

Folk & Traditional Arts Fellowships

Guidelines and Application Form



Rhode Island State Council on the Arts
<http://www.arts.ri.gov>
One Capitol Hill, 3rd Floor, Providence RI 02908-5803
401.222.6996/Phone 401.222.3018/Fax 401.222.7808/TTY

Guidelines to Individuals at a Glance

Grants	Categories	Amount of Grant	Deadline
Folk Arts Apprenticeship		Grant amounts range from \$1000-\$3000. The number of grants awarded is dependent upon availability of funds.	April 1 st
Individual Artist Fellowships	Crafts Film & Video Folk Art Poetry Fiction Playwriting/Screenwriting Photography 3-Dimensional	One (1) \$5000 grant in each category One (1) \$1000 runner-up honorarium in each category.	April 1 st
	Choreography Design Drawing & Printmaking Music Composition		April 1 st
Request for Proposals for Artists and Organizations	For information call: 401.222.3880		May 1 and October 1

All completed applications, supplementary sheets, and supporting documents must be in the Council's office no later than 4:30 pm on the deadline date, or in on the following Monday if the deadline falls on a weekend. RISCA does not operate on the "postmarked no later than" system. Applicants who mail their own work do so at their own risk.

Applications must be typed and submitted on RISCA's General Application Form or on the appropriate form with the appropriate supplemental information/budget sheet(s) and any required supporting documents. Photocopies of the application form are acceptable. The Council will not accept applications transmitted by facsimile machines.

Large print guidelines are available upon request.

Applicants who need assistance completing an application and/or who require an interpreter should contact RISCA well in advance of the deadline.

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***There have been changes in the Guidelines. Please read them thoroughly before applying.**

Guidelines – Grants to Individuals, General

The following information pertains to all of the grant categories for individual artists. Applicants should review the General Guidelines carefully. In addition, applicants should note specific requirements listed under the grant category to which they are applying.

Eligibility

- Applicants **must** be at least eighteen years of age at the time of application
- Council members, full- or part-time employees working at the Council offices at the time of application, or said individual's spouse or immediate relatives are **ineligible** to apply.
- In addition, Council members, full-time employees, part-time employees contracted to work at the Council offices six months or longer within a fiscal year, or said individual's spouse or immediate relatives are **ineligible** to apply for funds for two years following termination of their Council affiliation.
- Students pursuing graduate or undergraduate degrees at the time of application or during the award period are **ineligible**
- Former grantees who have outstanding Final Reports are **ineligible**
- Applicants **must** be current, legal residents of the state of Rhode Island for a minimum of twelve consecutive months prior to the date of application

Notes

- Individuals are limited in the number of times in a given grant cycle that they are eligible to apply for fellowships, projects, or apprenticeships. Further restrictions may apply. Consult the Eligibility section of the appropriate grant category
- **Only** applicants who fully meet eligibility requirements at the time of application will be considered for funding.
- All delinquent Final Reports or overdue grant extensions **must** be submitted to and approved by RISCA prior to the grant deadline
- At any time, applicants and/or grantees may be called upon to provide proof of their eligibility for a RISCA grant

RISCA does NOT fund:

- Building: capital expenditures; renovation of facilities; or the purchase of supplies not relevant to a project. Capital expenditures include but are not limited to expenses for purchase of buildings or real estate, renovations or improvements involving structural change, payments for roads, driveways, or parking lots, permanent and generally immobile equipment such as grid systems or central air conditioning, etc.
- Expenses incurred prior to the application deadline or after the grant period.
- Projects that have sectarian or religious purposes.

Review Process

- All applications are checked for eligibility compliance by members of the RISCA staff.
- Applicants are responsible for accurate and complete application information. Incomplete, unsigned, or late applications will be **ineligible** and will not be reviewed by the panel.
- Eligible applications are reviewed by advisory panels whose recommendations are forwarded to the full Council for ratification.
- Panels are comprised of artists, educators, arts administrators, council members, and others with professional expertise who are familiar with the arts and with constituencies.

Review Criteria

See appropriate grant category for review criteria.

Grant amounts

See appropriate grant category for specific grant amounts.

How to apply

- Applications must be typed and must be submitted online using the RISCA online grant application system (<http://www.arts.ri.gov/grants/guidelines/>). Or by completing the appropriate RISCA's Folk Arts Application Form and submitting it with the appropriate supplemental information/budget sheet(s) and any required supporting documents. Photocopies of the application form are acceptable; make several copies for future use.
- If an artist needs assistance in completing an application and/or requires the assistance of the an interpreter she or he should contact RISCA well in advance of the deadline

Grant Payment and Reporting

- All RISCA grants become effective only after a contractual agreement is signed by the authorized representatives of RISCA and the grantee. Payment for grants will be released in accordance with RISCA procedure specified in the contractual agreement.
- All grantees must submit a Final Report on or before the deadline date specified in the Grant Contract. The Final Form will be furnished by the Council at the time of the award. Final Reports must include copies of publicity/promotion, reviews, and product (publication, video or cassette tape, etc.) where available. And must include a budget statement verifying the recipient's use of funds.
- The Artist Project and Folk Arts Apprenticeship grant recipient must also show evidence of a completed public component. Any requests for extension must be submitted in writing and are subject to approval by the authorizing agent of RISCA.
- Failure to provide a complete and accurate Final Report will result in that individual being ineligible for further grants until the Final Report has been received and approved. RISCA staff is available to assist grantees in completing the final reporting requirement. Note: Fellowship runner-up honorariums are not subject to RISCA's final reporting requirements.
- Applicants are responsible for determining their own income tax status concerning the receipt of a RISCA grant and must file the appropriate tax forms.

Conditions

- Grant applications are considered on a competitive basis. No applicant is guaranteed funding at any level, even if all basic criteria have been met. All RISCA grant award programs are contingent upon the availability of funds from the Legislature of the State of Rhode Island and the National Endowment for the Arts.
- The applicant certifies that the information contained in the application, including all the supporting documents and attachments, is true and correct to the best of his or her knowledge. Any fraudulent statement made in the application will be grounds for denying a grant award.
- RISCA is accountable for the expenditure of public funds. Therefore, grantees must acknowledge the Council's support with the credit line "supported in part by the Rhode Island State Council on the Arts."

Limits of Liability

- The Rhode Island State on the Arts is not responsible for damage or loss of materials submitted to its office, whether or not such damage or loss is caused by negligence of the Rhode Island State Council on the Arts, its employees or agents. All supporting documents submitted must be duplications of works. No original or single editions of works will be accepted.
- Supporting documents will be mailed back to an applicant only if a self-addressed, stamped envelope is provided. Supporting documents from applications without a self-addressed stamped envelope will be held for sixty (60) days following the award decision and may be picked up during normal business hours, 8:30 am-4:30 pm. The supporting documents (or a copy thereof) from funded applications become the property of the Rhode Island State Council on the Arts; ownership and copyright of the actual work remain with the applicant.

Guidelines - Folk Arts Fellowships

Applicants should carefully review the General Guidelines – Grants to Individuals prior to applying to Folk Arts Fellowships

Purpose

- Folk Arts Fellowships are designed to provide support to individual artists who demonstrate the highest level of skill and accomplishments in their craft.
- The folk arts are defined as those artistic practices that are community or family based and express that community's aesthetic heritage and tradition. The learning process is informal and is passed on from generation to generation by word of mouth, apprenticeship, and imitation.
- Applicants who need assistance completing an application and/or who require the assistance of an interpreter should call or email Elena Calderón-Patiño, (401) 222-6996 or at Elena.Patino@Arts.RI.gov well in advance of the application deadline.

Eligibility

- Rhode Island residents are eligible to apply as master artists. Apprentices should seek a master in the genre of their choice. For assistance locating master artists, please call or email Elena Calderón-Patiño, (401) 222-6996 or at Elena.Patino@Arts.RI.gov
- Please note that the Southern New England Folk and Traditional Arts Apprenticeship Program offers support to Rhode Island traditional artists seeking masters or apprentices in Connecticut or Massachusetts. For technical assistance and application forms to the Southern New England Folk and Traditional Arts Program, call 401.222.6996 or 860.278.2044.
- Only **one** Folk Arts Fellowship application is allowed per person per deadline, whether to the Rhode Island Folk Arts Apprenticeship Program and/or to the Southern New England Folk and Traditional Arts Apprenticeship Program.
- Folk Arts Fellowship applicants are **ineligible** to reapply for one fiscal year if they have received funding in this category for three consecutive years.

Grant Amount

Grants requests may range from \$1,000-\$5,000. Most of the support is for the master's fee. Requests for materials, travel, and for the apprentice(s) stipend, however, will be considered. This Program is partially supported through an Infrastructure Grant of the National Endowment for the Arts. Please acknowledge NEA and RISCA support in all marketing and publicity materials.

Deadline

April 1

How to Apply

If you are applying under the Folk Arts Fellowships, please consult the RISCA/Folk Arts staff prior to an application

Applicants should submit the following materials:

- Signed and completed Folk Arts Fellowship Application Form
- Required supporting documentation as specified in the Supporting Document Requirements section below
- One copy of the applicant's resume, not to exceed three pages
- One copy of the applicant's biographical statement
- Optional self-addressed stamped envelope for the return of supporting documents

Supporting Document Requirements

- Applicants should submit supporting documents in whatever form is most appropriate (digital photographs, DVDs or CDs). The supporting document requirements vary by individual application. Applicants should consult the RISCA/Folk Arts staff prior to the deadline for assistance in identifying and/or obtaining the appropriate supporting documents.
- All supporting documents submitted must be duplications of works. No original or single editions of works will be accepted. Supporting documents will be utilized for the duration of the review process; please plan accordingly. For each item please list on the Supporting Documents Reference Sheet the title, medium, dimensions, year of completion, and duration length (where applicable).
- Supporting documents must be prepared according to the specifications listed below

How to Prepare Supporting Documents

The following information pertains to all of the grant categories for individual artists. Applicants should review the General Guidelines carefully. In addition, applicants should note specific requirements listed under the grant category to which they are applying.

Visual arts, submit a minimum of 8, maximum of 10, jpegs online and/or on disc. Images uploaded to the online system should be formatted to 1920 pixels x 1920 pixels and 72 dpi. Images burned to disc should be no larger than one (1) MB each and do not need to be formatted to specific dimensions.

Music, theater and dance should be submitted on DVD or VHS formats.

Submissions should reflect the artist's most recent work, preferably work created within the last three years.

Application - Folk Arts Fellowship

Traditional Art Form: _____

Have you had a technical assistance meeting with the Folk Arts staff at RISCA to discuss a draft of your proposal? Yes / No

Applicant Information

Name: _____

Cultural Affiliation: _____

City: _____ Address: _____ Zip _____

Telephone: _____ (Home) _____ (Other)

Social Security Number: _____

Length of RI Residency: _____

Legislative Districts

Congressional _____

RI House _____

RI Senate _____

Have you or has any organization with which you are affiliated been the recipient of a RISCA grant at any time in the past four years? Yes / No

If yes, when, and in what category? _____

Assurances

I have met all the eligibility requirements listed in the Grants to Individuals - General Guidelines and in the category to which I am applying. I have been a current legal resident of Rhode Island for at least twelve months, and I am not presently an undergraduate or graduate student. I certify that the information contained in this application, including all supporting documents and attachments, is true and correct to the best of my knowledge. I hereby release the Rhode Island State Council on the Arts, its members and employees, from any liability and/or responsibility concerning the submission of materials to this grant program

Applicant Signature: _____

Date _____

Application - Folk Arts Fellowship
Supporting Documents - Reference Sheet

Application number FY-_____

Social Security #:_____

List all items submitted as supporting documentation. For each item, please list title, medium, dimensions, year of completion, and duration length (where applicable).

Application - Folk Arts Fellowship Supplemental Information Sheet

Name: _____

Cultural Affiliation: _____

Age(s) of Apprentice(s): _____

Questions:

*Please be as detailed as possible. Each response should be at least 3-6 paragraphs in length.
Please attach responses to application.*

1. Describe what you do as a folk artist
2. How did you come to learn your art? Who taught you? Where? How?
3. For how long, where, and for whom have you practiced your art?