

NEW 2017 GUIDELINES

Folk and Traditional Arts Apprenticeships

DUE DATE: May 15th, 2016 (submitted online or postmarked)



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FUNDING RESTRICTIONS

In general, The PCA does not fund the following:

- Capital expenditures, including equipment costing \$500 or more per item
- Activities for which post-secondary 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 specific 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 May 15th, 2016

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 Jump Street, a nonprofit-service organization, in Harrisburg, PA.

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

Apprenticeships are offered annually in both performing and craft traditions. The program makes awards of up to \$4,000.

Eligibility:

- The master artist and the apprentice artist must apply together. The master artist is the applicant unless he/she lives outside of PA, in which case, the apprentice is the applicant.
- Apprenticeships only fund *living artistic traditions* that are shaped and shared within families, neighborhoods, and communities. The art form must be part of the contemporary life of citizens residing in Pennsylvania.
- Projects that include the following activities are not eligible for this funding program:
 - Staged productions or representations of historical folk arts.
 - Reproductions of historical 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:**
 - Have attained 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 Artist must:**
 - Be at least 18 years of age.
 - Demonstrate interest and basic competency in the art form prior to the apprenticeship (generally at least one year of relevant experience).
 - Be motivated to learn the nuances of the tradition.
 - Demonstrate a commitment to 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.

RESOURCES:

FOLK AND TRADITIONAL ARTS CENTERS

Description: 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 and click on

FOLK AND TRADITIONAL ARTS APPRENTICESHIPS

Up to \$4,000 total for artist fees, travel, supplies and/or documentation

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2017 APPRENTICESHIP TIMELINE

February	Guidelines Distributed
May 15th	Applications Deadline (Postmark)
	Application Review Panel
SUMMER	Action on Panel Recommendations by PCA Council
	Notification Letters to Applicants
September 1, 2016	2017 Apprenticeship Activities can begin
August 31, 2017	2017 Apprenticeship period ends
October 2, 2017	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 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 both master and apprenticeships. **(25 points)**

Applications for second-year apprenticeships must demonstrate what the apprentice artist learned in the first year, as well as clearly define what new skills or repertoire will be learned in the second 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. Apprenticeships in folk and traditional arts that have only a few remaining master artists are especially encouraged.

HOW TO APPLY **Deadline: May 15th, 2016**

Before completing the application, the master artist and apprentice artist 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 integral in guiding your discussion.

Application Form Instructions

- The application should be completed by the master and apprentice artist together. Funds will be awarded to the master unless he or she does not reside in the United States in which case, the apprentice artist will receive the funds. The application will ask questions about the master artist, the apprentice artist, and the art form; and require work sample descriptions and a budget for how the award will be spent.
- Various terms and conditions apply to grantees and sub-grantees of the PCA. The complete *General Provisions and Terms and Conditions* can be downloaded from the PCA's website: www.arts.pa.gov.

Application Support Materials

- Along with the application form, you will 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 artist's skills. **Failure to include any of these materials will result in an incomplete application and the application may not be reviewed.**

Work Sample Requirements

- For both Master Artist and Apprentice Artist: Work Samples are an integral part of the apprenticeship application review. **Each artist must submit work samples.** Applicants are urged to submit examples of the best quality that present the work to its best advantage so the panel can evaluate the work.
- **Work Sample Descriptions**
Carefully review this information before completing the Work Samples section of the application (Page 5). Information about each work sample must be formatted in the order listed below and must identify whether the sample is from the Master Artist or the Apprentice Artist. **Please carefully identify the artist(s) who appear in the Work Sample.**
- **Copies of Work Samples**
Submit **two works** from each artist. Work must have been completed after **8/1/2013**.

For Video or Audio Work Samples (Performing Traditions):

- Alphabetical letter [A,B,C...] assigned to sample (Make sure that the samples match the order indicated on work sample case);
 - Title of Work(s);
 - Track numbers;
 - Length of work(s);
 - Place(s) recorded;
 - Date(s) completed;
 - Artist's role in the development of the work(s);
 - Information that allows panelists to identify artist's work(s) in the sample; and
 - Additional information about the work, including artistic style, form, content, and/or process.
- **Audio Samples:**
 - **Individual samples should not exceed 5 minutes.**
 - Submit 2 copies of the sample CD.
 - Submit no more than two mp3 selections (not exceeding five minutes). Each selection should be uploaded as a separate file with separate titles.
 - Each file has a size limit of 5 MB.
 - **Video Samples:**
 - **Individual samples should not exceed 5 minutes.**
 - Submit 2 copies of the sample DVD.
 - Each selection should be uploaded as a separate file with separate titles.
 - Upload your two works in .mov or .mp4.
 - Each file has a size limit of 100 MB.

For Still Images Work Samples (Craft Traditions):

- Alphabetical letter [A,B,C...] assigned to sample (Make sure that the samples match the order indicated on media);
 - Title of work, medium, dimensions, and date completed;
 - Additional information about the work, including artistic style, form, content, and/or process.
- **Image Samples:**
 - **Submit up to 8 examples of work including details per artist.**
 - Best color profile: sRGB.
 - Format size: to 1240 x 1240 pixels @ 72 dpi resolution.
 - Upload your two works in .jpeg.
 - Each file has a size limit of 2 MB.

Review

- If you would like feedback on your application before you submit please contact Sally Van de Water, Folk Arts Coordinator, at (717) 979-0510 or pafolkarts@gmail.com up to two weeks (May 2nd, 2016) before the application due date.

Appeals Process

- Information on the Appeals Process is available on the PCA's website: www.arts.pa.gov under "Folk and Traditional Arts."

REPORTING

- Apprenticeship award recipients must submit a final written report to FolkArtPA at Jump Street by October 2, 2017. 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 FolkArtPA.org website.
- Credit must be given to the PCA and Jump Street in all promotional materials pertaining to work produced with support of the award. For PCA, this is the exact language: "This Folk and Traditional Arts Apprenticeship was supported in part by the Pennsylvania Council on the Arts, a state agency funded by the Commonwealth of Pennsylvania and the National Endowment for the Arts, a federal agency." The PCA logo is available on the PCA website: <http://www.arts.pa.gov>

- 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.
- The Center for Pennsylvania Culture Studies at Penn State-Harrisburg maintains the Pennsylvania Folklife Archive, a collection of media which documents folk and traditional arts programming of the Pennsylvania Folk Arts Infrastructure, and includes work samples from previous Apprenticeship recipients. This archive is made public for educational purposes only. Any commercial use must be approved in advance on a case-by-case basis by the artist in question.

<h2 style="text-align: center;">REQUIRED DOCUMENTS & ATTACHMENTS FOR ALL APPLICANTS</h2>
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- Application Form**
 - General Information (A) and Master Artist Information (B)**.....1
 - Apprentice Artist Information (C)**..... 2
 - Signatures**.....2
 - Budget**..... 3
 - Apprenticeship Work Plan**..... 4
 - Description of Work Samples**.....5-6

- Master Artist Statement(s)**

- Apprentice Artist Statement(s)**

- Work Samples (CD or DVD) – Master Artist(s) and Apprentice Artist(s)**

STEPS TO APPLY FOR APPRENTICESHIP FUNDING

Step 1: Access application on-line

To access an application form go to www.arts.pa.gov or www.JumpStreet.org.

Step 2: Print, sign, and mail

The completed application must be printed, signed by **both** master artist and apprentice artist and combined with the required supplemental materials.

Any questions on online submission, please contact Sally Van de Water at PAFolkArts@gmail.com.

Mail the application and supporting materials to the following address:

FOLK & TRADITIONAL ARTS APPRENTICESHIP PROGRAM
c/o Sally Van de Water
Jump Street
100 North Cameron Street
Harrisburg, PA 17101

Folk and Traditional Arts Apprenticeships

Application Form

General Information

A. General Information	
A1. Apprenticeship art form:	
A2. Beginning/End dates of Apprenticeship: <i>(Must be between 9/1/16 – 8/31/17)</i>	
A3. Amount Requested:	
B. Master Artist Information	
<i>Additional Master Artists should be named in additional sheets.</i>	
B1. Name of Master:	
B2. Gender:	
B3. Permanent Address:	
B4. City:	
B5. State:	
B6. Zip + 4:	
B7. County:	
B8. Phone #:	
B9. E-mail:	
B10. Age:	
B12. Year PA Residence Established:	
B13. Have you received a PCA Apprenticeship award before? If so, when? Include all years.	
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 to find your district.	

MASTER: PLEASE ANSWER THE FOLLOWING ON A SEPARATE PAGE. MAXIMUM 2 PAGES.

1. Describe your cultural community including characteristics such as ethnicity, religion, language, occupation, and/or region.
2. Describe your art form. Where and how did you learn this art form? How long have you been practicing it? What is its place and importance in your community? What does it mean to you?
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 do you hope will be the long-term impact of this apprenticeship on your community?
4. List your significant experiences and accomplishments relative to your art form, including milestones, recognitions, awards, or other events you feel are important. Include in this list ways you, through your art form, have had an impact on your community or are involved in your community.

Apprentice Artist Information

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

APPRENTICE: PLEASE ANSWER THE FOLLOWING ON A SEPARATE PAGE. MAXIMUM 2 PAGES.

1. Describe your cultural community, including characteristics such as ethnicity, religion, language, occupation, and/or region.
2. Describe your art form. Where and how did you learn this art form? How long have you been practicing it? What is its place and importance in your community? What does it mean to you?
3. Describe your relationship with the proposed master. If you have worked together previously, describe how. Why do you want to work with this artist? How will this apprenticeship allow the you to move to a new level in your artistic goals? What do you hope will be the long-term impact of this apprenticeship on your community?
4. List your significant experiences and accomplishments relative to your art form, including milestones, recognitions, awards, or other events you feel are important. Include in this list ways you, through your art form, have had an impact on your community or are involved in 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

D. Master's Fees	
Amount	
D1. Fee per hour	
D2. Hours per session	
D3. Total fee per session (D1 x D2)	
D4. Number of sessions	
Total Master Fees for one Master (D3 x D4)	
E. Travel	
F. Supplies 2T	
F1. 2T	
F2. 2T	
F3. Documentation? (up to \$150)	
F4. Public presentation? (up to 10% of budget)	
F9. Total Supplies	
G. Total Request	
Amount	
G1. Total Master's Fees	
G2. Total Travel	
G3. Total Supplies	
G4. Total Request from PCA (not to exceed \$4,000)	

Apprenticeship Work Plan

Apprenticeship sessions must occur between September 1, 2016, and August 31, 2017.

PLEASE ANSWER THE FOLLOWING QUESTIONS ON A SEPARATE PAGE. MAXIMUM 2 PAGES.

1. Detail skills, techniques, and repertoire to be taught during apprenticeship, along with estimated length of time necessary to teach each element.
2. Schedule and total the 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-year apprenticeships must demonstrate and/or what the apprentice artist learned in the first year, as well as clearly define what new skills or repertoire will be learned in the second year.**
4. Describe what documentation 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.

Click here to enter text.

Work Sample Description

Master Artist Name:		
Sample A Title:		
Indicate which of the following you have enclosed: CD or DVD		

NOTE: Please refer to the 2017 Guidelines for work sample submission information. Please be sure to clearly label each sample. For performing artists, please clearly indicate which individuals are visible in each sample.

Work Sample Descriptions:

Click here to enter text.

Master Artist Name:		
Sample B Title:		
Indicate which of the following you have enclosed: CD or DVD		

NOTE: Please refer to the 2017 Guidelines for work sample submission information. Please be sure to clearly label each sample. For performing artists, please clearly indicate which individuals are visible in each sample.

Work Sample Descriptions:

Click here to enter text.

Work Sample Description

Apprentice Artist Name:		
Sample C Title:		
Indicate which of the following you have enclosed: CD or DVD		

NOTE: Please refer to the 2017 Guidelines for work sample submission information. Please be sure to clearly label each sample. For performing artists, please clearly indicate which individuals are visible in each sample.

Work Sample Descriptions:

[Click here to enter text.](#)

Apprentice Artist Name:		
Sample D Title:		
Indicate which of the following you have enclosed: CD or DVD		

NOTE: Please refer to the 2017 Guidelines for work sample submission information. Please be sure to clearly label each sample. For performing artists, please clearly indicate which individuals are visible in each sample.

Work Sample Descriptions:

[Click here to enter text.](#)