



1600 East Century Avenue, Suite 6, Bismarck, ND 58503-0649
(701) 328-7590 | arts@nd.gov | nd.gov/arts

Folk and Traditional Arts Apprenticeship Program FY21 Grant Program

Program Overview

Application Deadline

Before 11:59 pm (CST)
Friday, May 15, 2020

Project Dates

July 1, 2020 – April 30, 2021

Grant Award Notification Date

June 2020

PROGRAM OVERVIEW

FOLK AND TRADITIONAL ARTS APPRENTICESHIP PROGRAM

The Folk and Traditional Arts Apprenticeship Program grant is designed to honor and encourage the preservation of North Dakota's diverse living traditions. By providing funds up to \$3,000, this grant allows master traditional artists to pass their skills and knowledge on to apprentices on a one-to-one basis over an extended period of time.

Traditional and folk arts are shared expressions of identity within a family, community, region, tribe, ethnic group, occupation, or religion. Forms of traditional expression include craft, technical skill, music, dance, and ritual celebration which are usually passed from one individual to another informally, by word of mouth or by example.

Potential applicants are encouraged to work with people they already know within their own tribal, ethnic, or occupational group or community. Proposals may include unestablished master/apprentice partnerships or already established informal teaching/learning relationships. Most apprenticeships should be based on a one-on-one teaching/learning situation. However, for traditions, like dance, that require group instruction, a master artist may have up to four apprentices in one application. The Apprenticeship Program also encourages multiple apprentices from the same immediate family learning from a master who is not within the immediate family.

Master artists may submit more than one application, particularly for situations where a master artist is applying to teach different art forms or if the teaching situation is more appropriate for individual instruction in the same art form.

The grant awards are used for a master artist's instruction fee and the cost of supplies and travel for the master and/or apprentice. The length of each apprenticeship will vary according to the proposed work plan, but most apprenticeships last between four and ten months.

Applicants are strongly encouraged to carefully review the Program Overview and Application Guidelines, then call the program officer to discuss the proposal prior to beginning an application.

PROGRAM GOALS

- Folk and traditional art forms are passed on between two or more individuals in an ongoing, structured relationship (e.g., master/apprentice, etc.).
- North Dakota communities are enriched because folk and traditional art forms are practiced, preserved, and shared.
- Greater public awareness, increased knowledge, and documentation of folk arts is achieved.

ELIGIBILITY

Master Artists

- Are individual artists who are among the finest tradition bearers in their respective communities or regions;
- Must be at least 18 years of age;
- Must be a North Dakota resident or from neighboring states;

- Must be a United States citizen or have attained permanent resident status.

Apprentices

- Are individual artists who should already possess some skills in the traditional art they wish to study;
- Must demonstrate a commitment to mastery of the art;
- Must be a North Dakota resident for at least two years prior to the start of apprenticeship activity and continue to reside in North Dakota throughout the contract period;
- Must be a United States citizen or have attained permanent resident status.

EXAMPLES OF SUPPORTED ACTIVITIES

- An apprentice, with some experience or knowledge already of blacksmithing, saddle making, Polish papercutting, or Swedish weaving, etc., works with a respected master artist in learning additional decorative techniques.
- An apprentice works with a respected master artist in refining skills in ethnic fiddling, button accordion playing, polka, Ukrainian Easter eggs, or Native American basketry, quillwork, hide tanning, or storytelling.

A strong application includes:

- The continuation of rare and endangered art forms (which is acknowledged as a priority)
- Teaching/learning more about the applicant’s own cultural traditions;
- Teaching/learning more about traditions that have been continuously maintained rather than revived;
- A highly skilled master who learned in an informal, traditional way.

AN APPLICATION WILL BE INELIGIBLE IF:

Funds are requested for expenses specifically for:	<ul style="list-style-type: none"> • Prizes, awards, benefits or hospitality (food, refreshments) costs • Fellowships, scholarships, tuition fees • Payment of debts incurred before the grant activities begin • Reduction of debt or deficit • Purchase or long-term rental of equipment or property • Payment of equipment costing \$5,000 or more
Funds are requested to support activities:	<ul style="list-style-type: none"> • That are essentially for the religious socialization of the participants or audience • That attempt to influence any state or federal legislation or appropriation • That violate any federal, state, or local laws, ordinances, or policies
The Application:	<ul style="list-style-type: none"> • Is not complete and received by 11:59 p.m. (CST) on the application deadline
The Applicant:	<ul style="list-style-type: none"> • Is not in compliance with any active grant agreement with NDCA • Has any overdue reporting requirements as specified in a previous grant agreement with NDCA

GRANT AWARD AMOUNT

Maximum Award Request: \$3,000

- No matching funds are required for this program.

- Grants to individuals are taxable income. Applicants who need further information are encouraged to contact a tax preparer.
- The board reserves the right to award full or partial support for proposed activities.
- All grants are subject to available funding from the North Dakota State Legislature and the National Endowment for the Arts.

PROGRAM REQUIREMENTS

Before applying, the master artist and apprentice(s) must discuss the apprenticeship goals, schedule (work plan), supplies, and budget; including the program officer in these discussions is also encouraged.

Schedule/Work Plan

- The work plan must occur between the program's start date July 1, 2020 and end date April 30, 2021. Include in the work plan when and how often, the length of time for each meeting, and where the master and apprentice will meet.
- Applicants are strongly encouraged to include at least one community component that will provide greater visibility for the artist's work and promote meaningful engagement between the artist and North Dakota audiences. A public performance, exhibition, open workshop or demonstration are some examples of possible community components.

Budget

- The budget is divided into three broad categories: "Master Artist's Fee," "Supplies and Materials," and "Travel." The master artist sets their own fees and it should, if possible, take up a large portion of the budget. In addition to the master artist's fee, the application requires, for the master and each apprentice, an itemized estimated list of supplies and materials and travel costs. Refer to Application Guidelines for detailed instructions.

Support Materials and Work Samples

- New master artists who have not previously participated in the Apprenticeship Program are required to submit work samples with the option of submitting support materials. Refer to Application Guidelines for detailed instructions.
- Master artists who have participated previously, and are applying to teach the same tradition, are not required to submit work samples or support materials as previous grant reviews have approved their master artistry designation.
- **All** apprentices are required to submit work samples with the option of submitting support materials.
- Support materials and work samples are submitted electronically with the online application. Refer to Application Guidelines for detailed instructions. **If necessary, mailed materials will be accepted, but must be received by NDCA with a postmark date no later than May 15, 2020. Mail to: North Dakota Council on the Arts, Attn: Folk and Traditional Arts Program, 1600 E. Century Ave., Suite 6, Bismarck, ND 58503. If work samples and/or support materials are an issue, contact the program officer.**

APPLICATION REVIEW PROCESS

- 1) **After Submission:** Applications are reviewed by staff for eligibility and completeness.

2) Panels: Panelists are selected each year. <http://www.nd.gov/arts/node/112>. Applicants may attend and listen to the discussion but may not make a presentation or participate. Meetings are open to the public. See www.arts.nd.gov for exact dates.

3) Review Criteria: The panel evaluates each application and makes funding recommendations to the board based on the degree to which the applicant addresses specific review criteria. Panelists individually score full applications. Those scores are averaged to arrive at the final panel score.

4) Board Approval: The NDCA Board of Directors has final authority to approve grants and amounts.

REVIEW CRITERIA

1) Traditionality (0-10 points)

- The art form taught is folk and traditional art, i.e., a shared expression of identity passed down informally within a family, occupation, tribe, ethnic group, or religion.
- The art form is rooted in the master's and apprentice's cultural background and the master learned it informally.

2) Master's Artistry (0-10 points)

- The master artist demonstrates artistic excellence. (For master artists who have participated previously in the Apprenticeship Program and who are not required to submit work samples or support materials; the panel will infer artistic excellence as that indicative of a master.)
- The master artist has earned recognition from the cultural community for skill and accomplishments in a folk and traditional art form.

3) Apprentice's Artistry (0-10 points)

- The apprentice(s) has a cultural connection to the art form to be taught.
- The apprentice(s) has a baseline of skills in the art form to be taught.

4) Apprentices' Commitment (0-10 points)

- The apprentice(s) has a dedication and commitment to learn and continue the art form.
- The apprentice(s) has goals to master the art form and to teach and share the art form with the public.

5) Plan and Clarity (0-10 points)

- The project plan is achievable, appropriate, and will reach program goals.
- The budget is appropriate for the plan.
- The overall application is thorough and clear.

6) Funding Priorities (0-5 points)

- The artform to be taught/learned is rare and/or endangered.
- The artform to be taught/learned has been continuously maintained rather than revived.

IF FUNDED

Notification

- If the application is funded, the primary contact will receive a grant award email notification from Grants Administrator Robin Bosch. Add Robin Bosch's email (robosch@nd.gov) to your safe senders list to avoid the email from being rejected or routed to your Junk or Spam folder.
- If the application is denied, the primary contact will receive an email from the program officer relaying appropriate panel comments.

Agreement

- Both the master and apprentice(s) must complete and sign the grant agreement to be mailed to NDCA's office or emailed to tgeist@nd.gov.

Payment

- **Vendor Registry:** To receive payment, all grantees must be registered with the North Dakota State Vendor Registry Office. Funds are sent via direct deposit or by check to the address provided to the State Vendor Registry Office accounting system. Detailed instructions will be provided with the grant agreement.
- **Disbursement Amounts and Timing of Funds:** Folk and Traditional Arts Apprenticeship Program grant funds are paid in two installments for the master artist teaching fee. The first 50% of the fee will be provided, after the receipt of the grant agreement and to coincide with the start date of the grant activities. The remaining 50% of the fee will be released upon receipt of the final report due by May 30.
- Any grant funds specified for supplies, materials, and/or travel will be paid in full to the master artist and/or apprentice(s) as applicable at the start of the grant activities.
- **Return of Funds:** The entirety of NDCA's grant award must be spent according to the workplan and budget. Significant changes must be discussed and agreed upon with the program officer and may require the return of previously released funds or forfeiture of yet-to-be released funds.

Reporting

- **Change Reports:** Any project changes to the activities, timeline, or budget need to be approved in writing by the program officer. Contact the program officer with any questions or changes to the project before changing the project, as not all project changes can be approved
- **Final Reports:** An online final report is due 30 days after the project end date that was entered at the time of application. The final report must include documentation and evidence of progress. Overdue final reports will affect future eligibility to apply for and/or receive NDCA funding.

Recognition

- The grantee is required to use the appropriate NDCA language and logos on all promotion of the funded activities as described here: <http://www.nd.gov/arts/grants/ndca-logo-credit-line-usage>

GENERAL PROGRAM INFORMATION

- **North Dakota State Open Records Notice**
All materials submitted to the North Dakota Council on the Arts become the property of NDCA and are subject to the North Dakota State Open Record Laws. Any member of the public may request to review, or receive copies of, any information that an applicant provides to NDCA.

- NDCA funds may not be used in any way or for any activity that violates federal, state, or local laws, ordinances, or policies. Failure to comply with this requirement may cause the grant to be terminated and funds to be forfeited.
- Equal opportunity to participate in and benefit from the programs of the North Dakota Council on the Arts is provided to all individuals regardless of race, national origin, color, sex, age, religion, sexual orientation, or disability in admission, access, or employment.
- Upon request, NDCA materials will be made available in an alternate format. Contact the program officer for alternatives.

FOR QUESTIONS OR HELP

Contact Program Officer Troyd Geist
tgeist@nd.gov | (701) 866-0959