

**New Hampshire State Council on the Arts**  
**Meeting Plan and Budget**  
**Traditional Arts Apprenticeships**

<b>Master Artist name:</b>
<b>Apprentice name:</b>

**MEETING PLAN**

A **Traditional Arts Apprenticeship** is a period of intensive study between a master artist and an apprentice. The apprenticeship should take place over a **6 - 10 month period** and a master and apprentice should meet for a **minimum of 65 hours total**.

Please plan your meetings below. You will use the **total # of meetings** to calculate mileage and the **total # of hours** to calculate the master artist fees. Please fill in blue cells.

Item	Response	
Total number of months (minimum of 6)	<div style="border: 1px solid black; height: 15px; width: 100%;"></div>	
# of meetings per month	<div style="border: 1px solid black; height: 15px; width: 100%;"></div>	
<b>Total # of meetings</b> (multiply months x # of meetings)	<div style="border: 1px solid black; height: 15px; width: 100%;"></div>	Use this number to calculate mileage request
# of hours per meeting	<div style="border: 1px solid black; height: 15px; width: 100%;"></div>	
<b>Total # of hours</b> (multiply # of hours x # of meetings)	<div style="border: 1px solid black; height: 15px; width: 100%;"></div>	Use this number to calculate master artist fees

**MASTER ARTIST BUDGET | Maximum Request \$3,000.00**

	# Hours	Total
Number of hours at \$30/hour (For the total, multiply total # of hours by \$30)	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>

**Supplies** (If it is necessary to purchase supplies or materials for the apprenticeship, please list them and the estimated costs in the blue fields. Materials should be consumable supplies such as wood splints, fabric, feathers, guitar strings, audio cassette tapes, etc.)

	Estimated Cost
<div style="border: 1px solid black; height: 20px; width: 100%;"></div>	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>
<div style="border: 1px solid black; height: 20px; width: 100%;"></div>	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>
<div style="border: 1px solid black; height: 20px; width: 100%;"></div>	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>
<div style="border: 1px solid black; height: 20px; width: 100%;"></div>	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>
<b>Total master artist supplies</b> (this row cannot exceed \$500.00)	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>

Master artist travel (Please fill out blue fields.)	From	To
	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>
	# miles round trip	# of meetings
	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>
(Multiply # of miles x # of meetings)	Total # of miles	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>
(Multiply total # of miles x \$.655)	<b>Total master mileage request (\$ .655/mile)</b>	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>

Other expenses (please list)	Cost
<div style="border: 1px solid black; height: 20px; width: 100%;"></div>	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>
<div style="border: 1px solid black; height: 20px; width: 100%;"></div>	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>
<b>Total master artist other expenses</b>	<div style="border: 1px solid black; height: 20px; width: 100%;"></div>
<b>TOTAL MASTER ARTIST REQUEST</b> (Add total hours + total supplies + total mileage + total other expenses. This row cannot exceed \$3,000.00)	

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**APPRENTICE BUDGET | Maximum Request: \$1,000.00**

*Please note that no fees for apprentice time can be requested.*

**Supplies** (If it is necessary to purchase supplies or materials for the apprenticeship, please list them and the estimated costs in the blue fields. **Estimated Cost**  
 Materials should be consumable supplies such as wood splints, fabric, feathers, guitar strings, etc.)

<b>Total apprentice artist supplies</b>	

**Apprentice travel** (Please fill out blue fields.)

From	To
# miles round trip	# of meetings
Total # of miles	
<b>Total apprentice mileage request (\$ .655/mile)</b>	

(Multiply # of miles x # of meetings)

(Multiply total # of miles x \$.655)

**Other expenses** (please list)

**Cost**

<b>Total apprentice other expenses</b>	
<b>TOTAL APPRENTICE REQUEST</b> (Add total supplies + total mileage + total other expenses. This row cannot exceed \$1,000.00)	