

## **FY13 AIE In-School Residency Reviewer Guiding Questions for Evaluating Narrative Outline Topics**

Even though the narrative questions provided in the In-School Residency Grant Program guidelines are written in a straightforward manner, determining if the overall narrative sufficiently addresses each of the four selection criterion can sometimes be difficult. Below please find some guiding questions that may help in deciding the extent to which the applicant has addressed each outline topic.

### **I. Program description (25 points)**

- Does the applicant provide a clear picture of the proposed program? Are the activities clearly described and do they seem appropriate and realistic? Is it clear how the activities will be tied to the subject matter?
- To what extent was the need addressed if a first-time program? Is a rationale for expanding a previous residency program addressed?
- Does the applicant provide a clear picture of the in-service activities and scheduling? Are the participants identified?
- Are key participants and all AIE roster artists named? Is it clear how the artist(s) will fit the needs of the program?
- Is it clear who the core and peripheral groups of students are? Is each group's level of participation evident?

### **II. Access and diversity (25 points)**

- Is it clear how persons with disabilities will have access to residency activities?
- Is it clear how the ISR will take diversity issues into consideration?

### **III. Planning and implementation (25 points)**

- Are the people involved with the planning process named? Are the key planning steps clearly outlined?
- Is it evident that the artist was involved with the planning and development of the residency program? To what extent has the planning session prior to the residency been considered?
- Does the applicant include any specific roles to be played by the schools, local arts organizations, or other partners?
- Is a plan for involving parents and community members clearly in place?
- Is a plan for promoting the residency program adequately described?

- Is a plan for educating policy makers about the importance of the arts clearly described?

#### IV. Follow-up and evaluation (25 points)

- Are specific roles indicated for the AIE program coordinator and other key participants? Are there any indications of improvement strategies or milestones for accomplishing project tasks?
- Are plans for continuation of the residency feasible?
- Is the evaluation design clear? Is it clear what instruments will be used to measure the program's value?
- Is it evident how the evaluation results will be used for continuous improvement?
- Are methods of documentation clearly described and is it evident how the results will be put to use?