					

## Contract Manager Information

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The **school principal** is the contract manager for this grant. Enter the **school principal's** name and contact information below.

### Contract Manager

First and last name of person managing contract

### Contract Manager Title

### Contract Manager Phone

### Contract Manager Email

### Contract Manager Fax

## Secondary Contact

The school employee who started the application on behalf of the school is considered the primary contact for this grant application. If there is an additional project contact at the school, you can provide their information here.

### Secondary Contact Name (first and last)

### Secondary Contact Title

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**Secondary Contact Email**

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**Secondary Contact Phone**

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## Cultural Partner Information

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**Cultural Partner Name**

The "cultural partner" is the artist, scientist, or scholar who will be leading the residency. Enter the First and Last Name of the Cultural Partner.

**Cultural Partner Organization Name**

If applicable

**Cultural Partner Discipline**

Please Select

**Cultural Partner Phone****Cultural Partner Email****Have you worked with this Cultural Partner before?**

Please Select

**Are there additional Cultural Partners?**

Please Select

## Project Information

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### Project Discipline

Please Select

### Beginning Date

When do you think the project may start?

### Ending Date

When do you think the project may end?

### Project Title

### Description

Provide a description of the residency in 150 characters or less, by completing this sentence, "This school residency..." (Example: "brings three grades of Central Elementary School together to create a play with teaching artist Gale Rogers in order to celebrate difference.")

## Residency Summary

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### Residency is scheduled during: School hours, Afterschool hours

Please Select

### How will the residency be delivered?

Please Select

### Do you have a plan for switching your delivery method should it become necessary?

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Please Select

**Grade level(s) of participating students involved**

Select multiple grades [K-12].

**Number of students directly involved in the residency (estimated)****Duration of Residency**

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**Total number of days per classroom**

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**Total number of days in school**

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**Residency Description**

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**Learning Objectives**

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**Student Learning Objective #1**

Provide a brief description of one of the Top 2 Student Learning Objectives for this residency. Character limit is 250 including spaces for each learning objective.

**Student Learning Objective #2**

Provide a brief description of the other of the Top 2 Student Learning Objectives for this residency. Character limit is 250 including spaces for each learning objective.

**Socially Conscious Learning Objective**

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What will students learn to prepare them to be positive contributors to their world? For example, does the residency help them connect with their own voice or with the world around them (such as their school, their community, environment, or another culture?)

Character limit is 250 including spaces.

### **Residency Overview**

What is the goal of the residency? What will the cultural partner(s) be doing? What will the students be doing? What will the teacher(s) do before and after the residency to extend learning? (Note: descriptions of individual sessions belong in the next section.) If the residency involves more than one grade, identify the unifying theme and discuss how the grades will explore the same content.

Character limit is 2000 including spaces.

### **Residency Details**

Detail what will happen in the residency sessions to show how the residency will achieve all three Learning Objectives listed above. If the residency is 10 sessions per classroom or less, detail each session. If the residency is more than 10 sessions per classroom, provide the detail by groups of sessions (for example, Sessions 1-3, Sessions 4-6, Sessions 7-9, Sessions 10-12, etc.) For each session (or group of sessions) tell us what the Cultural Partner will teach, what activities the students will do, and what the teacher(s) will do before and after the session(s) to extend the learning.

Character limit is 3300 including spaces. Note: provide as much detail as possible to help the Reviewers understand your residency and evaluate your application.

### **Culminating Event**

If there will be a Culminating Event, such as an exhibit or performance, please describe. Indicate if the Cultural Partner will be there or not. Residencies of 5 days or more in the school must include a Culminating Event.

Character limit is 500 including spaces.

### **Planning with the Cultural Partner**

Planning Time is a critical step in developing a valuable and high-quality learning experience for your students. Each grant will include a \$250 stipend to pay the Cultural Partner for time spent planning with the school before and during the residency.

Briefly indicate which school representatives will be involved in the planning with the Cultural Partner, approximately when that will happen, and for how long they will meet/talk?

For example, The four 3rd grade teachers will meet with the Cultural Partner for one hour in-person one month before the residency, followed by a total of one hour of individual meetings during the residency.

Character limit is 500 including spaces.

## Session Calculation and Budget

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The session information should align with the responses provided within the Residency Description.

Please consider the following when preparing your answers:

- A session is the creative learning time when the Cultural Partner is working with students.
- One session is 30-75 minutes long and 80 -120 minutes equals two sessions.
- Additional sessions with the cultural partner are school assemblies, special afterschool sessions, etc
- Culminating event session(s) are required when a residency is for 5 or more days. Culminating event sessions can be counted in the calculation only when the Cultural Partner(s) is present.

## Session Calculation

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The total number of sessions you calculate below determine the maximum grant award your residency is eligible for. If you have any questions, contact Diane Daily.

**Number of classrooms participating**

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**Number of sessions per classroom**

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**Number of additional sessions (if not applicable enter "0")**

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**Number of sessions for the Culminating Event (if not applicable enter "0")**

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**Total Number of Sessions**

Click on Save Draft to calculate the total sessions.

0.0

## Residency Budget

Provide a projected budget for your residency project that includes the anticipated cost for the entire residency. Grant funds may be spent on any residency expense – cultural partner fees, materials, culminating activity, etc. – Except the teacher’s salary. Enter the estimated dollar amount needed for each of the line items. Enter "0" if there is no anticipated cost.

## Project Expenses

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**Cultural Partner Fee**

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US Currency - Whole numbers - Default .00

**Planning (must be at least \$250)**

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US Currency - Whole numbers - Default .00



**Materials**

US Currency - Whole numbers - Default .00

**Technology**

US Currency - Whole numbers - Default .00

**Other (Please describe)**

US Currency - Whole numbers - Default .00

**Other Expenses Description****Expense Total**

Click on the Save Draft button to calculate the total expenses.

\$0

**Request****Amount Requested**

Based on the number of sessions and planning stipend.

Click on the Save Draft button to calculate the amount requested.

\$250.00

**Maximum Possible Grant (if approved)**

The maximum grant amount is \$5,500.

\$250

### School Contribution

This is the amount the school will contribute to residency. It is calculated as the residency's **Expense Total - Maximum Possible Grant** amount.

(\$250)

## Acknowledgement

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### Ready to Submit?

Once you click "Submit" below, you will no longer have access to make changes to your application. A copy of your application will be sent via an email attachment upon submission.

**Please note: You have not successfully submitted your application until "Congratulations" appears in blue text at the top of the page.**

**Authorized Signature: I certify that all the information contained in this application, including all supporting documents and materials, is true and correct to the best of my knowledge. I hereby release Mass Cultural Council, its members, and employees, from any liability and/or responsibility concerning the submission of materials to this program. In addition, I agree that the required public acknowledgment will be given to Mass Cultural Council if this application is approved. I understand that failure to respond to any of the items requested in this application may seriously hinder its consideration. I certify that we are committed to the completion of the proposed activities in compliance with legal requirements and granting procedures and will file the report required by the Mass Cultural Council.**

Clicking "submit" below serves as an authorizing electronic signature.

### Authorized Signature

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## Recommended for Funding

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