



Georgia Teaching Artists Registry Application Guidelines 2023-2024

GCA supports all types of arts education programs and organizations, from small to large, emerging to established, traditional to contemporary, rural to urban, and community-based to professional. Each year, the registry accepts first-time applicants as well as those who have worked in the field for decades.

GCA encourages all eligible artists and organizations to apply.

TEACHING ARTISTS REGISTRY APPLICATION GUIDELINES • 2023-2024

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Basic Information

Applicants should thoroughly review the 2023-2024 Georgia Teaching Artists Registry Application Guidelines on the following pages before preparing an application.

Due Date: Friday, September 15, 2023, at 11:59 p.m.

Link to application: <https://www.grantinterface.com/Home/Logon?urlkey=gaarts>

Funding: This is not a grant program, so there is no funding associated with the Georgia Teaching Artists Registry. The Registry is intended to serve as a resource for schools, organizations, and communities who are searching for quality arts programs to serve K-12 students in Georgia.

Requirements:

- Applicant Contact Information
- Applicant Experience, Art Forms, and Content Areas
- CV or Resume
- Sample Programs and Curriculum Materials
- Fee Structure
- Photos and Videos
- References
- Background Check

Questions

If you have questions as you prepare your Georgia Teaching Artists Registry application, please contact Emily Yewell Volin, Grants and Arts Education Program Manager, at evolin@gaarts.org or 404-962-4015.

Accessibility

People with disabilities who require assistance with this information or who need this information in a different format, please contact:
Delilah Johnson-Brown, Accessibility Coordinator
Georgia Council for the Arts
75 Fifth Street NW, Suite 1200 • Atlanta, GA, 30308 404-962-4837 • dbrown@gaarts.org

Introduction to the Georgia Teaching Artists Registry

GCA Mission

The mission of Georgia Council for the Arts is to cultivate the growth of vibrant, thriving Georgia communities through the arts.

GCA Goals

- EXPANDING ECONOMIC DEVELOPMENT OPPORTUNITIES THROUGH THE ARTS
- GROW GCA'S SERVICES TO NEW AUDIENCES AND COMMUNITIES
- UTILIZE THE ARTS TO FORTIFY EDUCATION IN THE STATE
- STRENGTHEN THE ARTS SECTOR IN GEORGIA
- BUILD THE CAPACITY OF THE GEORGIA COUNCIL FOR THE ARTS

Program Purpose

In an effort to provide up-to-date resources to Georgia schools and organizations, and to help promote the work of our state's best teaching artists, Georgia Council for the Arts will continue to update and expand the [Georgia Teaching Artists Registry](#) in 2023.

Applicant Requirements

Applicant artists must be a Georgia resident, have a combination of extensive training and experience in their artistic field and in education, be prepared to work in schools and at organizations serving K-12 students across a broad geographic region of the state, and pass a background check to work in a school environment. The application for the 2023-2024 Teaching Artists Registry is available [online](#). Applicants must create an account in the online application system to access the application. Detailed instructions can be found on the next page.

Training Webinar:

GCA will host an online workshop for the 2023-2024 Georgia Teaching Artists Registry application process Thursday, August 17, 2023, at 10:30am. To register for the workshop, visit the workshop registration page on Eventbrite: <https://2023-2024TeachingArtistsRegistryApplicationWebinar.eventbrite.com>

For those unable to participate in the online workshop a recording of the webinar will be available at <https://gaarts.org/arts-education/teaching-artists-registry/teaching-artists-registry-application/> after August 17th.

Composition of the Registry

The Georgia Teaching Artists Registry is composed of artists who are prepared to travel to deliver performances, workshops, and longer-term residencies at schools, with organizations, and in communities. Sometimes GCA receives applications from artists who teach classes or workshops at their local gallery or arts center or from local arts schools. While we value their work and contribution to the arts in our state, these are not the types of programs that are a good fit for the purposes of the Teaching Artists Registry.

Application Adjudication Process

The Teaching Artists Registry selection panel will be comprised of experienced teaching artists, educators, and administrators, who will adjudicate the applications based on evidence of four components in the application: artistic training and expertise, teaching training and experience, preparedness to deliver quality content that aligns with school standards and curriculum, and readiness to deliver programs to students throughout the state.

Application and Adjudication Process Timeline

The application deadline is **Friday, September 15, at 11:59 p.m.** The adjudication panel will meet in November 2023. Panel decisions will be communicated to applicants in December 2023.

For Questions or More Information

If you have questions about the application or adjudication process, please contact Emily Yewell Volin, at 404-962-4015 or evolin@gaarts.org. For more information about the Georgia Teaching Artists Registry, visit the [GCA website](#).

Application Instructions

Application Access

All 2023-2024 Teaching Artists Registry applications must be submitted through GCA's online application system. Applicants may access GCA's online application system here: <http://gaarts.org/apply>.

If you have already set up an account in GCA's Online Application System

On the login page, enter your e-mail address and password and click **Log On**. If you forgot your password, click **Forgot your Password?** and the password will be sent to the email address for the account's contact person. If this does not work, or the contact person is no longer available, please submit a Change of Information Form: <https://www.cognitofrms.com/GDECD1/GCAChangeOfInformationForm>. GCA will verify the new contact person and e-mail the new login information. Please note, this may take up to a week.

If you have not set up an account in GCA's Online Application System

On the login page, click **Create New Account** and enter the required registration information.

The account registration will ask for an EIN or Tax ID. This is only applicable to nonprofits, corporations, or government entities. Individuals can enter all 1's (11-1111111).

The account registration will ask for a DUNS number. This is only applicable to nonprofits, corporations, or government entities. Individuals or organizations without a DUNS number can enter all 1's (111111111).

The account registration will ask for a SAM UEI. This is only applicable to nonprofits, corporations, or government entities applying for GCA grants. Individuals or organizations without a SAM UEI can enter all 1's (11111111111).

Once you have entered the information, click **Create Account**. You will be taken to the Email Confirmation page to confirm that you are receiving emails from the system. Follow the onscreen instructions and click the **Continue** button to finish the registration process.

When you complete these steps, you will land on the **Apply Page**. This page will show you any open applications to which an account holder may apply. To begin an application, click on the blue Apply button under the Teaching Artist Registry Application for which you would like to apply.

Once in the Application

- If you would like to save a copy of the application questions, click the **Question List** button.
- Once you have completed the form, you may click the **Application Packet** button to download a copy of the questions and your responses.
- Note that any fields with an asterisk are required fields.
- The system will auto-save every 100 characters typed or every time you click out of a field.
- Some fields have character limits. Responses that are longer than the set limit will be saved, *but* an error message will appear informing you that the limit has been exceeded. You will not be allowed to submit the form until the length of the response has been decreased.
- If you save and exit the system, you will access the draft of your application from your **Dashboard** the next time you log in. Pick up where you left off by clicking the pencil icon to the right of the request.

Application Content

Application Requirements

The following items are required as part of the application.

General Information

- Name of Teaching Artist
 - Name of Group (if applicable)
 - Name of Booking Contact
 - Mailing or Street Address
 - City
 - State (all applicants must be a resident of the state of Georgia)
 - Zip Code
 - Phone Number
 - Email Address
 - Website
 - Social Media
-

Arts Expertise

Artists on the Georgia Teaching Artists Registry are expected to be prepared and available to deliver arts programs to K-12 students in schools, at organizations, and with communities across a broad region of the state. Please answer the following questions related to the applicant's arts expertise.

Artistic Qualifications

Briefly describe your artistic qualifications (education, certifications, training, etc.), experience (art forms, audiences, etc.) and approach as an artist (philosophy, practice, etc.). Please do not exceed 250 words.

Primary Art Form(s)

Please identify the primary art form(s) in which the artist works. Check all that apply.

- Visual Art
- Music
- Theatre/Drama
- Dance
- Media Arts
- Creative Writing
- Storytelling
- Poetry/Spoken Word
- Puppetry
- Other

Distinctive Populations or Environments

Please identify distinctive populations and/or environments other than a K-12 setting in which the artist is experienced and qualified to work. Check all that apply.

- Arts & Early Learning
- Seniors/Arts & Aging
- Arts & Veterans
- Arts in the Military
- Arts Therapy
- Arts in Medicine/Arts in Health & Wellness
- Arts & Persons with Disabilities
- Arts & the Unhoused
- Arts & Corrections/Arts in Prisons
- Arts in Juvenile Justice
- Arts in Rural Communities
- Other

Artist Resume or CV

Please upload a resume or CV specifically supporting the applicant's artistic qualifications, experience, and approach as an artist.

Teaching Experience

Artists on the Georgia Teaching Artists Registry are expected to be prepared and available to deliver arts programs for K-12 students in schools, at organizations, and with communities across a broad region of the state. Please answer the following questions related to the applicant's teaching experience.

Teaching Qualifications

Briefly describe your teaching qualifications (education, certifications, training, etc.), experience (number of years teaching, subject areas, grade levels, etc.) and approach as a teaching artist (curriculum integration, philosophy, practice, etc.). Please do not exceed 250 words.

Grade Levels

Please select all grade levels in which the artist has experience working.

- Pre-K
- K-2
- 3-5
- 6-8
- 9-12
- Other

Core Content/Curriculum Area(s) required

Please identify the core content/curriculum area(s) in which the artist has training and experience teaching. Check all that apply.

- Visual Art
- Music
- Theatre/Drama
- Dance
- Media Arts
- English/Language Arts
- Math
- Science
- Social Studies/History
- Physical Education
- Technology
- Other

Specialized Content Area(s)

Please identify specialized content areas in which the artist has experience working. Check all that apply.

- Arts Integration
- STEAM
- ELL (English Language Learners)
- Literacy
- World Cultures
- Anti-bullying
- Character Education
- Other

Exceptional Student Populations

Please identify exceptional student populations with whom the artist has experience working. Check all that apply.

- ELL (English Language Learners)
- At-Risk Students
- Special Needs Students
- Gifted Students
- Other

Pre-Service Learning and Professional Development

Please identify areas where the artist has training and experience in providing pre-service learning and/or professional development. Check all that apply.

- Post-Secondary/Pre-Service Learning
- Professional Development for K-12 Teachers
- Professional Development for Teaching Artists
- Other

Teaching Resume or CV

Please upload a resume or CV specifically supporting the applicant's teaching qualifications, experience, and approach as an educator.

Program Experience, Process, Design, and Content

Artists on the Georgia Teaching Artists Registry are expected to be prepared and available to deliver arts programs for K-12 students in schools, at organizations, and with communities across a broad region of the state. Please address the following questions related to the applicant's program experience, process, and the design and content of available programs.

Program Experience

Please describe your experience delivering teaching artist programs (workshops, assembly programs, residencies, etc.) in schools, at organizations, and in communities.

Program Process

Describe what is involved in the process of delivering your programs, including:

- Program planning
- Core Curriculum Integration
- Program delivery
- Program follow-up and evaluation

Sample Program 1 – Description and Lesson Plan or Study Guide

Describe one of the applicant's sample programs (at least one is required) available for schools or communities, including:

- Program title
- Primary art form
- Core content/curriculum area
- Grade level(s) served
- Number of students served
- Program length
- Program content description
- Facility and technical requirements

Also, please upload a sample lesson plan or study guide for the program, which should identify standard(s) met in the art form and/or standard(s) met in non-arts content for arts integrated programs. The sample lesson plan or study guide will be used only for evaluation of the application and will not be shared without the express permission of the teaching artist.

Sample Program 1 - Program Type

Please identify the types of programs represented by Sample Program 1. Please check all that apply.

- School-based Classroom Workshop(s)
- School-based Afterschool Program
- School-based Assembly Program
- School-based Residency Program
- School-based Summer Program
- Community-based Workshop(s)
- Community-based Assembly Program
- Community-based Afterschool Program
- Community-based Residency Program
- Community-based Summer Program
- Other

Sample Program 1 – Fee Structure

Please list the fee structure for Sample Program 1. Fee structure may include: artist's fee, materials, and travel costs (mileage, lodging, etc.). Fee structure may vary based on distance traveled, program length, audience size, grade level, artist experience, or other factors as determined by the teaching artist.

Sample Program 1 – Photo and/or Video

Please attach a file and/or link for a photo and/or video illustrating Sample Program 1.

Sample Program 2 – Description and Lesson Plan or Study Guide

Describe one of the applicant's sample programs (at least one is required) available for schools or communities, including:

- Program title
- Primary art form
- Core content/curriculum area (if applicable)
- Grade level(s) served (or other population served)
- Number of students served (or number of participants served)
- Program length
- Program content description
- Facility and technical requirements

Also, please upload a sample lesson plan or study guide for the program, which should identify standard(s) met in the art form and/or standard(s) met in non-arts content for arts integrated programs. The sample lesson plan or study guide will be used only for evaluation of the application and will not be shared without the express permission of the teaching artist. If this program serves a specific population other than K-12, please upload other supporting documentation, such as a program plan or outline.

Sample Program 2 - Program Type

Please identify the types of programs represented by Sample Program 1. Please check all that apply.

- School-based Classroom Workshop(s)
- School-based Afterschool Program
- School-based Assembly Program
- School-based Residency Program
- School-based Summer Program
- Community-based Workshop(s)
- Community-based Assembly Program
- Community-based Afterschool Program
- Community-based Residency Program
- Community-based Summer Program
- Other

Sample Program 2 – Fee Structure

Please list the fee structure for Sample Program 1. Fee structure may include: artist's fee, materials, and travel costs (mileage, lodging, etc.). Fee structure may vary based on distance traveled, program length, audience size, grade level, artist experience, or other factors as determined by the teaching artist.

Sample Program 2 – Photo and/or Video

Please attach a file and/or link for a photo and/or video illustrating Sample Program 1.

Sample Program 3 – Description and Lesson Plan or Study Guide

Describe one of the applicant's sample programs (at least one is required) available for schools or communities, including:

- Program title
- Primary art form
- Core content/curriculum area (if applicable)
- Grade level(s) served (or other population served)
- Number of students served (or number of participants served)
- Program length
- Program content description
- Facility and technical requirements

Also, please upload a sample lesson plan or study guide for the program, which should identify standard(s) met in the art form and/or standard(s) met in non-arts content for arts integrated programs. The sample lesson plan or study guide will be used only for evaluation of the application and will not be shared without the express permission of the teaching artist. If this program serves a specific population other than K-12, please upload other supporting documentation, such as a program plan or outline.

Sample Program 3 - Program Type

Please identify the types of programs represented by Sample Program 1. Please check all that apply.

- School-based Classroom Workshop(s)
- School-based Afterschool Program
- School-based Assembly Program
- School-based Residency Program
- School-based Summer Program
- Community-based Workshop(s)
- Community-based Assembly Program
- Community-based Afterschool Program
- Community-based Residency Program
- Community-based Summer Program
- Other

Sample Program 3 – Fee Structure

Please list the fee structure for Sample Program 1. Fee structure may include: artist's fee, materials, and travel costs (mileage, lodging, etc.). Fee structure may vary based on distance traveled, program length, audience size, grade level, artist experience, or other factors as determined by the teaching artist.

Sample Program 3 – Photo and/or Video

Please attach a file and/or link for a photo and/or video illustrating Sample Program 1.

Program Delivery Readiness

Artists on the Georgia Teaching Artists Registry are expected to be prepared and available to deliver arts programs for K-12 students in schools, at organizations, and with communities across a broad region of the state. Please address the following questions related to readiness to deliver programs to K-12 students or distinctive populations (i.e., seniors, military personnel, veterans, incarcerated individuals, persons with physical, functional, or cognitive disabilities, homeless individuals, or other distinctive populations) throughout Georgia.

Booking Readiness

Please describe how interested schools or organizations may book your programs. If you have a booking agent, please list the name of your agent and/or agency and describe your professional arrangement for the booking process. If you book for yourself, please describe how interested schools or organizations may reach you and what steps are included in your booking process.

Web Presence

Do you have a website that represents your work as a teaching artist? If so, please describe the elements on your website that help interested schools or organizations learn about your work, programs, and availability. If not, how can interested schools or organizations learn about your work, programs, and availability?

Geographic Availability

Please identify all geographic regions in which the artist is available for performances, workshops, and/or residencies.

- Metro Atlanta
- North Georgia
- Middle Georgia
- South Georgia
- Other

Professional Headshot

Please upload a professional headshot. File formats accepted are .jpg, .png, .gif, .tiff, or .pdf.

Teaching Photo

Please upload a photo of you teaching students. File formats accepted include jpg, png, gif, tiff, or pdf.

Professional References

Provide at least two and up to three references from individuals with whom you have worked as a teaching artist. Please include the individual's name, name of affiliated institution, city, state, program dates, activity or program, and contact email address.

Signature and Background Check Authorization

I certify that the content submitted for the Teaching Artists Registry application is true and accurate to the best of my knowledge. In addition, I agree to allow GCA to conduct a background check as part of the requirements for acceptance to the Georgia Teaching Artists Registry. (Type your first and last name in the box provided to confirm.)

Please Note

Completion of this Application Form does not guarantee your selection as an artist on the Georgia Teaching Artists Registry. Should you be accepted as an artist, this form will be used to create the Teaching Artists Registry profile entry for the applicant artist.

Application Adjudication

Application Adjudication Process

All applications submitted for the Georgia Teaching Artists Registry will be reviewed and scored by a selection panel. The Teaching Artists Registry selection panel will be comprised of experienced teaching artists, educators, and administrators, who will adjudicate the applications based on evidence of four components in the application: artistic training and expertise, teaching training and experience, preparedness to deliver content that aligns with school standards and curriculum, and readiness to deliver programs to students around the state. (See the criteria scoring form on the next page for specific details.)

Application and Adjudication Process Timeline

The application deadline is **Friday, September 15, at 11:59 p.m.** The adjudication panel will review applications and then meet in October 2023. Panel decisions will be communicated to applicants in November 2023.

Application Adjudication Panel Meeting

The application adjudication panel meeting will include the following segments:

Overview

- Introductions
- Overview of meeting ground rules and post-meeting process
- Application Review (repeated for each application)
 - Open discussion in which panelists may ask questions, address discrepancies, and note comments
 - Panelists adjust scores and recommendations
 - Note: In order to finish the call on time, panelists will have a limited amount of time to discuss each applicant. If panelists quickly reach consensus about an application, then discussion will move on to the next application.
- Conclusion
- Panelist feedback
- Adjourn

Teaching Artists Registry Application Review Criteria Scoring Form

Applicant Name: _____

Group Name (if applicable): _____

Panelist Name: _____

Please assign each of the following categories a numerical score from 1 (unacceptable) to 25 (a model applicant), after considering the application materials through the lens of the scoring criteria.

Criteria	Criteria Description	Maximum Score Possible	Score for this Applicant
Arts Expertise	Applicant demonstrates significant training, substantial expertise, extensive experience, and quality work in an artistic discipline as evidenced by the information provided in their narrative answer and relevant information included in their CV or resume.	25	
Teaching Experience	Applicant demonstrates substantial qualifications and experience delivering arts programs to students in educational environments (school classrooms, school assemblies, arts organizations, after school programs, etc.) as evidenced by their narrative answer and relevant information included in their CV or resume.	25	
Program Experience, Process, Design, and Content	Applicant demonstrates experience delivering quality teaching artist programs, as evidenced by their narrative answers, sample program description(s), sample lesson plan(s) and/or study guide(s), appropriate fee structure, and photo(s) or video(s).	25	
Program Delivery Readiness	Applicant demonstrates readiness to deliver teaching artist programs throughout the state, as evidenced by their booking readiness, web presence, geographic availability, professional headshot, and professional references.	25	
Total Score		100	0

Taking into consideration the application materials submitted, the artistic and educational qualifications and experience of the applicant, the appropriateness of the applicant’s programs for K-12 students, and the readiness of the applicant to deliver quality teaching artist residencies throughout Georgia, should this applicant be accepted to the Georgia Council for the Arts Teaching Artist Registry?

Yes No

Teaching Artists Registry Application Glossary

Arts Education - The arts taught as an academic subject within a formal learning structure, such as a public school, private school, arts school, or a program administered by a nonprofit organization or government agency.

Arts Integration - The integration of arts instruction with other academic subjects. Instruction should connect the art form with another subject in a way that meets standards and objectives for both the arts subject area and the non-arts subject.

Residency – A residency refers to a longer-term series of engagements between a teaching artist and a host school, organization, or community. A residency may last anywhere from two days to a full year.

State and/or National Standards – State standards are adopted by the state Department of Education and are available for all academic subject areas, including dance, music, theatre, and visual art. State standards are available on the Georgia Department of Education website. National standards are developed by the service organizations in each subject area, including dance, music, theatre, visual art, and media arts. National standards for arts subject areas are available on the National Coalition for Core Arts Standards website.

STEAM – Arts integration specific to STEM subjects – science, technology, engineering, and math. As with all arts integration, STEAM instruction should connect the art form with a STEM subject in a way that meets standards and objectives for both the arts subject area and the non-arts subject.

Teaching Artist – A Teaching Artist is a professional visual, performing, or literary artist who works in schools and in the community. A Teaching Artist may perform for the students and teachers, may work in long-term or short-term residencies in classrooms or in a community setting, or may lead in program development through involvement in curricular planning and residencies with school partners. A Teaching Artist is an educator who integrates the creative process into the classroom and the community. (from the [Association of Teaching Artists](#))

Teaching Artists Registry Application Checklist

Be sure to complete all of the questions in the online application and attach all required components. Incomplete applications will not be reviewed. Applicants cannot submit additional information or material after the deadline of 11:59 p.m. on Friday, September 15, 2023.

Online Application

The following sections are required components of the online application:

- General Information
- Arts Expertise
- Teaching Experience
- Program Experience, Process, Design, and Content
- Program Delivery Readiness
- Signature and Background Check Authorization

If you have questions about the Georgia Teaching Artists Registry, please contact Emily Yewell Volin, Grants and Arts Education Program Manager, at evolin@gaarts.org or 404.962.4015.