



Traditional Arts Apprenticeship Grant

Projects occurring between November 1, 2018 – September 30, 2019

Deadline: July 6, 2018

[Traditional Arts Apprenticeship](#) grants help communities preserve their cultural heritage through traditional 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 over a period of six to ten months. Traditional arts are an important part of our living cultural heritage. They represent a sense of beauty, skills, knowledge, and community values refined over generations.

What are traditional arts?

Traditional arts are artistic activities such as music, dance, and crafts that are passed down from one generation to the next within communities and are regarded by the community as part of their 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. 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 and folklife in New Hampshire, visit [the Heritage and Traditional Arts program](#) page and the [New Hampshire Folklife website](#).

What can grant funds be used for?

Grant funds help cover master artist fees for teaching, funds for supplies, and travel essential to the apprenticeship. The master artist and apprentice team develop a plan for what they would like to learn together during the Apprenticeship that includes meeting for a minimum of 65 hours over a six to ten month period, and offering a community presentation within six months of the completion of the Apprenticeship grant.

Maximum grant request

A master artist and apprentice team may apply for a combined total of up to \$3,400 per year. Within that amount, the maximum request for the master artist is \$2,400 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. (The grant does **not** cover fees for the apprentice's time.)
- Fees associated with sharing a community presentation.

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.
- Culinary arts.



Traditional Arts Apprenticeship Grant

Projects occurring between November 1, 2018 – September 30, 2019

Deadline: July 6, 2018

Who May Apply

Traditional artists representing any cultural or ethnic tradition 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.
- Demonstrate artistic excellence through supporting materials. There is no certification required to be considered a master artist.
- Be able to express in the application a sincere interest and commitment to teaching the tradition to the proposed apprentice.

The apprentice should:

- Have experience in the artistic tradition he or she wants to study.
- Be able to express in the application a sincere interest and commitment to sharing with others the knowledge learned after the completion of the Apprenticeship.
- 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, only one member of the apprenticeship team (master or apprentice) is required to be a resident of the state of New Hampshire; the other member of the team may be a resident of one of our border states: Vermont, Maine, or Massachusetts.

Restrictions

- Each individual applicant, regardless of whether he or she is applying as a master artist or an apprentice, may submit only one application per year.
- 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.

Funding Criteria

The following criteria are used by reviewers to evaluate and rank applications:

- Excellence of master artist's work
- Recognition and community support of the master artist
- Expressed commitment of the master artist to perpetuate the tradition and work with the apprentice
- Readiness of apprentice
- Quality of apprentice's work
- Appropriateness of art form to the grant definition of Traditional Arts
- Expressed commitment of apprentice to perpetuate the tradition and share knowledge with others after the grant period
- A clear work plan with goals and a timeline
- A budget that matches the work plan



Traditional Arts Apprenticeship Grant

Projects occurring between November 1, 2018 – September 30, 2019

Deadline: July 6, 2018

Funding priorities

Funding for Traditional Arts Apprenticeship grants is limited and awarded on a competitive basis. To provide for the equitable distribution of funds, when two applications have been determined as having equal merit by the review panel, the State Arts Council will give funding priority to master artists who are applying for the first time. Preference is given to traditional art forms that are in danger of disappearing.

Application 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 advisory council 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 \$5,000 or more, the grant recommendation must also be submitted to the Governor and Executive Council for final approval.

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. When emailing a draft, please clearly indicate ***Draft for Review*** in **bold** type on the submission.

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.

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

Visual or audio samples should illustrate the quality 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 20) in JPG, TIFF or PNG format, or link to online media

MUSIC: MP3, WAV, WMA file, or link to online media

DANCE: MP4, MOV or WMV, or link to online media



Traditional Arts Apprenticeship Grant

Projects occurring between November 1, 2018 – September 30, 2019

Deadline: July 6, 2018

While electronic versions of work samples are preferred, we understand that not all masters/apprentices will be able to upload samples. In these cases we will accept work samples on CD, DVD, or as photographic prints. All work samples must be mailed/delivered to the State Arts Council office, postmarked no later than the application deadline. 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.

MASTER ARTIST: Submit at least 2 current letters. Letters should speak to the community's recognition of the master artist's work and the importance of the tradition to the community.

APPRENTICE: Submit at least 2 current letters. Letters should speak to dedication and commitment of the apprentice and the sincerity of his or her intent to pass on the tradition to others after the Apprenticeship is completed.

Submitting the Application

The NH State Council on the Arts is now using 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.

Checklist of items to be submitted:

- Completed Application Form
- Completed Meeting Plan/Budget Form
- Answers to Narrative Questions (Narrative Questions are found on page 6 of these guidelines)
- Project Plan (Information found on page 6 of these guidelines)
- Community Presentation (Information found on page 6 of these guidelines)
- Work Samples
- Letters of support

Deadline

Applications must be completed [online](#) or postmarked/delivered to the NH State Council on the Arts office before close of business on **July 6, 2018**. 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 facsimile (FAX) or 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.

Notification

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 comment. 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 after the application deadline.

These grant guidelines are valid for fiscal year July 1, 2018- June 30, 2019



Traditional Arts Apprenticeship Grant

Projects occurring between November 1, 2018 – September 30, 2019

Deadline: July 6, 2018

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 the 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 \$2,500 to grantees within four to six weeks. If an individual is awarded \$5,000 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 \$5,000 or above, grants need to be approved by the Governor and Executive Council; consequently, payment can take up to **ten** weeks. 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. **IMPORTANT:** All grant agreements must be returned by January 15th 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.

Apprenticeship Documentation

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

Grant period and reporting requirements

The grant period is November 1, 2018 - September 30, 2019. A final report is **due by October 31, 2019**. 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.

Questions?

Questions about this grant program? Please contact Kayla Schweitzer, Heritage and Traditional Arts Coordinator, at kayla.schweitzer@dncr.nh.gov or 603-271-0795.

Questions about the online application system at Submittable? Please contact Ginnie Lupi, Director, at Virginia.Lupi@dncr.nh.gov or 603-271-8418.



Traditional Arts Apprenticeship Grant

Projects occurring between November 1, 2018 – September 30, 2019

Deadline: July 6, 2018

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? Briefly explain the history of the tradition.
2. How did you learn the traditional art form you want to teach; how long have you been actively involved with it?
3. Why do you feel it is important to preserve this tradition; why is preserving it important to New Hampshire?
4. 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.
5. Please list any community recognition or awards that you have received for your efforts to preserve or teach this tradition.
6. Why do you want to teach this particular apprentice? Why do you think teaching would foster your own growth as an artist?
7. What skill level is the apprentice expected to achieve by the end of the Apprenticeship?
8. 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.

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?
3. Why do you want to participate in this Apprenticeship and work with this particular master artist?
4. Explain how you plan to preserve this tradition and share it with others after you complete your Apprenticeship.
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 & Community Presentation (Master Artist & Apprentice Complete Together)

Please provide a detailed outline of what you plan to cover during the proposed Apprenticeship. Include the skills, techniques, processes, materials, etc. you plan to cover. Be as specific as possible.

Each master and apprentice team is required to give a community presentation that shares the art form and skills that have been refined throughout the apprenticeship. This can be a local library, school, fair, gallery, or community event. Apprenticeship teams may work with the Heritage and Traditional Arts Coordinator to develop a plan for presenting at an appropriate venue for their art form. Please provide a description of the community presentation do you plan to give. Be as specific as possible. **The Project Plan & Community Presentation should not exceed two typed pages.**