



## **New Jersey State Council on the Arts Folk Arts Apprenticeship Fiscal Year 2021 Grant Program Guidelines**

### **ABOUT THE NEW JERSEY STATE COUNCIL ON THE ARTS**

The New Jersey State Council on the Arts is a division of the New Jersey Department of State, created in 1966 by Public Law Chapter 214 and consists of 17 Governor-appointed members, and three ex-officio members representing the New Jersey Secretary of State, the Senate, and the Assembly. The Council's volunteer members are supported by a professional staff who carry out the Council's programs and services from the State Capital in Trenton.

### **WHAT WE BELIEVE**

We believe the arts are central to every element we value most in a modern society including: human understanding; cultural and civic pride; strong communities; excellent schools; lifelong learning; creative expression; and economic opportunity.

### **OUR MISSION: GIVEN TO US BY THE PEOPLE OF NEW JERSEY**

In 1966, the Legislature passed, and the governor signed, a bill creating the New Jersey State Council on the Arts, and directing us to do all that is necessary and appropriate to: support, encourage, and foster public interest in the arts; enlarge public and private resources devoted to the arts; promote freedom of expression in the arts; and facilitate the inclusion of art in every public building in New Jersey.

### **HOW WE ARE FUNDED**

Public support for the arts in New Jersey comes from a dedicated, renewable revenue source - the Hotel/Motel Occupancy Fee - established in 2003. Under this law, 22.68% of the fees collected are annually allocated to the State Arts Council with a minimum appropriation of \$16 million. Additionally, the Council receives an annual, competitive grant from the National Endowment for the Arts.

As the largest funder of the arts in New Jersey, the Council is committed to providing annual and multi-year grants to New Jersey's nonprofit arts organizations, arts projects, and artists. Strategic, responsive, and responsible grantmaking is the Council's highest priority, ensuring programs and services are equitable, accessible, and have the greatest possible statewide impact.

### **FOLK ARTS SUPPORT**

The New Jersey State Council on the Arts recognizes that diversity is one of New Jersey's most significant and valuable characteristics. The state's many geographic and demographic settings -- from mountains to coastal plains, from farms to city neighborhoods -- are interwoven with communities whose traditional folk arts and crafts are valued ways of expressing identity and strengthening group ties. Support for these traditional arts and artists contribute to social stability and harmony and helps to celebrate and preserve important cultural traditions into the future.

The folk arts are those that are traditionally learned as part of the lifestyle of a community whose members share identity based upon ethnic origin, religion, occupation, or geographical region. Highly varied, these traditions are shaped by the aesthetics and values of the community and are passed from generation to generation.

Some are fleeting -- the decorative mehendi painted on a Rajastani Indian bride's hands before her wedding; the Karpathian Greek mandinathes, composed and sung for the funeral of a friend. Others are enduring -- a finely crafted cuatro, the ten-stringed guitar that is the hallmark of Puerto Rican jibaro music; a Seabright skiff used by Monmouth County lifeguards. Some are part of festival -- West African-derived Trinidadian stilt dances performed for Carnival. Others are for daily life -- the strip quilts made by African American women; the brightly-colored grape baskets woven by Palestinian women. Some are endangered arts and art forms that help preserve endangered languages such as the Native American courting flute or the distinct dialect spoken by Khmer Krom (Cambodian-Vietnamese). All of these and many, many others are practiced in New Jersey.

### **WHAT IS A FOLK ARTS APPRENTICESHIP GRANT**

Folk Arts Apprenticeship grants encourage communities to continue passing on their valued traditions in traditional settings, by providing stipends so that Master folk artists can help Apprentices develop greater skill. Since 1995, these grants have supported apprenticeships in many different cultural communities, reflecting the rich array of traditional arts in our state.

### **FY20 GRANT CYCLE & FOLK ARTS AWARDS**

The grant period for successful apprenticeships runs July 1, 2020 to June 30, 2021.

The Council awards \$4,000 to successful Folk Arts Apprenticeship applications.

### **APPLICATION ASSISTANCE AVAILABLE**

The following assistance is available to help you compose and submit your application.

1. Application workshops. Please check the Council's [website](#) for details and schedules.
2. Kim Nguyen, Program Officer for Folk Arts, is available help with questions specific to your application. She is reachable by telephone at 609-292-4495 and email at [kim.nguyen@sos.nj.gov](mailto:kim.nguyen@sos.nj.gov).
3. You may wish to contact one of New Jersey's Folk Arts and Folklife Centers which can provide you with application assistance and other potential programs or services to assist you in your work. Contact information can be found on page 8 of these guidelines.

### **WHO MAY APPLY FOR A FY21 FOLK ARTS APPRENTICESHIP GRANT**

A Master folk artist is someone who has learned a traditional art as part of community life and has attained a high level of excellence in the eyes of other community members. An Apprentice is someone from the same cultural group who has demonstrated ability and commitment to learning and practicing the traditional art of the Master.

The applicant for the Folk Arts Apprenticeship Grant is the Apprentice. That person must be at least eighteen years of age at the time of this grant application deadline and must be a New Jersey resident.

Verification of residency at the time of application is required. Students enrolled in out-of-state educational institutions are eligible as long as they retain their New Jersey resident status. Apprentices are encouraged to work with Master folk artists who are also residents of New Jersey whenever possible.

Only one application per Apprentice per year may be submitted. However, a Master may work with up to two Apprentices per year. Each Apprentice must submit a separate application.

### **FOLK ARTS APPRENTICESHIP GRANT ELIGIBILITY REQUIREMENTS**

To be eligible to receive a Folk Arts Apprenticeship grant, the application must demonstrate the following:

- Master and Apprentice should be members of the same cultural group that share identity based on religion, occupation, ethnicity, language, or location and have learned the art or craft in traditional community settings rather than formal public institutions.
- Lessons should be one-on-one unless the art form can only be performed with another person. This program does not fund group classes.
- The Master and the Apprentice must develop and submit a clear work plan together. The Master and the Apprentice each complete their designated section of the application and submit support materials that demonstrate their levels of skill.
- Apprenticeships are eligible for funding for a second year. Second-year applicants must include a description and support materials that demonstrate the progress made during the first year of the Apprenticeship.
- Apprentices who have received two consecutive years of Council Apprenticeship funds may not reapply to the program for the next three consecutive years.

### **APPLICATION & REPORT REQUIREMENTS**

Grant funds may not be used for foreign travel, hospitality costs, capital improvements, the purchase of permanent equipment, or to support on-going, school-based classes.

A Master may be proposed by no more than two Apprentice applicants in a single grant cycle. It is the responsibility of the applying Apprentice and the Master to comply with this requirement. If two Apprenticeships that include the same Master are funded, the training must still be conducted one-on-one and not in a group or class setting.

The Apprentice is financially and legally responsible for the grant. He or she receives the funds, pays the Master, and files the contract and the final report.

The final report must be completed by both the Master and the Apprentice. Final reports will be due by July 30, 2021, and will include a description of the work completed and a brief accounting of expenditures.

The first payment, 85% of the award (\$3,400), will be advanced to the Apprentice after he or she has completed and returned the grant contract. The final 15% of the award (\$600) will be made after the final report has been accepted as a reimbursement.

**Please Note:** Funds awarded through an Apprenticeship grant **may be taxable**. It is not possible for the Council to determine this for individuals. If it is a matter of concern for you, please contact a tax specialist or the IRS for information on how receipt of an award will affect your tax situation.

### **HOW TO APPLY**

The application must be submitted in English in the [SAGE](#) System. The System for Administering Grants Electronically (SAGE) is the State of New Jersey's grant management system. This system requires authorization for access.

If you do not have a username and password please click the [New User link](#) to request access to the site. **Also, please note it can take up to 48 hours for an account to be active.** Please contact Patricia Hamilton-Ross at [patricia.hamilton-ross@sos.nj.gov](mailto:patricia.hamilton-ross@sos.nj.gov) or 609-633-1273 for technical assistance in SAGE.

### **DEADLINE & SCHEDULE FOR THE FOLK ARTS APPRENTICESHIP GRANT APPLICATION PROCESS**

Late submissions will not be accepted for any reason including technical/human error. Applicants are strongly urged to submit applications well before the deadline.

- The FY21 Folk Arts Apprenticeship Application will be opened in SAGE in January 2020.
- The FY21 Folk Arts Apprenticeship Application must be efiled in SAGE by **Thursday, April 2, 2020** at 11:59 p.m. Requests for extensions to the deadline will not be permitted.
- Peer Panel Deliberation and Review May 2020
- Council Grants Committee Review June 2020
- Council Vote on Award Recommendations Annual Meeting July 2020

If you are a successful grantee, you must be registered in the State's Treasury System at [www.njstart.gov](http://www.njstart.gov) in order to process a contract. If you are an existing grantee with a new payment address or wish to receive direct deposit, you must update your information at [www.njstart.gov](http://www.njstart.gov) in order to process a contract. If assistance is needed, you can contact the NJSTART Help Desk at 609-341-3500.

### **FUNDING PRIORITIES**

The Council will place a higher priority for support for applications that represent:

- **Endangered arts** and arts that help preserve **endangered languages** that are disappearing due to the lack of Master artists, materials, marketable means to attract the general public or the community's youth population.

- **Community based traditions** that are valuable to communities, but not likely involved in professional individual networks or taught in a formal or institutional process.
- **The broad diversity of communities and art forms** of the state that have not previously been supported through the Apprenticeship program.

### **EVALUATION CRITERIA**

Review and reference the Evaluation Criteria in preparation of the narrative. Successful narratives are clear and convincing and are supported by the support materials. Panelists look for evidence of solid planning and implementation in accordance with the following criteria:

1. Excellence of the Master artist, as demonstrated in the narrative and support materials;
2. Preparation and commitment of the Apprentice, as demonstrated in the narrative and the support materials;
3. Traditionality of the art form within the shared community of the Master and Apprentice;
4. The adequacy and feasibility of the Apprenticeship Lesson Plan;
5. The appropriateness of the budget; and
6. The degree to which the art form is rare or endangered or helps to preserve endangered languages.

### **APPRENTICESHIP LESSON PLAN**

Each Folk Arts Apprenticeship project is unique. Fully describe the skills that will be learned and/or repertoires that will be studied throughout the year. Applicants should detail the order and content of the lesson plans.

### **NARRATIVE: APPRENTICE**

Compose a narrative, responding to the seven questions that will provide a panelist, who does not know you or your community, the ability to understand the project in relation to the Council's criteria. Please use the question numbers (i.e. Question #1) as headers to organize your narrative. Use the required and optional support materials to reinforce specific narrative topics.

1. How long have you been learning this art or craft? Describe your level of skill. What skills have you mastered and what do you need to learn or develop further?
2. For second-year applicants only: Describe the progress you have made during the first year of your apprenticeship and your current level of mastery. Explain what you accomplished last year and what you want to accomplish through a second year of apprenticeship.
3. In what ways have you been involved with traditional activities in your cultural group or community? Please thoroughly describe your community.
4. Why is it important for you to learn more?
5. Why is important for you to learn through an apprenticeship rather than through other means, such as classes?
6. Why have you chosen to work with this Master? What, in particular, can you learn from him or her?
7. What are your hopes and plans for your future practice of this art or craft?

## **NARRATIVE: MASTER ARTIST**

Compose a narrative, responding to the six questions that will provide a panelist, who does not know you or your community, the ability to understand the project in relation to the Council's criteria. Please use the question numbers (i.e. Question #1) as headers to organize your narrative. Use the required and optional support materials to reinforce specific narrative topics.

1. What is the background of this traditional art in your culture? Please detail the history and evolution of the art form.
2. How is this art or craft important to your community? Please thoroughly describe your community.
3. When, where, and from whom have you learned and developed your art form?
4. How has this art or craft been important in your own life?
5. Describe your activities and involvement with this and other traditional arts in your cultural community. Please list key events and activities which you've performed, presented, or taught.
6. Why did you choose to work with this particular Apprentice? What is promising or outstanding about him or her? Second year Masters should explain why the Apprentice should have a second year of apprenticeship.

## **BUDGET**

The budget for a Folk Arts Apprenticeship is \$4,000 which includes a \$500 stipend for the Apprentice. The remaining \$3,500 must be used for the Master's fee, and other budget components such as supplies, materials, and travel.

Use the Budget Notes section to explain your budget charts. The panel expects accompanying budget notes to provide clear information about the budget components, including how you arrived at the Master's fee.

## **SUPPORT MATERIALS**

Required and optional support materials are important tools that provide the panel with a complete picture and basis for evaluation.

Applicants are required to submit specific support materials and have the option of submitting up to five additional pieces of support material that are from the past 18 months.

Artistic quality demonstrated through support materials is important. The links and/or uploaded files submitted should present samples of the artists' best work; panelists will assume what you show are the best possible samples.

**Support Material Formats:** All support material must be uploaded in SAGE. The maximum file size you can upload is 13 MB. There is no size restriction for linked work samples. Do not submit links to password protected sites or pages.

A complete application includes support materials from both the Master and the Apprentice. These materials are the most important means for assessing the artistry and achievement of the applicants. It is to the advantage of the applicant to provide audio/visual materials of the best quality and which best represent the art form. Please follow instructions carefully.

- Materials should be relevant to and focus on the traditional art form.

- Work samples should demonstrate both the community element of the art form and the virtuosity of the Master and Apprentice.
- Be sure to identify the Master and Master's work and Apprentice and Apprentice's work on each work sample.

### **Crafts and Visual Arts**

- Upload six images on the Image Support Material form -- three of the Master's work and three of the Apprentice's work.
- To complete the "Image Support Materials" form, fill in the "Title of Work" and "Name of the Artist" fields.
- Describe in detail the art or craft represented in each image. These images can include the representation of the artists' work within a cultural context.

### **Musical and Spoken Arts**

- Upload performances, two of the Master and two of the Apprentice.
- To complete the "Media Support Materials" form, fill in the "Performance Location," "Title of Work," "Name of the Artist," "Length of Sample," and "Length of Completed Work" fields.
- Describe in detail the art or craft represented in the media.
- If the performance portrays the Master and/or Apprentice with others in a group, explain how the panel can identify the Master or Apprentice. Provide a description of the art form, including the instruments played (if any) and any other important information, such as the symbolism of the art form or its traditional usage.

### **Dance**

- Applicants should be sure the work sample shows the performer's body, including the feet, and that the performance includes the most important skills for the art form.
- To complete the "Media Support Materials" form, fill in the "Performance Location," "Title of Work," "Name of the Artist," "Length of Sample," and "Length of Completed Work" fields.
- Describe in detail the art or craft represented in the media.
- If the performance portrays the Master and/or Apprentice with others in a group, explain how the panel can identify the Master or Apprentice. Provide a description of the art form, including the instruments played (if any) and any other important information, such as the symbolism of the art form or its traditional usage.

### **Optional Support Materials**

Optional Support Materials are documents that may be submitted, but are not required, that support your application. No more than five other documents may be uploaded on the Document Support Material form. Examples of optional support materials include:

- Artist biographies
- Articles about the artist or the art form
- Photographs
- Publications
- Letters of support from people who are familiar with the work of the artist and knowledgeable about the traditional art form (two letter limit)

**APPLICATION DEADLINE**

The application deadline is **Thursday, April 2, 2020** at 11:59 p.m. You will receive an e-mail confirmation from SAGE when your application is successfully submitted.

Late submissions will not be accepted for any reason including technical/human error. Applicants are strongly urged to submit applications well before the deadline.



## NEW JERSEY FOLKLIFE CENTERS

You may wish to contact one of the regional folklife centers in the state, which can provide you with application assistance and other potential programs or services to assist you in your work.

Folklife Program for New Jersey  
Middlesex County Cultural & Heritage  
Commission  
703 Jersey Avenue  
New Brunswick, NJ 08901-3605  
[www.co.middlesex.nj.us](http://www.co.middlesex.nj.us)  
Other languages spoken: Gujarti and Spanish  
Sally Van de Water  
732-745-4489  
[Sally.VandeWater@co.middlesex.nj.us](mailto:Sally.VandeWater@co.middlesex.nj.us)

The Folklife Center of Northern New Jersey  
Passaic County Community College  
One College Blvd.  
Paterson, NJ 07505  
[www.pccc.edu/cultural-affairs](http://www.pccc.edu/cultural-affairs)  
Other languages spoken: Spanish  
Susan Balik  
973.684-5444  
[sbalik@pccc.edu](mailto:sbalik@pccc.edu)

Jersey Shore Folklife Center  
Tuckerton Seaport  
120 West Main St/PO Box 52  
Tuckerton, NJ 08087  
[www.tuckertonseaport.org](http://www.tuckertonseaport.org)  
Brooke Salvanto  
609.296-8868  
[brookes@tuckertonseaport.org](mailto:brookes@tuckertonseaport.org)

Perkins Center for the Arts  
30 Irvin Avenue  
Collingswood, NJ 08109  
[www.perkinscenter.org](http://www.perkinscenter.org)  
Karen El Amin  
856.235-6488 x305  
[kabdul@perkinscenter.org](mailto:kabdul@perkinscenter.org)

Down Jersey Folklife Center  
Wheaton Arts and Cultural Center  
1501 Glasstown Road  
Millville, NJ 08332-1566  
[www.wheatonarts.org](http://www.wheatonarts.org)  
Other languages spoken: Bulgarian, Turkish,  
Russian, and Serbo-Croatian  
Iveta Pirgova  
856.825-6800 X131  
[ipirgova@wheatonarts.org](mailto:ipirgova@wheatonarts.org)