

## Traditional Arts Apprenticeship

Projects occurring between November 1, 2024 - September 30, 2025

**Deadline: June 14, 2024 | Applications must be submitted by 11:59 pm EST**

The [Traditional Arts Apprenticeship](#) grants help communities preserve their cultural heritage through the learning and passing on of traditional arts— including crafts, music, and dance - so that future generations can continue to benefit from them. Apprenticeship grants fund a master traditional artist to teach an experienced apprentice in one-to-one sessions for a minimum of 65 hours over a period of six to ten months. Traditional arts are passed down from one generation to the next within communities through observation, conversation, imitation, and practice. They represent a sense of beauty, skills, knowledge, and community values refined over generations and are an important part of our living cultural heritage. Communities can be defined in many ways such as groups that share the same ethnic heritage, language, geographic area, religion, occupation, or way of life.

Our traditional arts evolve as people, communities and the environment interact and transform. The State Council on the Arts Heritage and Traditional Arts Program seeks to be responsive to how communities define themselves and their traditions. We place emphasis on supporting tradition bearers that have a direct connection to the community or group from which a tradition emerged. For more information on traditional arts in New Hampshire, visit [the Heritage and Traditional Arts program](#) page and the [New Hampshire Folklife website](#).

### GRANT AMOUNT

A master artist and apprentice team may apply for a combined total of up to \$4,000 per year. Within that amount, the maximum request for the master artist is \$3,000 and the maximum request for the apprentice is \$1,000. Please note that all grant categories and amounts are subject to change, depending upon availability of state and federal funds for any fiscal year.

#### *Eligible Project Expenses*

Grant funds may cover:

- Master artist fees for teaching, supplies, and travel essential to the Apprenticeship.
- Apprentice supplies and travel costs essential to the Apprenticeship.

### WHO MAY APPLY

Traditional artists active in any artistic or cultural expression that can demonstrate there is a community context for the tradition within New Hampshire may apply for a Traditional Arts Apprenticeship grant. Individuals interested in applying for this grant identify each other and apply together as a team. In some cases, the Heritage and Traditional Arts Coordinator can provide contact information for artists working in a particular traditional art form, but it is up to individuals interested in this grant to contact each other.

#### *The master artist **should**:*

- Be recognized by their community as an established and mature practitioner of the traditional art form.

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- Demonstrate artistic excellence through supporting materials. There is no certification required to be considered a master artist.
- Direct connection and/or involvement to the community where the tradition emerged.
- Be able to express in the application a sincere interest and commitment to teaching the tradition to the proposed apprentice.

### *The apprentice **should**:*

- Demonstrate moderate experience and competency in the artistic tradition they want to study. Ideal candidates are those who are beyond the beginner stage but not yet experts, seeking to further refine their abilities.
- Be able to express in the application a sincere interest and commitment to continuing to practice and share the artistic tradition after the completion of the Apprenticeship.
- Direct connection and/or involvement to the community where the tradition emerged.
- Be at least 12 years old and have parental approval to apply if younger than 18.

### *Residency Requirements and Border State Apprenticeships*

The State Council on the Arts recognizes that traditional art forms are often preserved regionally. Therefore, the apprentice is required to be a resident of the state of New Hampshire (ensuring the program directly benefits individuals within the state) and the Master Artist may be a resident of one of our border states (allowing for a wider range of experienced individuals to participate): Vermont, Maine, or Massachusetts.

*If either member of the team relocates or moves during the Apprenticeship, they must immediately notify the grant coordinator.*

### *Funding Priorities*

Funding for Traditional Arts Apprenticeship grants is awarded on a competitive basis.

- Master Artists and/or Apprentices applying to this program who are not from the community where the tradition emerged will be considered a low priority.
- Applications in traditions in which there is a limited availability of master teachers will be more competitive than those that are widely taught in New Hampshire.

### *Restrictions*

- Each individual applicant, regardless of whether they are applying as a master artist or an apprentice, may submit only one application per year.
- Current undergraduate and/or graduate students are not eligible to apply to this grant program unless they are a New Hampshire resident.
- A master artist and apprentice team may apply for and receive funding for two consecutive years. Following this, the team must wait one fiscal year before applying again.

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*This grant does not support:*

- Traditional occupations such as fishing, farming, or logging, unless they include the making of crafts associated with the occupation such as fishnets, boat building, harness making, ox yoke making or wood carving.
- Contemporary fine arts and crafts, such as oil-painting, screen printing, etching, glass blowing, sculpture and ceramics.
- Theater arts such as opera, playwriting, or acting.
- Healing arts such as herbal medicine, therapeutic massage, or acupuncture.
- Decorative body arts such as tattoo or body painting.
- Military re-enactment. (Please note: Apprenticeships in historical styles (e.g., Colonial-era crafts) in which a direct line of transmission has been lost are eligible provided that the mentor artist is practicing with historical accuracy and cultural knowledge of the tradition.)
- Any cost item listed in the glossary under [ineligible expenses](#).

### HOW TO APPLY

Applicants are strongly encouraged to discuss their proposals with the grant coordinator before writing and submitting applications. Applicants should also review the [legal and reporting requirements](#) relevant to State Arts Council grants.

Drafts of narrative questions and budgets may be reviewed if submitted by email **at least two weeks in advance of the application deadline**. First time applicants are especially encouraged to submit drafts. **Do not use the online system to submit drafts. Email drafts directly to the grant program coordinator.**

A master artist and apprentice team should submit **one application**. If language or disabilities present barriers to understanding or filling out the form, the applicant may ask for assistance as needed. State Council on the Arts staff is available to provide technical assistance prior to application deadlines.

### Recording Option

Traditional Arts Apprenticeship applications include the option of uploading an audio or video recording answering narrative questions. This option is intended to benefit applicants who feel more comfortable relaying information verbally than submitting written materials. Please contact the grant coordinator with any questions.

- Application recordings must be uploaded either as MP3, MP4, MOV, or WAV files. Applicants must state the question and then proceed with their response. The full recording and answering of narrative questions should not exceed 20 minutes in length.
- Applicants are responsible for formatting and producing application recordings in keeping with the technical specifications above; inaccessible or inaudible recordings are considered incomplete and will not be considered.
- Applicants may reach out to the Heritage & Traditional Arts Coordinator to schedule a Zoom Meeting to record their answers to the narrative questions. This meeting must be scheduled two weeks prior to the application deadline.

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### ***Submitting the Application***

The NH State Council on the Arts uses an online application system, [Submittable](#). While paper applications will be allowed, **applicants are encouraged to use the online system**. Please [click here](#) for instructions on how to use the online system. **The online system cannot be used to submit drafts**, please email drafts to the grant coordinator. Errors and omissions may affect a panel's evaluation of the application, so please follow instructions and prepare the application carefully.

### ***Deadline***

Applications must be completed [online](#) or postmarked/delivered to the NH State Council on the Arts office before close of business on **June 14, 2024**. Office hours are Monday - Friday, 8:00 a.m. - 4:00 p.m. The office is closed all state and most federal holidays. Late applications will not be accepted. The Council cannot accept applications transmitted by e-mail and is not responsible for uncompleted online applications or paper applications lost in transit. Errors and omissions may affect a panel's evaluation of the application, so please follow instructions and prepare the application carefully.

## **REVIEW PROCESS**

A review panel of community members knowledgeable in cultural traditions reviews all applications submitted and makes funding recommendations to the State Council on the Arts. The panel members review each application, work samples, and letters of support. Applications are ranked based on the funding criteria listed. Recommendations are forwarded to the State Council on the Arts, a 15-member advisory board appointed by the governor, for review and approval. If an individual's cumulative total of grants received from the State Council on the Arts for that fiscal year (July 1 - June 30) is \$10,000 or more, the grant recommendation must also be submitted to the Governor and Executive Council for final approval.

## **RECEIVING AN AWARD**

### ***Notification of Award***

No formal announcement regarding a funding decision and/or grant amount will be sent to any applicant until after the Council meeting ([meeting dates](#) are listed on the NHSCA website). At that time applicants will receive official notification of the Council's action, as well as panel comments. Whether or not a grant is awarded, these comments should help in the development of future applications. This notification may take up to 10 weeks or more after the application deadline.

Please note if you are awarded and accept this grant, your name and grant will be listed in the relevant Fiscal Year [Grant Report](#) in order for us to be transparent about how public grant funds were expensed. If you have any questions, please reach out to the grant coordinator.

### ***Payment***

If funded for a Traditional Arts Apprenticeship grant, the State Council on the Arts issues two contracts, one to the master artist and one to the apprentice. The NHSCA disburses funds appropriated from public sources, both federal and state. Checks are issued by Administrative Services of the State of NH, not the Department of Natural and Cultural Resources or the State Arts Council. Upon receipt of properly executed grant forms, the State of New Hampshire generally pays individual grants of under

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\$2,500 to grantees within four to six weeks. If an individual is awarded \$10,000 or more or has received other State Council on the Arts funds which brings the cumulative total received with the state's fiscal year (July 1 - June 30) to \$10,000 or above, grants need to be approved by the Governor and Executive Council; consequently, payment can take up to ten weeks or more. All awards are subject to availability of state and federal funds. Therefore, we ask applicants to plan cash flow accordingly.

Master artists and apprentices are responsible for all applicable federal taxes. We urge grant recipients to keep all receipts and other appropriate records for tax filing purposes.

### ***Project Changes and/or Amendments(s)***

You are required to carry out a project consistent with the application that was submitted and approved for funding. Changes must be submitted to the grant coordinator for review and approval, and include changes to budgets, project scope or content, or other changes that differ from the original application. Changes must be approved prior to implementation.

Amendments or change requests are considered on a case-by-case basis, and approval is not guaranteed. Until you receive written approval from the grants coordinator, you may only incur costs consistent with the terms and conditions of the awards in effect at the time of your request. The Arts Council has the right to request additional information, such as an update on specific activities including a revised budget or itemized list of actual expenditures, as needed. All financial records, supporting documents, statistical records and all other non-federal entity records pertinent to your grant award must be retained for a period of four years.

**IMPORTANT:** All grant agreements must be returned by January 15<sup>th</sup> of the fiscal year (July 1 to June 30) in which they are awarded. Failure to return the grant agreement by that date could result in cancellation of the grant and reallocation of funds. Payment of a grant will be withheld if final reports for previous grants are not in compliance with policy below.

### **GRANT PERIOD AND REPORTING**

The grant period is November 1, 2024 - September 30, 2025. A final report is due by October 31, 2025. An extension of up to two months may be requested. The request for extension must be made in writing to the grant coordinator before the deadline for filing has passed and should briefly note why the extension is necessary and the date the report will be submitted. Failure to submit the final report by the required date will result in grantees becoming ineligible to apply for NHSCA funding for two years. Additionally, failure to submit the final report may result in a withholding of funds from any currently awarded NHSCA grant.

### **APPRENTICESHIP DOCUMENTATION**

During the apprenticeship period, a site visit may be made by the Heritage and Traditional Arts Coordinator to document the teaching/learning process. Photographs of the session may be taken and audio-recorded interviews may be conducted. All documentation will become part of the research

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collection of the state's Heritage & Traditional Arts Program and will be used to inform NHSCA educational programming, publications, and for promotional purposes.

### COMMUNITY PRESENTATION

Each apprenticeship team is **required** to give a community presentation that shares the art form and skills that have been refined throughout the apprenticeship within six months of the completion of the Apprenticeship grant. **At the conclusion of the Apprenticeship, Apprenticeship teams must contact the Heritage and Traditional Arts Coordinator with their plan for presenting at an appropriate venue for their art form and can request up to \$500 for the community presentation.**

The community presentation must be:

- Held in New Hampshire - at a local library, school, fair, gallery, or community event
- Open to the public
- Be [ADA accessible](#)
- Include the direct participation of both the Master Artist and Apprentice

### FUNDING CRITERIA

Reviewers will use these criteria to rank and recommend applications for funding.

1. *Appropriateness of art form to the grant definition of Traditional Arts* (10 points)
2. *Expertise of Master Artist*- Artistic excellence of master artist's work according to the standards of the community, recognition and community support of master artist, direct connection and/or involvement to the community where the tradition emerged, commitment of master artist to perpetuate the tradition and work with the apprentice (25 points)
3. *Preparedness of Apprentice*- Readiness of apprentice, direct connection and/or involvement to the community where the tradition emerged, degree of skill and experience in the artistic tradition, commitment of apprentice to perpetuate the tradition and share knowledge with others after the grant period (25 Points)
4. *Quality and feasibility of project*- Detailed goals and project plan, appropriate schedule and budget (15 Points)
5. *Potential impact of the apprenticeship on the continued vitality of the tradition in New Hampshire*- Relevance and importance of the tradition to New Hampshire, impact on the cultural transmission and sustainability of this art form, and/or the vitality of the community from which it comes (25 Points)

### REQUIRED UPLOADS

- ☐ Completed Application Form
- ☐ Completed Meeting Plan/Budget Form
- ☐ Answers to Narrative Questions (Narrative Questions are found on page 8 of these guidelines)
- ☐ Project Plan (Information found on page 9 of these guidelines)
- ☐ Work Samples
- ☐ Work Samples Index
- ☐ Letters of Support



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### REQUIRED SUPPORT MATERIALS

The State Arts Council is not able to keep support materials on file, so even if a master artist or apprentice has been funded in the past, it is important to include current support materials for this particular Apprenticeship application.

#### *Work Samples*

Work samples should illustrate the artistic quality and technical ability of your work and are essential to the review panel's evaluation of your application. Applications without work samples **will not** be reviewed by the panel. Only ten (10) files may be uploaded to the online application; images and files should ideally be zipped together and submitted as one ZIP file. [Click here](#) for video tutorials on how to zip and upload files.

Master artist: Submit up to 10 work samples that illustrate the quality of your work.

Apprentice: Submit up to 10 work samples that illustrate your experience in the art form you wish to study.

CRAFTS: Images (up to 10 total) in JPG, TIFF or PNG format, or link to online media

MUSIC: MP3, WAV, WMA file, or link to online media (10 minutes in total)

DANCE: MP4, MOV or WMV, or link to online media (10 minutes in total)

**All work samples must be accompanied by a Work Samples Index.** Both the Master Artist and Apprentice must individually submit a Work Sample Index that lists all work samples being submitted. The Work Samples Index should include: Number assigned to that work sample, format of work sample, artist, year, and art form represented. Work Samples Index should be a PDF or DOC.

See [Preparation of Work Samples](#) for more information on preparing work samples/support materials.

#### *Letters of Support*

Letters of support are essential to helping the panel understand how a community values a tradition and the importance for the state to invest public funds in the tradition. Letters of support may not come from immediate family members unless they are a fellow tradition bearer or practitioner.

Master Artist: Submit at least 2 current letters. Letters should speak to the community's recognition of the master artist's work within the tradition, master artist's connection and/or involvement to the community where the tradition emerged, the importance of the tradition to the community and what experience the master artist has had in successfully passing on the art form to others.

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Apprentice: Submit at least 2 current letters. Letters should speak to the dedication and commitment of the apprentice, the skill and experience the apprentice already has in the tradition, apprentice's connection and/or involvement to the community where the tradition emerged, the apprentice's potential in learning one-on-one, and the sincerity of his or her intent to pass on the tradition to others after the Apprenticeship is completed.

### QUESTIONS

Questions about this grant program? Please contact Kayla Schweitzer, Heritage and Traditional Arts Coordinator, at [Kayla.M.Schweitzer@dncr.nh.gov](mailto:Kayla.M.Schweitzer@dncr.nh.gov) or 603-271-0795.

Questions about the online application system at Submittable?

Submittable Technical Support [support@submittable.com](mailto:support@submittable.com)

<https://submittable.help/>

### MASTER ARTIST NARRATIVE QUESTIONS

The Master Artist's narrative questions **should not exceed four typed pages**. Margins (not less than 1 inch), fonts (not smaller than 12 point), and spacing should provide easy reading for the panelists. Please number and respond to the following questions in the order in which they appear.

1. What is the traditional art form you want to teach? Explain the history of the tradition – please be detailed in your explanation.
2. How did you learn the traditional art form you want to teach? How long have you been actively involved with it?
3. Please provide some information regarding the community context of the tradition within New Hampshire. How are you connected and/or involved with the community where the tradition emerged? Please provide details on the current community in New Hampshire. Is there a limited availability of master artists to teach this art form in New Hampshire or is it widely taught?
4. Why do you feel it is important to preserve this tradition in New Hampshire? What is the potential impact the apprenticeship will have on the tradition and the community from where the tradition came from?
5. Have you had any experience teaching this tradition to others? Answer yes or no. If yes, please list any other apprentices you have trained or workshops, demonstrations, or lectures you have given.
6. Please list any community recognition or awards that you have received for your efforts to preserve or teach this tradition.
7. Why do you want to teach this particular apprentice? Why do you think teaching would foster your own growth as an artist?
8. What skill level is the apprentice expected to achieve by the end of the Apprenticeship?
9. Have you been funded for a State Arts Council Traditional Arts Apprenticeship grant with this apprentice before? Answer yes or no. If yes, please list the year/s and explain why you are requesting continued support from the NH State Council on the Arts.



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### APPRENTICE NARRATIVE QUESTIONS

The Apprentice's narrative questions **should not exceed four typed pages**. Margins (not less than 1 inch), fonts (not smaller than 12 point), and spacing should provide easy reading for the panelists. Please number and respond to the following questions in the order in which they appear.

1. Explain how you first became interested in the tradition you want to study.
2. What is your current skill level and experience in the tradition? How are you connected and/or involved with the community where the tradition emerged?
3. Why do you want to participate in this Apprenticeship and work with this particular master artist?
4. What are your plans for continuing to practice the traditional art form after the apprenticeship is over? How do you plan to continue sharing what you have learned with your community?
5. Have you been funded for a State Arts Council Traditional Arts Apprenticeship with the same master artist? Please answer yes or no. If yes, please list the year/s and explain why you need continued support from the NH State Council on the Arts.

### PROJECT PLAN

Please provide a detailed outline of what you plan to cover during the proposed Apprenticeship. The master artist and apprentice should work on this together. Include the goals, skills, techniques, processes, materials, etc. you plan to cover. Be as specific as possible. The project plan should not exceed two typed pages.