

# 2017-18 GUIDELINES & APPLICATION

## Folk and Traditional Arts Apprenticeships

**DUE DATE: April 24, 2017** (submitted online or postmarked)



COUNCIL ON THE ARTS

arts.pa.gov

Commonwealth of Pennsylvania  
Tom Wolf, Governor

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### FUNDING RESTRICTIONS

In general, PCA funds may not be used for the following:

- Capital expenditures, including equipment costing \$500 per item or more.
- Activities for which academic credit is given.
- Activities that have already been completed.
- Activities that have a religious purpose.
- Performances and exhibitions not available to the general public.
- Performances and exhibitions outside Pennsylvania.
- Cash prizes and awards.
- Benefit activities.
- Hospitality expenses -- i.e. receptions, parties, gallery openings.
- Lobbyists' payments.
- Competitions.

### DEFINITION:

Folk and Traditional Arts are defined as those artistic traditions characteristic of ethnic, religious, linguistic, occupational, or regional groups. These arts are shaped and shared within families, neighborhoods, and communities. They are passed down from one generation to another and learned through on-going participation in community-based activities, and through observation, practice or apprenticeships with elders and masters rather than through classes, books or other means of institutional instruction.

### PROGRAM:

#### ***Folk and Traditional Arts Apprenticeships***

**Deadline: Application and Supplemental Materials – April 24, 2017**

**Description:** Apprenticeships are grants from the Pennsylvania Council on the Arts (PCA) that support the learning of folk and traditional arts. These grants are administered for the PCA by FolkArt PA at Jump Street in Harrisburg, PA.

Each grant award provides funding over a one year period to a partnership between a master artist and a qualified apprentice, enabling them to work together for in-depth learning that encompasses the acquisition of techniques and artistry as well as the context of the culture.

Apprenticeships are offered annually in both performing and craft traditions. The program makes awards of up to \$4,000. Apprenticeships may receive a maximum of four grant awards.

### Eligibility:

- The master artist and the apprentice must apply together, with the master artist being the applicant (if the master artist is a Pennsylvania resident).
- Apprenticeships only fund *living artistic traditions* that are shaped and shared within families, neighborhoods, and communities. The art form must be part of the current life of citizens residing in Pennsylvania.
- The program does not fund the following activities:
  - Staged productions or representations of historical folk arts.
  - Reproductions of historic objects that are no longer in use.
  - Ongoing classes where a master artist instructs in a classroom situation.
  - Production or marketing of crafts and other forms that are not part of the living heritage of particular communities.
- **A Master Artist must:**
  - Demonstrate excellence within his or her artistic tradition.
  - Be held in high regard for his or her skill, knowledge and cultural practice by his or her community through formal or informal recognition.
- **An Apprentice must:**
  - Demonstrate interest and basic competency in the art form prior to the apprenticeship (generally at least one year of relevant experience).
  - Be at least 18 years of age.
  - Demonstrate a commitment to learning and maintaining the nuances of the tradition.
  - Demonstrate a commitment to preserving the art form beyond the end of the apprenticeship period.
- **Pennsylvania Residency Requirement** -- Apprentices must be domiciled (*living at a permanent legal residence*) in Pennsylvania at least two years prior to the application deadline. Master artists may be from outside Pennsylvania if there is no suitable master living in the Commonwealth. In such event, the apprentice will be the applicant.

### RESOURCES:

**Folk and Traditional Arts Centers:** The Center in your region can help you in preparing your grant application and work samples. To find the Center nearest you, go to [www.folkartpa.org](http://www.folkartpa.org) and click on "Infrastructure." You may also contact FolkArt PA directly (see page 4).

# FOLK AND TRADITIONAL ARTS APPRENTICESHIPS

*Up to \$4,000 total for artist fees, travel, supplies, documentation and public performance*

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## 2017 APPRENTICESHIP TIMELINE

January	Guidelines Distributed
February-March	<b>Grant workshops/Technical Assistance activities provided by Folk Arts Centers</b>
April 24	Applications Deadline (online or postmarked)
June	Application Review Panel
July	Action on Panel Recommendations by PCA Council
August	Notification Letters to Applicants
September 1	2017 Apprenticeship Activities can begin (pending final state budget approval)
August 31, 2018	2017 Apprenticeship period ends
October 2, 2018	Final Report for Apprenticeship Deadline

## REVIEW CRITERIA

The review panel uses four criteria to assess the applications. Evidence of meeting the criteria will be found in the application's narrative, apprenticeship work plan, budget information and support materials. There is a maximum of 100 points across the four categories. These are:

- **Master Artist(s)** -- Cultural background, training, technical ability, and knowledge of the art form. **(25 points)**
- **Apprentice Artist(s)** -- Cultural background, basic competency in art form, and commitment to maintaining the art form. **(25 points)**
- **Quality of the Work Plan** -- including appropriateness of proposed goals, learning approach, appropriate budget and schedule. **(25 points)**
- **Prospective Impact** -- of the apprenticeship on the preservation and development of the art form within the cultural community as defined by the applicants. **(25 points)**

**NOTE: Applications for second-year apprenticeships must demonstrate what the apprentice learned in the first year, as well as clearly define what new skills or repertoire will be learned in the second or subsequent year.**

Note: Preference is given to apprenticeships with a Pennsylvania master artist, but master artists from outside the state may be sought if no master artist in the tradition is available within Pennsylvania. Applications for apprenticeships in folk and traditional arts that have only a few remaining master artists are especially encouraged.

## HOW TO APPLY      **Deadline: April 24, 2017**

Before completing the application, the master artist and apprentice must talk through their ideas for the apprenticeship and arrive at a clear understanding of what is to take place and why. The application form and required attachments are essential in guiding your discussion. Find these guidelines and application form online at [www.arts.pa.gov](http://www.arts.pa.gov) or [www.JumpStreet.org](http://www.JumpStreet.org).

### **Application Form Instructions**

- The application must be completed by the apprentice and master artists together. Funds will be awarded to the master artist unless he or she does not reside in Pennsylvania, in which case, the apprentice artist will receive the funds.
- The applicants will answer questions about their artistic traditions and communities, the project's impact on community, and supply work sample descriptions and a budget for how the award will be spent.

### **Application Support Materials**

- Along with the application form, applicants must submit an apprenticeship work plan, an artist statement from each artist, and work samples from each artist. This supporting material provides evidence of the master artist's and apprentice's skills. **Failure to include any of these materials may result in the application being rejected.**

### **Work Sample Requirements**

- For both Master Artist and Apprentice Artist: Applicants are urged to submit work examples of the most recent date and highest quality available, that present the work to its best advantage for evaluation by the panel.
- **Work Sample Descriptions**  
Information about each work sample must be provided in the format listed (see page 3) must clearly identify whether the sample is from the Master Artist or the Apprentice Artist. **Please clearly identify the artist(s).**
- **When possible, please submit your work samples electronically.** This may be done as an email attachment or as a link to an online site such as YouTube or personal website, or a link to a cloud sharing site such as DropBox or Google Drive. Please contact Sally Van de Water at FolkArt PA with any questions about this process. Generally work should have been completed within the past five years.

**For Audio or Video Work Samples:**

- Assign a number [1, 2, 3....] to each sample. (Make certain it matches the order indicated on work sample case)
- Artist Name
- Master/Apprentice (indicate which artist is represented)
- Title of Work(s)
- Media Format: online links, CD/DVD track number, etc...
- Length of work(s) and where panel should start reviewing
- Additional information about the work, including artist's role in development of work, location(s) and date(s) recorded, artistic style, form, content, and/or process. Please include any contextual information that will help the review panel understand your work.

**Audio and/or Video Samples:**

- Individual samples should not exceed 10 minutes
- If sending in a physical CD or DVD, submit 2 copies of the same disk

**For Image Work Samples:**

- Please submit up to 10 images per individual
- Assign a number each sample [1, 2, 3...] (Make certain it matches the order indicated on media)
- Include a description of the work, including context, materials, size, date completed, and any additional information about the work necessary for the review panel to understand the work.

**Draft Review**

- If you would like feedback on your application before you submit it, please contact Sally Van de Water, Folk Arts Coordinator, at (717) 979-0510 or [pafolkarts@gmail.com](mailto:pafolkarts@gmail.com) before April 10, 2017 to review your draft.

**Appeals Process**

- Information on the Appeals Process is available on the PCA's website: [www.arts.pa.gov](http://www.arts.pa.gov) under "Folk and Traditional Arts" and on [www.folkartpa.org](http://www.folkartpa.org).

**REPORTING**

- Apprenticeship award recipients must submit a final report to FolkArt PA at Jump Street by October 2, 2018.
- Documentation of your apprenticeship (photos, recordings, etc.) will enhance your final report. All final report materials will be included in the Pennsylvania Folklife Archive and may be included on the [www.folkartpa.org](http://www.folkartpa.org) website.
- An acknowledgement of funding support must be given to the PCA and Jump Street in all promotional materials pertaining to work produced with support of the award. The PCA logo is available on [www.arts.pa.gov](http://www.arts.pa.gov) and the Jump Street logo on [www.JumpStreet.org](http://www.JumpStreet.org)
- Jump Street will issue an IRS 1099 form to each apprenticeship grant award recipient. If you have any questions about your own income tax liability, you should contact the Internal Revenue Service or your tax professional.

**REQUIRED DOCUMENTS & ATTACHMENTS FOR ALL APPLICANTS**

- Application Packet**
  - General Information (A) and Master Artist Information (B)..... 6**
  - Apprentice Artist Information (C)..... 7**
  - Signatures..... 7**
  - Budget (D)..... 8**
  - Apprenticeship Work Plan..... 9**
  - Description of Work Samples.....9**
  - Pennsylvania Folklife Archive Permission.....10**

*Note: The application form must be signed by **both** master artist and apprentice(s).*

- Master Artist Statement(s)**
- Apprentice Artist Statement(s)**
- Work Samples (Online Link(s), CD or DVD) – Master Artist(s) and Apprentice Artist(s)**

**Note: Electronic Submission of applications is recommended. Submit your full application via email to [PAFolkArts@gmail.com](mailto:PAFolkArts@gmail.com)**

To submit a hard copy application with supporting materials by mail, use the following address:

FOLK & TRADITIONAL ARTS APPRENTICESHIP PROGRAM  
c/o Jump Street  
21 S. 3<sup>rd</sup> St., 2<sup>nd</sup> Floor  
Harrisburg, PA 17101

Please note the April 24, 2017 deadline. If you choose to mail your application, please notify FolkArt PA by email or phone.

**At any time, you may contact Sally Van de Water at FolkArt PA with questions or concerns.**

**PCA Folk and Traditional Arts Apprenticeship Program**  
**Sally Van de Water**  
**717.979.0510**  
[PAFolkArts@gmail.com](mailto:PAFolkArts@gmail.com)

# **Folk and Traditional Arts Apprenticeships APPLICATION PACKET**



Submit your completed application and supporting materials to Sally Van de Water: [pafolkarts@gmail.com](mailto:pafolkarts@gmail.com). For questions about completing your application, contact Sally via the above email or by phone at 717-979-0510.

## General Information and Master Artist Information

Year of Apprenticeship (check one): 1st  2nd  3rd  4th

<b>A. General Information</b>	
A1. Apprenticeship art form:	
A2. Beginning/End dates of Apprenticeship: <i>(Must be between 9/1/17 – 8/31/18)</i>	
A3. Amount Requested:	
<b>B. Master Artist Information</b>	
<b><i>Additional Master Artists should be named in additional sheets.</i></b>	
B1. Name of Master:	
B2. Gender [Optional]:	
B3. Permanent Address:	
B4. City:	
B5. State:	
B6. Zip + 4:	
B7. County:	
B8. Phone #:	
B9. E-mail:	
B10. Age [Optional]:	
B12. Year PA Residence Established:	
B13. Have you received a PCA Apprenticeship award before? If so, when?	
B14. State House District #:	
B15. State Senate District #:	
B16. Federal Congressional District #:	

LEGISLATIVE INFORMATION: CALL 1-800-692-7281 OR VISIT [www.legis.state.pa.us](http://www.legis.state.pa.us) "Find My Legislator."

**MASTER ARTIST: PLEASE ANSWER THE FOLLOWING ON A SEPARATE PAGE.**

1. Describe the traditional art form you will be teaching through this apprenticeship. Where, when and how did you learn this tradition? What role does it play in your everyday life, and in the life of your community?
2. How do you describe your cultural community? Have members of your community recognized you as a master artist (if so, how)? Please include details of any connections to ethnic, religious, language, occupational, and/or regional communities of which you are a part.
3. Describe your relationship with the proposed apprentice(s). If you have worked together previously, describe how. Why do you want to work with this artist? How will this apprenticeship allow the apprentice artist(s) to move to a new level in his/her artistic goals? What does this apprentice need to learn?
4. If completed, what impact do you think this apprenticeship will have on your community? Please describe any long-term impacts you foresee. What steps will you take to inform your community about this project?

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## Apprentice Artist Information

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<b>C. Apprentice Information</b>	
<b><i>Additional Apprentice Artists should be named on additional sheets.</i></b>	
C1. Name of Apprentice Artist:	
C2. Gender [Optional]:	
C3. Permanent Address:	
C4. City:	
C5. State:	
C6. Zip + 4:	
C7. County:	
C8. Phone #:	
C9. E-mail:	
C10. Age [Optional]:	
C11. Year PA Residence Established:	
C12. Have you received a PCA Apprenticeship award before? If so, when?	
C13. State House District #:	
C14. State Senate District #:	
C15. Federal Congressional District #:	

**APPRENTICE: PLEASE ANSWER THE FOLLOWING ON A SEPARATE PAGE.**

1. Where, when and how did you learn this traditional art form? What role does it play in your everyday life and in your community? What does it mean to you?
2. Describe how this art form is important to your cultural community. Please include characteristics such as ethnicity, religion, language, occupation, and/or region.
3. Describe your relationship with the proposed master artist. If you have worked together previously, describe how. Why do you want to work with this artist(s)?
4. Why do you want to enhance your skills? How will this apprenticeship allow you to move to a new level in your artistic goals?
5. What do you hope will be the long-term impact of this apprenticeship on you and your community? Please describe any long-term goals you have for yourself and/or your community.

**I certify, represent and warrant that the information contained herein and in all attachments and supporting materials is true and correct.**

\_\_\_\_\_  
Master Artist Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Apprentice Artist Signature

\_\_\_\_\_  
Date

## Apprenticeship Budget

<b>D. Budget</b>	
<b>Master Artist's Fees</b>	
1. Fee per hour	
2. Hours per session	
3. Total fee per session	
4. Number of sessions	
<b>5. Total Master Fees</b>	
<b>Travel</b> (i.e. mileage (\$.53.5/mile), ticket costs, housing, etc.)	
6.	
7.	
8.	
<b>9. Total Travel</b>	
<b>Supplies</b> <i>please list below</i>	
10.	
11.	
12.	
13.	
14.	
15.	
<b>16. Total Supplies</b>	
<b>Documentation</b> (e.g. printing reports, photography, etc.) <i>up to \$150</i>	
17.	
18.	
19.	
<b>20. Total Documentation</b>	
<b>Public Presentation</b> (optional, up to 10% of budget) <i>please describe below</i>	
21.	
22.	
23.	
<b>24. Total Public Presentation</b>	
<b>Total Request</b>	
Total Master Fees (Line 5)	
Total Travel (Line 9)	
Total Supplies (Line 16)	
Total Documentation (Line 20)	
Total Public Presentation (optional) (Line 24)	
<b>E. Total Request from PCA (not to exceed \$4,000)</b>	<b>\$</b>

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## Apprenticeship Work Plan

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**Apprenticeship activities must occur between September 1, 2017, and August 31, 2018.**

**E. PLEASE ANSWER THE FOLLOWING QUESTIONS ON A SEPARATE PAGE. MAXIMUM 2 PAGES. SUBMIT THIS INFORMATION WITH YOUR APPLICATION.**

1. Detail of skills, techniques, and repertoire to be taught during apprenticeship, along with length of time necessary to teach each element.
2. Schedule and total number of sessions estimated for the apprenticeship. If expenses exceed the funding request, explain how you will cover these additional costs.
3. Describe what you hope to accomplish with the apprenticeship. What would be a good indicator that this has been a successful partnership? **Applications for second or subsequent year apprenticeships must demonstrate what the apprentice artist learned in the first or prior year, as well as clearly define what new skills or repertoire will be learned in the second year.**
4. Describe what documentation (photos, recordings, etc.) will be collected to demonstrate the success of the partnership. Be sure to include the costs of documentation in your budget, up to \$150.
5. If a public event is planned [optional, but recommended], such as a workshop, performance, or demonstration, provide a description of the event: date, format, location. Be sure to include the costs of the event (up to 10% of the total budget) in your complete budget.

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## Work Sample Description

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**F. Please use the following format to label your work samples.**

Assign a number [1, 2, 3...] to each sample and include the following:

- Artist Name
- Master/Apprentice (indicate which artist is represented)
- Title of work(s)
- Media format: online links, CD/DVD track number, etc.
- Description, including length and where the panel should start reviewing the sample, if appropriate.

Please identify the artist(s) in each sample, especially if a group of individuals is visible/ included.

Please describe work, including artist's role in development of work, location(s) and date(s) recorded, artistic style, form, content, and/or process.

**Please include any contextual information that will help the review panel understand your work. You may attach a separate sheet of paper. Submit this information with the rest of your application.**

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**Master Artist/Apprentice Work Samples and the Pennsylvania  
Folklife Archive**

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To encourage study and preservation of Pennsylvania Folklife, the PCA built a relationship with The Center for Pennsylvania Culture Studies (Center) at the Penn State Harrisburg Campus. The Center maintains the Pennsylvania Folklife Archive, a collection of research materials and media that document folk and traditional arts and the programming of the Pennsylvania Folk Arts Infrastructure.

The Archive includes work samples from applicant master artists and apprentices who authorize their inclusion. This archive is available to the public for educational and research purposes only. Any commercial use must be approved in advance in writing by the respective artist.

**FOR MASTER ARTIST WORK SAMPLES**

Please select one option with respect to your work samples (check one):

Return my work samples to me. I have enclosed a self-addressed envelope with enough postage to cover their return.

By signing this form, I give my permission for the application and accompanying work samples to be entered into the publicly accessible Pennsylvania Folk Archives. I understand these archives are for educational and research use only. Any commercial use must be approved in advance in writing with me on a case-by-case basis.

I do not wish my work samples to be returned and authorize their disposal.

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Master Artist Signature

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Date

**FOR APPRENTICE WORK SAMPLES**

Please select one option with respect to your work samples (check one):

Return my work samples to me. I have enclosed a self-addressed envelope with enough postage to cover their return.

By signing this form, I give my permission for the application and accompanying work samples to be entered into the publicly accessible Pennsylvania Folk Archives. I understand these archives are for educational and research use only. Any commercial use must be approved in advance in writing with me on a case-by-case basis.

I do not wish my work samples to be returned and authorize their disposal.

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Apprentice Signature

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Date