



Comhairle Contae an Chláir  
Clare County Council

# Clare Arts Office

## Artist in Schools Scheme

### Sample Agreement between Artists and Schools

**This sample agreement is for guidance purposes only. Please feel free to add to, edit and amend to suit your own particular set of circumstances.**  
**Both parties should discuss what is required and come to a mutual agreement that will underpin the experience of both parties.**

This agreement is made by \_\_\_\_\_ (artists name)  
and \_\_\_\_\_ (teacher's / principal's name) of  
\_\_\_\_\_ (name of school) on \_\_\_\_\_ (date).

**1. Logistics:**

**2.**

The artist will provide \_\_\_\_\_ number of sessions at  
\_\_\_\_\_ (name of school) on the following dates\*  
\_\_\_\_\_ (list dates) from  
\_\_\_\_\_ (list time inclusive of setting up and cleaning up).

The artist will work with \_\_\_\_\_ number of groups / classes.

\_\_\_\_\_ Total number of pupils

Age range \_\_\_\_\_

**2. Resource Considerations: (For artists)**

The artist will require the following from the school (list resources required)

- e.g. access to sink, area for drying work etc.
- support and supervisory personnel
- protocols around health & safety, child protection.

**3. Materials / Equipment (For artists & Schools)**

The following are required for the project:

| Materials               | Provided by Artist | Provided by School |
|-------------------------|--------------------|--------------------|
| e.g. A3 paper           |                    | Yes                |
| e.g. laptop / projector | Yes                |                    |

Total cost to the school is anticipated to be: € \_\_\_\_\_

**4. Curriculum Links (For schools):**

List the curriculum links

e.g. Maths – Shapes & Spaces / SESE / English etc.

**5. Recording:**

Role of School: e.g. planning with artist, documenting, photographing, evaluating etc.

Role of Artist: e.g. session planning, review of sessions, evaluation etc.

**6. Display / Ownership of Work:**

Joint statement to be agreed between school and artist at the outset of project

**Signatures**

\_\_\_\_\_

**Artist**

\_\_\_\_\_

**School**

\* Certain artists may need to be Garda Vetted, so this form should not be returned until you have received confirmation from the Arts Office that vetting has been granted.