



Rhode Island State Council on the Arts
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RISCA FOLK ARTS APPRENTICESHIP GUIDELINES

Folk Arts Apprenticeships are designed to foster the sharing of traditional (folk) artistic skills between a master and an apprentice who is already familiar with the genre. The program creates this opportunity specifically for individuals who share a common cultural heritage.

The folk arts are defined as those artistic practices which 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.

Artists seeking the Folk Arts Apprenticeship will apply online at <http://www.arts.ri.gov/ind-apply>.

All potential applicants to the Folk Arts Apprenticeship program must contact Elena Calderón-Patiño to discuss their application before the deadline. Applicants who need assistance completing an application and/or who require the assistance of an interpreter should contact also contact Elena by phone at (401) 222-6996 or by email at Elena.Patino@Arts.RI.gov well in advance of the application deadline.

Deadline

The deadline to apply for a Folk Arts Apprenticeship is 11:59pm on April 1 (for grant activities between July 1 and June 30).

Apprenticeship applications must be submitted online and all artistic support materials *must be either submitted online by 11:59 or received in hard copy in the RISCA offices* by no later than 4:30pm on April 1. Postmarks do not apply; materials postmarked by the deadline date but received on a later date will not be counted as part of your application.

During months when the deadline falls on a weekend or holiday, the deadline will be on the next business day. Late or incomplete applications will not be reviewed.

One application per year will be accepted from each individual applying in this category.

Eligibility

Applications must be submitted by the master artist.

Please note that RISCA encourages one-on-one apprenticeships. In some cases, more than one apprentice per master is appropriate and will be allowed.

You must be a citizen or a permanent legal resident of the United States, and a resident of the State of Rhode Island for a minimum of twelve (12) consecutive months prior to the date of application in order to apply for support from the Rhode Island State Council on the Arts. Rhode Island State Law (§ 44-30-5) defines a "resident" as someone "who is domiciled in this state" or "who is not domiciled in this state but maintains a permanent place of abode in this state and is in this state for an aggregate of more than one hundred eighty-three (183) days of the taxable year."

Only one Folk Arts Apprenticeship application is allowed per person per deadline. Individuals may not apply for a Folk Arts Fellowship and a Folk Arts Apprenticeship at the same deadline.

Folk Arts Apprenticeship applicants are ineligible to reapply for one fiscal year if they have received funding in this category for three consecutive years.

Past RISCA grant recipients may not reapply for RISCA funds unless all final reports for previous awards have been submitted.

RISCA staff, Council and their spouses and immediate relatives are ineligible to apply for RISCA funds.

Exceptions to General Guidelines

There is no age requirement to participate as an apprentice. Apprentices under the age of 16 must submit a parent's or legal guardian's release or permission form as part of the application procedure.

Applicants (master artists) must 18 years of age or older.

Funding Considerations

The following conditions for funding apply to all Folk Arts Apprenticeship applicants:

Grant requests may range from \$1,000 to \$3,000. The Council reserves the right to increase or decrease either the amount or the number of awards granted in any given year.

Grants awarded by the Rhode Island State Council on the Arts are provided by the Rhode Island State General Assembly and the National Endowment for the Arts, a federal agency, on behalf of the citizens of Rhode Island. For that reason Apprenticeship award recipients must credit the Rhode Island State Council on the Arts on all printed material where funders and supporters are listed and on all printed programs.

All RISCA grant awards are contingent upon the availability of funds from the Rhode Island State General Assembly and the National Endowment for the Arts.

Grant applications are considered on a competitive basis. No applicant is guaranteed funding at any level, even if all basic criteria have been met.

Review Process

All application materials are reviewed by staff to determine compliance with eligibility and submission requirements (see Eligibility section above and Support Material Requirements

below). Council staff may call upon applicants or grantees to furnish proof of their eligibility.

An external review panel reviews each applicant's proposal and artistic support materials and recommends Apprenticeship awards. The panel's recommendations are presented to the Council for approval. Notification of grant awards will be made within eight to ten weeks of the application deadline.

Be aware that there is no guarantee that the process will move according to this schedule, and it may take more time to review and award grants at certain times of the year.

Once a grant has been awarded, applicants should understand that the grant processing procedure is lengthy. In some cases, grant funds may not be received prior to the start of a project. Applicants should be aware of this possibility and plan their cash flow accordingly.

Review Criteria

Applications will be evaluated on the basis of the following criteria:

- Traditionalist and artistic merit of master artist
- Extent of apprentice's prior familiarity with the traditional art form
- Extent of apprentice's commitment to continuing the traditional art form
- Feasibility and effectiveness of the apprenticeship plan
- Quality and Feasibility of culminating public presentation

Folk Arts Apprenticeship grant recipients must also show evidence of a public component.

How to Apply

Applicants must submit a completed Folk Arts Apprenticeship application form via <http://www.arts.ri.gov/ind-apply>. Applications must include:

- One copy of the applicant's cv or resume, not to exceed three pages
- One copy of the applicant's biographical statement
- Required work samples as specified in the Support Material Requirements section below
- One copy of a statement of purpose from the apprentice

Support materials must be submitted online, with the exception of film and video. All materials must be submitted online or received in the RISCA offices by 4:30pm on the deadline date.

If you are mailing physical support materials to the RISCA offices, please include a self-addressed stamped envelope with sufficient postage if you wish for the return of these materials.

Support Material Requirements

PLEASE NOTE: The online system can upload images, text documents, video and audio in most formats, however, *there is a 25 MB limit for ALL support materials combined*. Video and audio work samples submitted on CD or DVD must arrive at the RISCA offices by 4:30pm on April 1. Links to artist websites can also be submitted in the link boxes on the online application.

Please submit all visual art support materials in the form of 8-10 jpegs uploaded to the online system. Written material must be submitted online as pdf documents.

Applicants should submit support materials in whatever form is most appropriate (jpegs, DVDs, CDs, links to online material, etc). Applicants should consult the RISCA/Folk Arts staff prior to the deadline for assistance in identifying and/or obtaining the appropriate support materials.

All support materials submitted must be duplications of works. No original or single editions of works will be accepted. Support materials will be utilized for the duration of the review process; please plan accordingly. For each item please list in Support Materials List section of the application the title, medium, dimensions, year of completion, and duration (where applicable).

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

Apprenticeship Award Requirements

Recipients must acknowledge their RISCA support in a prominent manner in all materials and announcements, both audio and visual related to the performance or exhibition of work created as a result of their support from RISCA. (e.g., "This project is supported in part by a grant from the Rhode Island State Council on the Arts".) Recipients must also display, in a prominent manner, the RISCA logo in association with the acknowledgment. Further detail regarding acknowledgement can be found at <http://www.arts.ri.gov/grants/pr.php>.

Award recipients should also post events in Rhode Island that present their work (grant related and otherwise) to the RISCA Arts Calendar at: <http://www.visitrhodeisland.com/what-to-see/the-arts-calendar/submit-an-event/>.

Final Report

The Folk Arts staff will conduct an evaluation of the apprenticeship, which will serve as a final report.

Folk Arts Apprenticeship grant recipients must show evidence of a completed public component at the end of the grant period. Any requests for extension must be submitted in writing and are subject to approval by the authorizing agent of RISCA.

All grantees are subject to periodic audit or review by RISCA or the State of Rhode Island and must retain fiscal records for a period of seven (7) years following completion of the grant period.

Limits of Liability

The Rhode Island State Council 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 materials submitted must be duplications of artwork. No original or single editions of works will be accepted.

Support Materials will be mailed back to an applicant only if a self-addressed, stamped envelope with sufficient postage is provided. Support Materials 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, at the Council offices. Applicants are required to sign an Assurances section at the end of the PGI application form regarding RISCA's use of support materials from funded projects.

The Rhode Island State Council on the Arts (RISCA) reserves the right to use any text, photographs, audio, or video submitted as part of funded grant applications for limited noncommercial educational or promotional use in publications or other media produced, used or contracted by RISCA including, but not limited to: brochures, invitations, newsletters, postcards, websites, etc