

FY18 FOLK ARTS APPRENTICESHIP GRANT GUIDELINES

GRANT DEADLINE: NOVEMBER 10, 2017, 5:00 P.M. MST | REQUEST AMOUNT: \$2,500

The Folk Arts Specialist will assist you in connecting with translation services as needed.

Folk Arts Apprenticeships enable qualified individuals to study with traditional master artists of Utah's ethnic, Native, rural, and occupational communities who demonstrate a commitment to passing on cultural knowledge. Funding assists these accomplished mentors in sharing their skills with chosen apprentices of the same cultural community. Apprentice(s) and teacher should complete their application together.

- Teacher and apprentice(s) must design a work plan for their project with a clearly articulated timeline, budget, and end product.
- The proposed collaborative project can be conducted through short term intensive workshops or regularly scheduled classes over several weeks/months, not to exceed a six-month period.
- People who receive funding must coordinate a site visit for documentation of the project with the Utah Division of Arts & Museums (UA&M) Folk Arts Specialist during the course of the project.
- There must be a public presentation of the completed work after conclusion of the project.

Applicants are strongly encouraged to talk with the UA&M Folk Arts Specialist before applying. Many but not all art forms shared within a community, family, or small group may qualify for a Folk Arts grant. Considering art "folk" or "traditional," requires that skills, knowledge, and creative criteria are passed between members of a shared community, typically by recognized tradition bearers to younger generations. Traditional art forms are diverse, varying greatly in medium and method. Performing arts such as singing, dancing, and drumming may qualify, as can crafts like weaving, rawhide braiding, silversmithing, and woodcarving. If your arts practice is traditional and passed on to other members of your community through intensive experiential learning, it may be eligible. Resulting workshops, exhibitions, performances, or other funded presentations should demonstrably strengthen the cultural heritage of your community or geographic region and increase public awareness of folk and traditional arts in Utah.

DEFINITIONS

Tradition - a skill, craft, or art form shared between members of the same cultural community learned in informal settings by observation and imitation.

Cultural Community - a group of people with a shared identity: ethnic, tribal, occupational, religious, or regional.

Folk or Traditional Artist - a skilled practitioner of a traditional art form learned within the artist's own culture, creates work for use within their own cultural community.

WHO CAN APPLY?

- Master folk artists/tradition bearers who are recognized within their community.
- Emerging traditional artists and/or apprentices.
 - Past Folk Arts grantees can only be funded every other year in this category.

FUNDS MAY BE USED FOR

- Teacher instruction fees.
- In-state travel expenses (mileage) for participating artists.*
- Supplies, tools, and other materials directly related to the project (excluding purchased musical instruments, outfits, or costumes).
- Space rental for teaching or performance purposes.
- Other costs directly associated with the proposed project.

WHAT THIS GRANT CANNOT FUND

- Historical re-enactment projects.
- Academic awards and/or work, including: fellowships, scholarships, or tuition fees for student work; as well as in-school curriculum projects and/or projects that are part of a required course or curriculum.
- Out-of-state travel*
- Hospitality costs.
- Projects completed prior to July 1, 2017.

Please read this entire document. The policies and procedures that follow the application questions are important. It is your responsibility to be aware of all information contained in this document.

*Exceptions may be made for American Indian apprentices from Utah studying with a master artist of the same tribal affiliation, but living outside of Utah. Contact the Folk Arts Specialist for details.

APPLICATION QUESTIONS

All applications must be submitted online through the grant application portal. If you do not currently have access to the portal, it can take up to two days to receive a portal account.

Submitted applications will be reviewed by a qualified panel and a member of the Utah Arts Council board. The panel will evaluate each application based on the questions below.

GENERAL INFORMATION (not scored)

- On the first page of your application, provide a 2-3 sentence description of teacher and apprentice under description. This text will go on your contract if funded.
- Basic contact information.
- Certification of U.S. citizenship.
- Agreement to provide teacher's SSN if application is funded.

TEACHER INFORMATION (35%)

Questions We Ask	What We're Looking For
Describe the teacher's cultural background as needed to explain the tradition/art form.	Cultural background can be described as: ethnicity, religion, geographic region, or occupation. Please indicate which categories apply to you.
Describe in detail the cultural tradition or art form that will be taught.	Explain clearly for the panel what the tradition or art form is, who typically practices it, and what cultural meaning it has.
Upload 3 quality work samples that demonstrate the teacher's mastery of the tradition/art form.	Work samples can include audio recordings, pictures, or videos and should show mastery of the specific tradition. Links to YouTube videos are acceptable. If you need to provide a short time segment within a longer video, you can upload a pdf with that information and a link to the video. The Folk Arts Specialist can assist you with generating or digitizing relevant work samples prior to submission of your application. Please keep videos brief (no more than 5 minute each). If the

	project involves performing artists, a video will help assist the panel in determining artistic excellence.
Please identify any individuals or important elements featured in the work samples submitted above (in order of submission). The work samples should reflect previous experience with the tradition being taught.	You must clearly identify the important elements of each sample (i.e. individuals, art form, year created) in the descriptive field.
When and where did the teacher learn this tradition? Who taught him or her? How long has the teacher practiced this tradition?	Inform the panel how the teacher became recognized as a master artist within the cultural community.
List any awards, honors, or other forms of recognition the teacher may have received for practicing this tradition.	Inform the panel of any public recognition of the teacher's artistic excellence or cultural significance. Identify any previous grant awards.
If the teacher and apprentice are part of the same family: explain in detail why Utah Arts & Museums funding is necessary to teach or pass on this tradition.	Inform the panel what challenges or barriers (economic or otherwise) prevent the teacher from passing on the tradition in daily life/regular interaction.
Upload 1-3 letters of support for the teacher and the project.	1-3 letters of support for the teacher and project are required. These letters may be from former students, workshop attendees, or community leaders in your cultural community. The letters should address the teacher's level of knowledge and experience with the tradition, their impact on and relationships with the cultural community represented, and why it is important that this tradition be passed on. Signed letters should be addressed to the Utah Division of Arts & Museums and uploaded to the application. Letters are required and the application cannot be submitted without at least one.

APPRENTICE INFORMATION (25%)

Questions We Ask	What We're Looking For
Describe the apprentice's cultural background, as needed, to explain his or her relationship to the tradition.	Help the panel verify that the selected apprentice is of the same cultural community as the teacher.
What projects have teacher and apprentice already worked on together, if any?	Explain the current working relationship between the teacher and apprentice and identify any successes or challenges.
Describe the experience level with learning and practicing the tradition: novice, experienced practitioner, emerging master, etc.	Explain what knowledge or skills the apprentice is already bringing to the study of the art form or tradition.
Upload up to 3 high-quality work samples to demonstrate prior experience with the tradition/art form.	Work samples can include audio recordings, pictures, or videos and should show mastery of the specific tradition. Links to YouTube videos are acceptable. The Folk Arts Specialist can assist you with generating or digitizing relevant work samples prior to submission of your application. You must clearly identify the important elements of each sample (i.e. individuals, art form, year created) in the descriptive field. Please keep videos brief (no more than 5 minute each). If the project involves performing artists, a video will help assist the panel in determining artistic excellence.
Please identify any individuals or important elements featured in the work samples submitted above (in order of submission).	The work samples should reflect previous experience with the tradition being taught. If there are no work samples, explain why.
List any awards, honors, or other recognition the apprentice has received for practicing the tradition/art form (optional).	Inform the panel of any public recognition of the apprentice's artistic excellence or cultural significance. Identify any previous grant awards.

How will the apprentice continue sharing this tradition after completing the proposed project?	Explain how working on a project with the master artist will enable the apprentice to develop their own skills at a high level and continue practicing the tradition/art form.
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PROJECT PLAN/TIMELINE (25%)

Questions We Ask	What We're Looking For
What is your proposed timeline for completion of the project?	Clearly defining your timeline will help the panel determine whether the proposed project can be completed within grant award timeframe. List the total number of meetings/lessons per week/month and how many hours each will last.
Will the apprentice complete any work between meetings?	Describe any new skills that will be practiced outside of meetings between teacher and apprentice.
Provide a list of all necessary project supplies and describe where/how these will be obtained.	Explain where and how you will obtain your supplies for the project, i.e. purchase, rent, gather, borrow, have specially made, etc.
Describe your plan for a public presentation such as location, potential dates, and promotion.	Public presentations may take a variety of forms beyond performances or exhibits; a key requirement is that they must be accessible to the public. Web-based presentations, blogs, or YouTube videos are acceptable, but applicants should discuss these ideas with Folk Arts Program staff prior to application submission. All public presentations must clearly indicate sponsorship by Utah Division of Arts & Museums and the National Endowment for the Arts.

<p>Fill out the Folk Arts Apprenticeship Grant Budget sheet and upload it to this question.</p>	<p>The budget sheet can be found on our website at: https://heritage.utah.gov/arts-and-museums/grant-forms. If you have any questions about the budget or any other element of the grant, please call.</p>
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REVIEW PROCESS

Grants made by the Utah Division of Arts and Museums encourage arts, museum, and cultural experiences in communities state-wide and for all the citizens of Utah who contribute to the revenue of the state through taxes. Grant panels work diligently to evaluate grants based on artistic merit, sound fiscal management, and ability to reach a broad community.

A panel of peers will review and score the applications based on the criteria in the guidelines. The process is overseen by a board member. Grant awards depend on the amount of funding requested, how the applicant scores in the review process (with attention paid to regional and rural distribution of state funds), and the total amount of funding available. The Utah Arts Council Board of Directors reviews and approves final funding recommendations. Following board review, applicants are notified and contracts are sent via email. Applicants must sign and return contracts before payment can be made.

GRANT TIMELINE

- Grant Opens: August 22, 2017
- Grant Closes: November 10, 2017
- Panel Review: December 2017
- Funding Notification: Late December 2017
- Payment Disbursed: After contract has been processed

ELIGIBILITY POLICIES

- Utah Division of Arts & Museums funds must be spent between July 1, 2017 and June 30, 2018 (FY18).
- Organizations may only receive one UA&M grant per fiscal year.
- UA&M restricts its funding to artists and organizations based in and primarily serving the residents of Utah. *For the purposes of the Folk Arts Apprenticeship grant, an American Indian master artist of the same tribal affiliation as an applicant may be funded outside of Utah. The apprentice must be a permanent Utah resident. Contact the Folk Arts Specialist for further details before applying.*

- If awarded funding, you are required to complete a final report online by August 1, 2018.
- In order to pay an individual, we will require a valid Social Security Number. That number is used only to process the payment request and then is destroyed.
- If awarded funding, the teacher will receive a 1099 form for tax reporting purposes.

WHAT IF I RECEIVE A GRANT?

All grantees will receive an email notifying them of their grant award. The email will contain a copy of the State of Utah Grant Contract. Grantee should read and sign the contract and send the entire contract to our office for processing. Payment will be disbursed after we process the signed contract.

As a grantee, you will need to ensure you do the following:

- Give credit to the Utah Division of Arts & Museums (UA&M) and the National Endowment for the Arts (NEA) on all publicity (online or print). Please use the most current logos, which can be found [here](#). For example: *"This project is made possible, in part, by a grant from the Utah Division of Arts & Museums and the National Endowment for the Arts."*
- Ensure all grant funds are spent before July 1, 2018.
- Write a letter of appreciation to your state legislator(s) thanking them for the grant funding, and keep a copy to submit with your final report.
- Grantees are also encouraged to participate in Arts Day on the Hill, held February 5, 2018.
- Complete a final report form online at uamgrants.utah.gov by August 1, 2018.
 - Include a copy of your legislative thank-you letter.
 - Include an updated copy of your budget with actual numbers used during the course of the project.
- Unless grantees indicate otherwise, UA&M may use submitted text and images in reports and publications. Please include photo credit information.

IF YOU HAVE ANY QUESTIONS, THE UA&M STAFF IS HAPPY TO HELP!

Adrienne Decker, Folk Arts Specialist · adriennedecker@utah.gov · 801.245.7286

Laurel Cannon Alder, Grants Manager · lalder@utah.gov · 801.236.7550

Racquel Cornali, Grants Coordinator · rcornali@utah.gov · 801.236.7541

All applications must be completed and submitted online at: uamgrants.utah.gov
by November 10, 2017 at 5:00 p.m. MST