

**Pennsylvania Council on the Arts**  
**GENERAL PROVISIONS FOR INDIVIDUAL ARTISTS, Folk and Traditional Arts, Apprenticeships**

**FUNDING CATEGORY**

**Individual Artists Folk and Traditional Arts, Apprenticeships** - The Apprenticeship program addresses the needs of Pennsylvania folk and traditional artists through funding partnerships between a master traditional artist and a qualified apprentice, enabling them to work together to share and develop advanced techniques or repertoire. The program provides awards up to \$3,000. Artists who receive the award are also profiled on the statewide Folk Art Infrastructure website ([www.folkartpa.org](http://www.folkartpa.org)).

**FUNDING RESTRICTIONS**

**Funds can be used for:**

Time for creative work.  
Supplies and materials related to artistic development.  
Activities that benefit artistic development and recognition.

**Funds cannot be used for:**

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.  
Cash prizes and awards.  
Benefit activities.  
Hospitality expenses, i.e. receptions, parties, gallery openings.  
Lobbyists' payments.  
Competitions.

**Apprenticeship Eligibility:** Apprentices must be domiciled in Pennsylvania at least two years prior to the application deadline, and for the duration of the use of the apprenticeship award, whether or not the apprenticeship is in Pennsylvania.

**Evaluation Criteria:**

The review panel uses four criteria to assess the applications:

- Cultural background, training, technical ability, and knowledge of the art form of the proposed master traditional artist;
- Cultural background, level of skill, and commitment to the art form of the proposed apprentice(s);
- Quality of the work plan, including appropriateness of proposed goals, learning approach, and schedule;
- Prospective impact of the apprenticeship on the preservation and development of the art form within the cultural community.

**ADDITIONAL TERMS & CONDITIONS GOVERNING GRANTS-IN-AID**

Various terms and conditions apply to grantees of the PCA. The Additional Terms and Conditions Governing Grants-in-Aid will be provided to all grantees with their award packets. A complete copy is available at any time from the PCA upon request. Covered in these Terms and Conditions:

**Domicile** – Grantees must be domiciled in Pennsylvania for the duration of the use of the grant, whether or not the grant activity is in Pennsylvania.

**Reporting** — Final Reports showing how the PCA grant money was spent must be submitted no later than the January 31<sup>st</sup> following the termination date of the grant.

**Acknowledgments** – Grantee agrees to include the following phrase in any written biographical or electronically transmitted material distributed by the grantee during the grant period and at least three years following the termination date of the grant: “[Grantee’s name] received a 2008-09 fellowship from the Pennsylvania Council on the Arts.”

**Nondiscrimination on the Basis of Race, Color, National Origin, Handicap, Sex or Age** — Grantees must comply with all nondiscrimination laws including the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975 and the Americans with Disabilities Act.

**Contract Compliance Procedures**

**Fair Labor Standards** — The grantee must comply with Commonwealth labor, wage, safety, sanitary and antipollution regulations and standards.

**Maintaining Financial Records** — Grantees must provide for effective control over and accountability for all funds, property and assets; maintenance of records for a specified time and through any audits that may be in progress; and for properly documenting contributions, receipts, obligations and disbursements.

**Audit of Records** — Grantees must comply with the Government Audit Standards as specified in "Standards for Audits of Governmental Organizations, Programs, Activities and Functions" (*Yellow Book*).

**Unencumbered Funds** — Grantees are not allowed to incur expenses nor encumber or distribute any funds outside of the grant year for which they were awarded without prior approval of the PCA.

**Grantee Integrity** — This section covers matters such as confidentiality, contract compliance, financial interests, and cooperation with Commonwealth officials during investigations, and penalties.

**Assumption of Legal Responsibility by Grantee** — The grantee assumes responsibility for claims against the PCA or its employees resulting from negligence or willful acts in such areas as copyright infringement, personal privacy, misappropriation of ideas or rights and literary piracy or plagiarism.

**Termination of Contract** — The Commonwealth may terminate the contract at any time because of nonavailability of funds, nonperformance of service, or noncompliance with any of the terms and conditions contained in any other contract with the Commonwealth.

**Offset Provisions for Commonwealth Contracts** — The Commonwealth may withhold any amount from the grant to satisfy other debts owed by the grantee to the Commonwealth.

**Contractor Responsibility Provisions**—The grantee certifies that they are not under suspension or debarment by the Commonwealth, any other state or the federal government, and agrees to reimburse the Commonwealth for costs relating to investigating compliance.