

FOLK AND TRADITIONAL ARTS

APPRENTICESHIPS GUIDELINES AND APPLICATION FORM

RHODE ISLAND STATE COUNCIL ON THE ARTS

<http://www.arts.ri.gov>

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NATIONAL
ENDOWMENT
FOR THE ARTS

GUIDELINES TO INDIVIDUALS AT A GLANCE

<u>Grants</u>	<u>Categories</u>	<u>Amount of grant</u>	<u>Deadline</u>
FOLK ARTS APPRENTICESHIPS		Grant amounts range from \$1000-\$3000. The number of grants awarded is dependent upon availability of funds.	Oct. 1 st
INDIVIDUAL ARTIST FELLOWSHIPS	Crafts Film & Video Folk Art Poetry Fiction Playwriting/Screenwriting Photography Three 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 New Genres Painting		Oct. 1 st
REQUEST FOR PROPOSALS FOR ARTISTS AND ORGANIZATIONS	For information call: 401.222.3880		April 1 st & Oct. 1 st

All completed applications, supplementary sheets, and supporting documents must be in the Council's office NO LATER THAN 4:30p.m. 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.**

DEADLINES _____ Inside Front Cover

INTRODUCTION

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GENERAL GUIDELINES FOR ALL INDIVIDUAL APPLICANTS

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.

FOLK ARTS APPRENTICESHIPS

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 the 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 special constituencies.

REVIEW CRITERIA

See appropriate grant category for review criteria.

GRANTS AMOUNTS

See appropriate grant category for specific grant amounts.

HOW TO APPLY

Applications **MUST** be TYPED and must be submitted on RISCA's General Application Form or appropriate form 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 completing an application and/or requires the assistance of 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 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 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.

FOLK ARTS APPRENTICESHIPS - GUIDELINES

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

PURPOSE

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 that have a community or family base 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 contact the RISCA/Folk Arts staff 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 the Folk/Traditional Arts Program at 401.222.6996
- 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 Apprenticeship 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 Apprenticeship applicants are ineligible to reapply for one fiscal year if they have received funding in this category for three consecutive years.

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.

REVIEW CRITERIA

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

- Traditionality 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

GRANTS AMOUNT

Grants requests may range from \$1000-3000. 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 (see "Conditions", p. 3).

GRANT PAYMENT AND REPORTING

The master will be paid 100% upon receipt of the master's signed contracts.

EVALUATION

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

DEADLINE

October 1.

HOW TO APPLY

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

Applicants should submit the following materials:

- Signed and TYPED original and five copies (total 6) of the Grants to individuals – Folk Arts Application Form.
- Original and five copies (total 6) of the Folk Arts Apprenticeships – Supplemental Information/Budget Sheet.
- Required supporting documentation as specified in the Supporting Document Requirements section below.
- Five copies of the applicant's resume (or biographical statement), not to exceed three pages.
- 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 (slides, audio or videotapes). 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 on page 38 of this booklet, under the heading "HOW TO PREPARE SUPPORTING DOCUMENTS".

Office Use Only	
APP _____	SER _____
STS _____	SASE _____

FOLK ARTS APPRENTICESHIP - APPLICATION

Traditional Art Form _____

Have you had a technical assistance meeting with the Folk Arts staff at RISCA to discuss a draft of your proposal? Y/N _____

APPLICANT INFORMATION

Name _____

Cultural Affiliation _____

City/Address/Zip _____

Telephone Home _____ Other (please specify) _____

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 _____

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

Part I: The Master

Name: _____

Cultural Affiliation: _____

Traditional Art Form: _____

A. Background: when, where, and how – or from whom – did you learn the traditional art you wish to teach?

B. Apprenticeship Plan: have you worked with the apprentice(s) in the past? What specific techniques will you teach during this apprenticeship? When, where, and for how long do you plan to teach (please append a schedule)?

Part II: The Apprentice(s)*

Name: _____

Cultural Affiliation: _____

Age(s) of Apprentice(s): _____

A. Background: describe the extent of your familiarity with the traditional art you wish to pursue during this apprenticeship. How, when, where, and with whom did you become familiar with this traditional art form? Have you previously worked with the master/teacher you have chosen?

B. Apprenticeship Plan: why do you wish to participate in this apprenticeship? What do you hope to accomplish? What are your plans for continuing the traditional art form which you will learn?

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

Part III: The Master and The Apprentice(s)

A. Ownership: if any items are produced as a result of this apprenticeship, who will it revert to? The master? The apprentice(s)? RISCA/Folk Arts?

B. Follow-up Activities: All apprenticeships MUST culminate in an event which is open to the public, such as a demonstration or exhibit. Describe your plans and dates for this event. Failure to include a final public event will make this application ineligible – Please indicate the nature of the event, its date, time and place.

Master Artist Fee \$ _____

Supplies and Materials \$ _____
(itemize)

Travel Costs \$ _____
(itemize)

Other \$ _____
(explain)

TOTAL \$ _____

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.

NOTE: FOR FELLOWSHIPS ONLY: The applicant's name should not appear anywhere on the tape or disk **during playback**.

CDs or DVDs

Use standard discs, indicate track or section to be reviewed for ten minutes (or less). Discs should be clearly labeled with the name of the applicant, title of pieces, and date of completion.

Audiotapes

Use standard-size cassette tapes. Tapes should be cued to an initial ten-minute selection (or less) per work; each composition should be on a separate tape. Tapes should be clearly labeled with the name of the applicant, title, date of completion, and duration length.

Videotapes

Submit videos in 1/2" VHS videotape, cued for an initial ten-minute screening (or less) per work. Each work should be on a separate tape. The outside of each tape should be labeled with the applicant's name, title, date of completion, and duration length.

Slide Documentation

Submit 2"x2" 35mm black and white or color slides, labeled as follows: Front – applicant's name, medium, and dimensions, and a number in the upper right-hand corner; Back – title and year of completion. Slides should be numbered, coded with an arrow to indicate the top of each slide, and enclosed in a 9"x12" plastic sleeve.

Front

Back

NAME OF ARTIST

TITLE OF WORK

MEDIUM, SIZE

YEAR OF COMPLETION