

# GUIDELINES

**CLOSING DATE: Extended to 15 September 2017 for projects commencing in 2018**

Whitehorse City Council values the unique and creative experience that professional artists and curators can bring to a school environment. The Whitehorse Artists in Schools (AIS) program provides funding to schools each year to assist with the employment of a professional artist or curator to work within the school on a specific project. Whitehorse schools are eligible to submit applications for projects covering any area of the Arts such as visual arts, performing arts, music and literature. The number of projects funded annually is decided by a sub-committee of Council's Visual Arts Committee.

## **1. Artists in Schools Program Objectives**

These objectives form the basis of the selection criteria used in the assessment process. While it is not expected that projects will meet all the objectives of the program, it is important to develop projects that meet a majority of these objectives.

### **Objectives:**

- The project should introduce and develop an appreciation of the Arts in the school community, providing experiences and outcomes that will enrich participants and provide long-lasting benefits,
- provide an opportunity for professional artists and curators to work in schools and, in turn, to offer teachers and students the chance to work and learn from such professionals,
- support an open, inclusive and equitable project with the meaningful integration of children of all abilities and from the breadth of cultural backgrounds represented at the school,
- provide an opportunity for multiple students to participate in the development and implementation of the project, or to provide an in-depth project with a smaller number of appropriately targeted students,
- explore sustainability concerns and encourage a better understanding of issues affecting the environment.

## **2. Program Guidelines for the Artists in Schools Program**

The School may select their own artist or curator or advice may be sought from the AIS Coordinators who can suggest professionals to suit the needs of the school, once the project has been determined.

Artists or curators engaged in the project will participate as part of the formal school curriculum. They are not to be utilised as substitute teachers. The project should complement the existing curriculum.

Applications for projects developed between schools and/or the community and which extend the benefits of the project within community groups are encouraged. A member (or two) of the school's staff should be appointed as the Artists in Schools Project Coordinator to provide a point of contact for Whitehorse AIS Coordinators throughout the development of the project.

Applications for Artists in Schools Projects are to be set out on the Artists in Schools Application form provided by Council.

### **3. Terms & Conditions for the Artists in Schools Program**

#### **a) The Application**

Completion of an Application Form and its acceptance by AIS Coordinators does not guarantee that funding will be provided. All applications received will be assessed against the Artists in Schools program objectives and projects will be recommended to Council for funding.

Presentation of a project budget is an essential feature of the application and will be a pre-requisite of all applications. The main purpose of the funding is to employ an artist or curator to work with the school on the development and implementation of a project. Budgets should reflect appropriate artist/curator fees. Due to the casual nature of such projects a fee of approximately \$80-\$85 p/h is recommended. The School is required to make a funding commitment to cover other costs. All costs involved in the project must be set out in the budget.

Please make sure all sections of the application form you have been provided with are included in your submission. You may present any relevant supporting documents/material that you feel appropriate to support your application.

Schools are strongly encouraged to meet with their chosen artist/curator whilst developing the application to ensure that mutual and realistic expectations can be achieved in the time available.

#### **b) School's Responsibilities**

Once successful, the school will be required to sign an agreement which outlines the relationship between the school, Council and the artist. The agreement is to be signed by the artist/curator and the school president, as well as the Council representative.

The school will be required to enter into their own contract with the selected artist/curator. Artists and curators are not deemed to be employees or contractors of Whitehorse City Council. This contract should include though not be limited to items such as; copyright, Workcover, safe work practices (e.g. in the construction or possible relocation of visual artwork), protective work areas, storage areas and other issues that may arise.

Schools are required to acknowledge Council's funding contribution in any publication, invitations, newsletter or correspondence about their project.

*"This project is supported by the Whitehorse City Council Artists in Schools program"*

**Prior to the launch of projects schools must contact the Artists in Schools Coordinators to access the Whitehorse City Council logo, an invitation list of local Councillors and Whitehorse staff.**

If the completed artwork is a visual piece (i.e. sculpture/mural/garden etc.) the School will be responsible for maintenance of the work/s. Similarly, a safe and accessible exhibition is the responsibility of the school.

**c) Funding Acquittal**

Schools are required to complete a Funding Acquittal at the completion of the project. This could include comments from participants, the artist/curator, staff and the wider community and any visual documentation of the project such as digital images, press clippings or other promotional material.

Schools who do not return a Funding Acquittal may not be considered for future Artists in Schools funding.

A Council Officer managing the Artists in Schools program may visit the school during the project to meet with the school's Project Coordinator and the artist/curator and to view the progress of the project.

**d) Extensions and Disputes**

Extension of time to complete the project may be granted at the discretion of the Team Leader, Cultural Facilities & Programs.

In the event of any dispute arising, a meeting shall be held between the Artist, the School and Council Officers. Should this fail to resolve the conflict, arbitration may be sought from the Arts Law Centre.

**Note: Funding for a school project that did not commence, or was discontinued, during the agreed timeline may be withdrawn by Council.**

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**Send or email your application to:**

**ARTISTS IN SCHOOLS COORDINATORS  
WHITEHORSE ARTSPACE  
Whitehorse City Council  
Locked Bag 2  
Nunawading DC 3131  
Email: [artspace@whitehorse.vic.gov.au](mailto:artspace@whitehorse.vic.gov.au)**

**ENQUIRIES:**

**Artists in Schools Program Coordinators 9262 6250 or [artspace@whitehorse.vic.gov.au](mailto:artspace@whitehorse.vic.gov.au)**