

# Folk and Traditional Arts Apprenticeship Grant Program

## APPLICATION INSTRUCTIONS

NDCA Fiscal Year 2025 (July 1, 2024 – June 30, 2025)

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### Folk and Traditional Arts Apprenticeship Program

#### How to Apply

**Online:** Grant applications are submitted online through the NDCA online grant system.

Note that **the master is the applicant** for this program. An **email address is required to apply in the online system** when creating an account. If the master applicant does not have an email address, an apprentice or apprentice parent/guardian can provide an email address when registering.

1. To apply online, go to [grantinterface.com/Home/Logon?urlkey=ndca](https://grantinterface.com/Home/Logon?urlkey=ndca).
2. Register or log into your account.
3. Tutorials: Video and downloadable PDF tutorials are available when creating an account that guide new users through the registration and application process.
4. Click “Apply” at the top navigation of the website.
5. Click the “Apply” button next to “Folk and Traditional Arts Apprenticeship Program FY25 Application.”

#### Application Submission Deadline: April 19, 2024, 11:59 p.m. CST

Contact the program officer with any problems encountered with the online application.

**Online assistance is available only until 4:30 p.m. on April 19, 2024.**

**By Mail: Mailed applications** along with other required information **must be received at NDCA by April 19, 2024.** Download the application form here

<https://www.arts.nd.gov/sites/www/files/documents/grants/APFY25MailedApplicationandInstructions.pdf>

and save it to your computer or contact the program officer for other arrangements. Mailed applications are uploaded into the online grant system later for panel review.

#### Online Application Tips

- You can type responses to application questions into text boxes or you can work in another document and paste the answers in. The online grant system automatically saves your work. There is also a “Save Application” button at the bottom of the application form.

- Rich text formatting is limited in narrative questions. You may use bullets, numbers, bolding, italicizing, and underlining. Text boxes with character length limits include letters, numbers, spaces, and paragraph breaks. **Links are only allowed in the work sample section.**
- Confirmation emails are sent automatically to the applicant after the application is successfully submitted. If you do not receive a confirmation email, contact the program officer.

### Application Requirements

- ✓ Additional Project Questions
- ✓ Master and Apprentice(s) (1-4) Information
- ✓ Master and Apprentice(s) (1-4) Narrative Questions
- ✓ Budget
- ✓ Work Samples
- ✓ Additional Support Documents (optional)

### Additional Project Questions

NDCA collects this required information for reporting purposes for the National Endowment for the Arts.

### Master Information

**Master Contact Information** (*Required*)

**Master Date and Place of Birth** (*Not Required*)

**Identify the traditional artform to be taught** (*Required*)

### Apprentice (1-4) Information

For apprentices under 18 years of age, contact information of a legal guardian(s) is required.

**Apprentice (1-4) Contact Information** (*Required*)

**Apprentice (1-4) Date and Place of Birth** (*Not Required*)

**Apprentice (1-4) State Legislative District** (*Required*) - To look up a district, visit: [https://www.ndlegis.gov/legend/constituent/districts/public/find\\_my\\_legislator/](https://www.ndlegis.gov/legend/constituent/districts/public/find_my_legislator/)

### Master Narrative Questions

**Project Title** (*Required*) (100 maximum characters) - Include a project title in this format: “[the art form being taught] Apprenticeship.” (Example: Blacksmith Apprenticeship)

**Project Start Date** (*Required*) - The earliest start date you can enter is 7/01/2024.

**Project End Date** (*Required*) - The latest end date you can enter is 4/30/2025. The final report is due 30 days after the project’s end date.

1. Thoroughly describe your background and experience with the traditional art form you wish to teach. Include in detail how, when, from whom, and why you learned the art form. [This is the most important question.] (10,000 maximum characters)
2. Describe the proposed apprenticeship. Include the techniques, styles, designs, and processes you will teach and how you plan to teach them. (5,000 maximum characters)
3. Describe the proposed work schedule. Include when, where, and how often will you meet. Indicate the approximate length of time for each meeting (e.g., 3 hours each session for 2 sessions a month, from July to December). Include any information about a community component. A public performance, exhibition, open workshop, or demonstration that the public can attend are examples of possible community components. (5,000 maximum characters)

### Apprentice (1-4) Narrative Questions

1. Thoroughly describe your background and experience with the traditional art form you wish to study. If you already have some experience in this art form, describe in detail how, when, from whom, and why you began learning this art form. [This is the most important question.] (10,000 maximum characters)
2. How did you meet or come to know of the master? Explain if you have worked together previously, formally or informally. Detail the circumstances. (5,000 maximum characters)
3. Why do you wish to participate in this apprenticeship and why with this master? (5,000 maximum characters)
4. What are your plans to continue the traditional art form after the apprenticeship is completed? (5,000 maximum characters)

### Budget

For this section, provide all the expenses related to the proposal. Include an itemized list of 1) the master's fee, 2) materials and supplies for the master and/or each apprentice, and 3) travel costs for the master and/or each apprentice. Note: Maximum grant award is \$4,500. No match required. NDCA's gas reimbursement rate is \$.55 per mile.

#### Examples of Itemized Expenses:

- Master Fee: 10 sessions x 4 hrs. x \$50 per hour = \$2,000
- Master Travel: 80 miles (round trip) x \$.55 per mile x 5 trips = \$220
- Apprentice Supplies and Materials: Sewing Needle \$5, Cloth \$40 = \$45
- Apprentice Travel: 80 miles (round trip) x \$.55 per mile x 2 trips = \$88
- Total of \$2,353

### Work Samples

Work samples will help the panel evaluate the artistic quality of the master and apprentice(s).

- **Master Applicants:**
  - ✓ who **have not** participated previously in the program **are required** to submit work samples.
  - ✓ who **have** participated in the program and are applying to teach a **different tradition** from what they were previously approved for **are required** to submit work samples.

- ✓ who **have participated previously** in the program and are applying to teach the same tradition **are not required** to submit work samples; previous grant reviews have approved their master artistry designation.
- **Apprentices:** All apprentice applicants **are required** to submit work samples.

### Option of Mailing Samples

Applicants have the option to mail in work samples. Mailed samples **must be received** at NDCA by **April 19, 2024**. Mail to North Dakota Council on the Arts, Attn: Troyd Geist, 105 North 4th Street, Bismarck, ND 58501. Preferred mailed media samples are on a USB drive that includes video and/or audio files but other formats and hardcopies are accepted if submitting digital media is an issue. **Note:** All work samples submitted will be retained by NDCA and will not be returned unless prior arrangements have been made.

If providing work samples is an issue, contact the program officer to make other arrangements.

### Work Sample Guidelines

#### For Visual Artists

You may upload a Word or PDF file with a minimum of 3 and a maximum of 10 images.

#### For Music, Dance, and Oral Artists

You may provide video, audio, and/or images.

For video and audio, provide online links for 1 to 2 completed samples. Videos can be uploaded at [youtube.com/](https://www.youtube.com/) or [vimeo.com/](https://www.vimeo.com/). For each video or audio sample, copy the URL link and paste into the online application. Include a Vimeo password, if applicable.

If you **do not** want your video(s) to be public, see guidelines below on how to make it private and available for panel viewing.

- In YouTube, set the video sample to “**Unlisted**” (not the “**Private**” setting listed). This allows anyone with the link to view the video without a Google account and it is not public for viewing.
- In Vimeo, when uploading a video, select “Only people with a password can see this video.” Remember the password and include the password in the application.
- For YouTube support, visit [support.google.com/youtube](https://support.google.com/youtube).
- For Vimeo support, visit <https://help.vimeo.com/hc/en-us>.

**Online Samples:** Keep video and audio samples available online until notified of grant award status.

#### Additional Support Materials *(Not Required)*

Providing 2 to 4 additional items, such as news articles, personal letters of support, and/or other such materials, is an option for all applicants.