

ARTIST RESIDENCY REQUEST FORM

This form must be completed and signed by both the host site administrator and coordinator, as well as the Resident Artist. It should be submitted to the Pittsburgh Center for the Arts as early as possible in order to qualify for matching funds. The host site must contact the artist prior to submitting this form.

Please include all information. Please print legibly or type.

Host Site: _____ District: _____

Address: _____

Phone: _____ Fax: _____

Site Administrator/Principal: _____ Email: _____

Site Coordinator: _____ Email: _____

Title/Grade Level(s) of Site Coordinator: _____

Artist(s): _____ Art Form: _____

Artist Residency Project Budget

Number of Days: _____ X Fee per Day \$ _____ = Total Cost \$ _____

Total Cost (from above) \$ = Site/School Match \$ + PCA Grant Request \$

Sources of Matching Funds (if known at this time):

The host site is responsible for the cost of materials and travel, if applicable.

Artist Residency Project Plan:

To be developed cooperatively with the artist(s), host site, and the Pittsburgh Center for the Arts using the Artist Residency Planning Form. Evaluation Forms must be submitted upon completion of the residency project.

Artist Residency Request Form Submitted By:

Signature of Site Administrator/Principal Date

Signature of Site Coordinator/Teacher Date

Signature of Artist Date

Signature of Pittsburgh Center for the Arts Date