



Residency Report Overview

Overview

Thank you for partnering with Arts Midwest for Caravanserai!

Part of your program agreement includes a short report after each residency. These reports are crucial to our efforts at Arts Midwest, and we truly appreciate your support in providing this information.

Reports are submitted through an online form, and Arts Midwest will email a unique link to your form after each residency. The report components are described below.

Questions

If you have any questions, please contact Stephen Manuszak at stephen@artsmidwest.org or 612.238.8016.

Saving Your Information

As you complete the forms, please note that your report is not saved by default. This means that if you start the report, but navigate away from any page before you submit, you will lose all the data you have entered!

If you need to save your application and finish later, please use the Save and Resume links at the top or bottom of the form. You will be asked to input an email and password. An email will be sent to the address you provide to continue your progress. Please use the same email and password if you need to save and resume multiple times. We can reset your password for you if you forget it.

We highly recommend that you complete the form in one session and prepare your responses offline ahead of time by referencing this overview.

Save my progress and resume later | [Resume a previously saved form](#)

Resume Later

In order to be able to resume this form later, please enter your email and choose a password.

Your Email:

A Password:

Confirm Password:



Residency Report Overview

Page 1: Artist and Organization Information

This page automatically populates the artist you have just hosted as well as your organization's name. You will be asked to provide the name and contact information of the person completing the current report.

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Artist Information

Artist Name:
Test Performance Group

Organization Information

Presenting Organization Name:
Test Org

Individual completing this report:

First Name *

Last Name *

Title *

Email *

Phone *

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Residency Report Overview

Page 2: Engagement Schedule

This page collects some basic information for each activity that occurred during your residency. You will be asked to enter:

- Event Date
- Type of Activity
- # Adults
- # Youths
- Description of Activity
- Venue Name
- Address
- City
- State
- Zip+4

Why do we ask for locations? Residency work with Caravanserai happens in a variety of settings across each community, and we want to recognize and celebrate that important reach. We work closely with our funding partners, including the National Endowment for the Arts, state arts agencies, corporations, and foundations, to convey and advocate for this reach at a regional and national level.

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Engagement Schedule

Please provide information on each activity for your residency.

- Place only ONE activity in each block below. To add more, click "Add another activity" at the bottom of the page.
- Please provide attendance for each activity. Try not to double-count.
- For type of activity, here are reference examples:

<u>Performance</u> public concert, formal concerts open to the public	<u>Educational activity</u> school-day concerts, workshops, classroom visits, or other activities with schools	<u>Community activity</u> community workshops, receptions, gatherings, or other activities with the community
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Event Date * Type of activity * # Adults * # Youths *

Description of Activity *

Venue Name * Address *

City * State * Zip + 4 *

[Look up your Zip+4](#)

[Add another activity](#)

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Residency Report Overview

Page 3: Engagement Narratives

This page collects responses to the following narrative questions. You can type directly into the form or copy and paste from another program. Each question has a limit for the number of characters that you can enter into the form.

1. Caravanserai aims to create new opportunities for Americans to experience the diversity of Muslim artistic expression. What were some meaningful moments of your engagement? What was most successful about this residency? (4,300 character limit)
2. How did your organization engage your community? Did you reach any new or unexpected audiences? What was the most challenging aspect of this residency? (1,600 character limit)
3. Caravanserai also aims to help build an organization's capacity for presenting international artists. Who were your partners and significant funders on this residency? Were any partnerships especially successful? Did you work with any new partners or funders? (1,600 character limit)

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SERAI

Engagement Narratives

Please type or copy and paste your responses into the boxes below.

1. Caravanserai aims to create new opportunities for Americans to experience the diversity of Muslim artistic expression. What were some meaningful moments of your engagement? What was most successful about this residency?
(4,300 character limit)

2. How did your organization engage your community? Did you reach any new or unexpected audiences? What was the most challenging aspect of this residency?
(1,600 character limit)

3. Caravanserai also aims to help build an organization's capacity for presenting international artists. Who were your partners and significant funders on this residency? Were any partnerships especially successful? Did you work with any new partners or funders?
(1,600 character limit)

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Residency Report Overview

Page 4: Additional Information

This page requests additional information in the form of file uploads from your computer. These uploads include:

Budget

Please [download the Final Budget spreadsheet](#) [131 KB xls file] and complete in advance.

Crediting

Proper crediting of Arts Midwest and its funders is an essential part of this program. Your crediting examples should demonstrate compliance with the requirements set forth in your program agreement and with materials available on the [Community Tools page](#) of the Caravanserai website.

Please submit three examples of crediting. Examples may include the following:

- Concert programs (title/cover page)
- Season brochures (preferably on page/section about the engagement)
- Press releases
- Printed announcements and invitations
- E-marketing materials and newsletters
- Screen shots of online communications

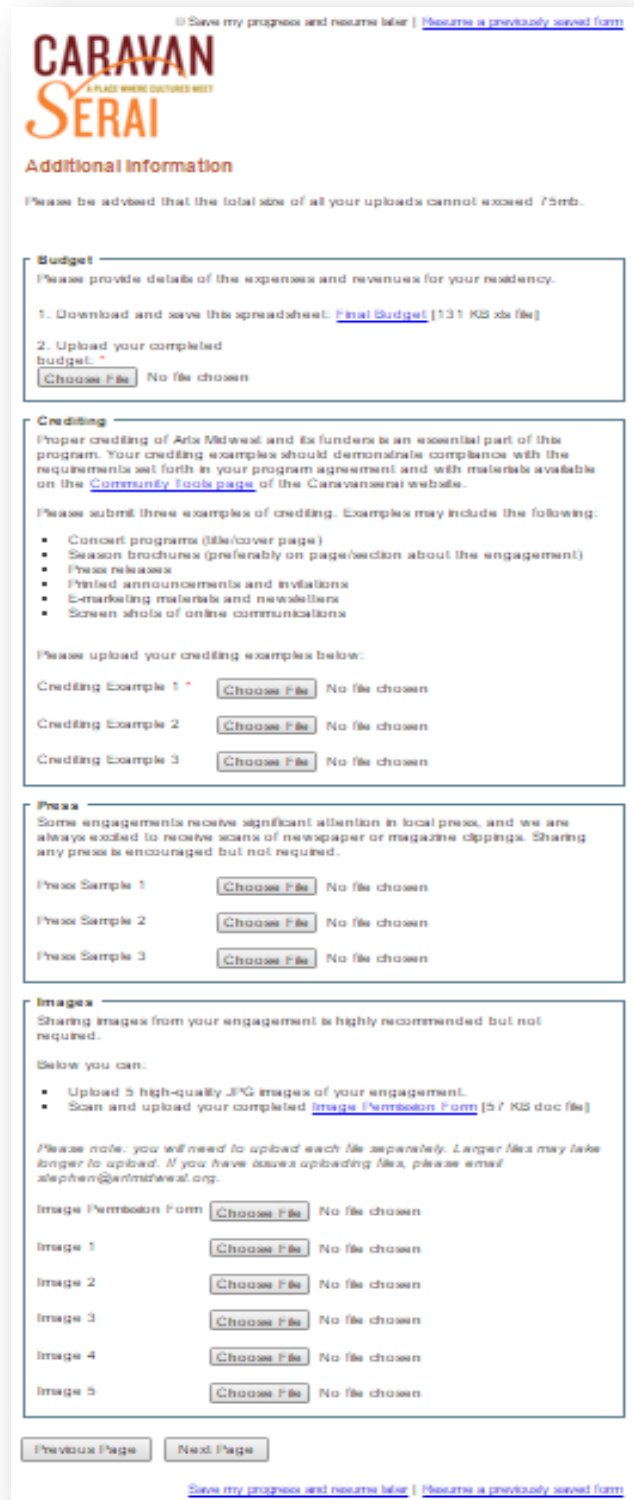
Press

Some engagements receive significant attention in local press, and we are always excited to receive scans of newspaper or magazine clippings. Sharing any press is encouraged but not required.

Images

Sharing images from your engagement is highly recommended but not required. In this section you can:

- Upload 5 high-quality JPG images of your engagement.
- Scan and upload your completed [Image Permission Form](#) [57 KB doc file]



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CARAVAN SERAI
A PLACE WHERE CULTURES MEET

Additional Information

Please be advised that the total size of all your uploads cannot exceed 75mb.

Budget

Please provide details of the expenses and revenues for your residency.

- Download and save this spreadsheet: [Final Budget](#) [131 KB xls file]
- Upload your completed budget. *
 No file chosen

Crediting

Proper crediting of Arts Midwest and its funders is an essential part of this program. Your crediting examples should demonstrate compliance with the requirements set forth in your program agreement and with materials available on the [Community Tools page](#) of the Caravanserai website.

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- Printed announcements and invitations
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- Screen shots of online communications

Please upload your crediting examples below:

Crediting Example 1 * No file chosen

Crediting Example 2 No file chosen

Crediting Example 3 No file chosen

Press

Some engagements receive significant attention in local press, and we are always excited to receive scans of newspaper or magazine clippings. Sharing any press is encouraged but not required.

Press Sample 1 No file chosen

Press Sample 2 No file chosen

Press Sample 3 No file chosen

Images

Sharing images from your engagement is highly recommended but not required.

Below you can:

- Upload 5 high-quality JPG images of your engagement.
- Scan and upload your completed [Image Permission Form](#) [57 KB doc file]

Please note: you will need to upload each file separately. Larger files may take longer to upload. If you have issues uploading files, please email stephen@artsmidwest.org.

Image Permission Form No file chosen

Image 1 No file chosen

Image 2 No file chosen

Image 3 No file chosen

Image 4 No file chosen

Image 5 No file chosen

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Residency Report Overview

Page 5: Certification and Review

This page requests that you certify the information you provided in this report by clicking “Submit.” When you click “Submit,” you will then have an opportunity to review your responses in the report and then hit “Confirm” to finalize and send your report.

Report Certification

By clicking submit, I certify on behalf of my organization that the information provided in this report is true to the best of my knowledge. I further certify that the Caravanserai performances and activities complied with the terms and conditions as set forth by the program Agreement, including all federal regulations as described in the Assurance of Compliance Addendum.

Time to Review

- Select "Submit" below.
- You will be taken to a summary page of all your answers.
- Please review your responses and print a copy for your files.
- When finished reviewing, hit "Confirm" to send your report.