FY21 FOLK ARTS APPRENTICESHIP GRANT GUIDELINES

GRANT DEADLINE: MAY 10, 2021 AT 5:00 PM MST | REQUESTS UP TO $3000

The Folk Arts Manager will assist you in connecting with language translation services as needed. Please read this entire document. The policies and procedures that follow the application questions are important. It is your responsibility to be aware of all information contained in this document.

Folk Arts Apprenticeships enable qualified individuals to study with traditional master artists of Utah's ethnic, Native, rural, and occupational communities who demonstrate a commitment to passing on cultural knowledge. Funding assists these accomplished mentors in sharing their skills with 1-2 selected apprentices of the same cultural community. Apprentice(s) and teacher should complete their application together.

Grant requests up to $3,000. All applications must be completed and submitted online at uamgrants.utah.gov by Friday, May 10, 2021 at 5:00 P.M. MST.

- Teacher and apprentice(s) must design a work plan for their project with a clearly articulated timeline, budget, and end product.
- The proposed collaborative project can be conducted through short term intensive workshops or regularly scheduled classes over several weeks/months, not to exceed a six-month period.
- People who receive funding must coordinate a site visit for documentation of the project with the Utah Division of Arts & Museums (UA&M) Folk Arts program staff during the course of the project.
- There must be a public presentation of the completed work after conclusion of the project.

Applicants are strongly encouraged to talk with the UA&M Folk Arts Manager before applying. We want to help you with this process. Many but not all art forms shared within a community, family, or small group may qualify for a Folk Arts grant. Considering art "folk" or "traditional," requires that skills, knowledge, and creative criteria are passed between members of a shared community, typically by recognized tradition bearers to younger generations. Traditional art forms are diverse, varying greatly in medium and method. Performing arts such as singing, dancing, and drumming may qualify, as can crafts like weaving, rawhide braiding, silversmithing, and woodcarving. If your arts practice is traditional and passed on to other members of your community through intensive experiential learning, it may be eligible. Resulting workshops, exhibitions, performances, or other funded presentations should demonstrably strengthen the cultural heritage of your community or geographic region and increase public awareness of folk and traditional arts in Utah.

DEFINITIONS

Tradition - a skill, craft, or art form shared between members of the same cultural community learned in informal settings by observation and imitation.

Cultural Community - a group of people with a shared identity: ethnic, tribal, occupational, religious, or regional.

Folk or Traditional Artist - a skilled practitioner of a traditional art form learned within the artist's own culture, creates work for use within their own cultural community.

WHO CAN APPLY?

- o Master folk artists/tradition bearers who are recognized within their community.
- o Emerging traditional artists and/or apprentices.
    - • Master folk artists cannot apply for or receive more than one grant award in a fiscal year. If a master artist is approached by two apprentices, this should come in as one application.

NOTE: Due to limited financial resources, UA&M will prioritize organizations and individuals who have not received other funds from other granting, scholarship or fellowships offered by UA&M.

FUNDS MAY BE USED FOR

- o Master artist teaching fee.
- o In-state travel expenses (mileage) for participating artists.
- o Supplies, tools, and other materials directly related to the project (excluding purchased musical instruments, outfits, or costumes).
- o Space rental for teaching or performance purposes.
- o Other costs directly associated with the proposed project.
    - o We expect accommodations/considerations to be made concerning health and safety guidelines around social gatherings during COVID-19.

WHAT THIS GRANT CANNOT FUND

- o Historical re-enactment projects.
- o Academic awards and/or work, including: fellowships, scholarships, or tuition fees for student work; as well as in-school curriculum projects and/or projects that are part of a required course or curriculum.
- o Out-of-state travel.
    - o For the purposes of the Folk Arts Apprenticeship grant, an American Indian master artist of the same tribal affiliation as an applicant may be funded outside of Utah. The apprentice must be a permanent Utah resident. Contact the Folk Arts Manager before applying.
- o Projects completed prior to June 1, 2021.

NEW FOR 2021:

We are allowing applicants the opportunity to submit their grant application one of two ways:

- TEXT ONLY APPLICATION - This means you will complete the entire application online in the grant portal and upload any related documentation to the application form.
- VIDEO APPLICATION - This means you will respond to the majority of the application questions in the form of a video through a virtual meeting with our staff but you will still be required to upload a few files to the online application.

FOR VIDEO APPLICANTS:

- If you are planning to submit a video application for the apprenticeship grant you must contact Adrienne Decker, Folk Arts Manager (801-245-7286 or adriennedecker@utah.gov) no later than April 26, 2021 to schedule your virtual meeting.

- If you would like to submit a video application start by reviewing the application questions so you know what questions to answer (starting on page 5 of this document). DO NOT add in any extra information or provide answers to questions that are not part of the application.

After contact, the Folk Arts Manager will schedule a time to conduct a virtual meeting with the master artist and apprentice(s) for the video portion of your application. You will need to have access to a computer with a camera or a cellphone with a camera so that you can access the video conferencing software. If you have additional technology needs or questions, please consult our "Video Application Procedure Guide". Once your meeting video has been recorded by our staff you will be given a link to the upload in order to add it to your application. If you need assistance with this, please contact us.

You will need to answer ALL of the questions that are listed in the "Application Question" section of this document which starts on page 5. You will answer most of these questions in the video, but there will be a few questions in the application that you will still need to answer online through the grants portal. These questions will not be covered in the virtual meeting but are required for the application. If you need assistance with completing these questions, please discuss your needs our staff.

You will need to complete the following application sections in the grant portal:

- General Information
- Video Applicant Section
    - o Link to video
    - o Work Samples (upload files)
    - o Letters of Support (upload files)

- o Project Supply List (written response)
- o Budget (upload files)

Once you complete the online application in the grants portal (ensuring you have added the link to the video) you can "submit" the application. Please be sure to submit by the deadline!

If you have questions:

- About the guidelines, video, or the questions that need to be answered in the online application: contact Adrienne Decker, 801-245-7286 or adriennedecker@utah.gov
- About how to access/login to the grant portal, how to use the online application, or any questions about how to apply or submit your application: contact Racquel Cornali, 801-236-7541 or rcornali@utah.gov or Laurel Cannon Alder, 801-236-7550 or lalder@utah.gov

FOR TEXT ONLY APPLICANTS:

- Look through these guidelines and review the application questions which start on page 5 of this document.
- Login to the online grant portal to access the online application: https://utahdcc.secure.force.com/portal/
- Complete the following sections in the application:
  - o General Information
  - o Text Only Applicant Section
- When you have completed all the required sections you can submit your application. Please be sure to submit by the deadline!

If you have questions:

- About the questions in the online application: Adrienne Decker, 801-245-7286 or adriennedecker@utah.gov
- About how to access/login to the online grant portal, how to use the online application, or any questions about how to apply or submit your application: Racquel Cornali, 801-236-7541 or rcornali@utah.gov or Laurel Cannon Alder, 801-236-7550 or lalder@utah.gov

All applications must be submitted online through the grant application portal. If you do not currently have access to the portal, it can take up to two days to receive a portal account. Typically, the email address you use to apply for the grant is the same email address we use to send grant notifications, and pertinent information.

Eligible applications will be reviewed by a panel of community professionals and a member of the Utah Arts Board. The panel will evaluate each application based on the questions and scoring rubric below.

We intend for the master artist and the apprentice(s) to complete this application together. Each person should fill out the questions that apply to them in the application. If you are choosing to apply using the video technology, you should plan to schedule your interview together. Due to COVID-19, you do not need to be physically in the same location, but you should both be available at the time of the interview.

APPLICATION QUESTIONS:

GENERAL INFORMATION (not scored)

- o On the first page of your application, provide a 2-3 sentence description of teacher and apprentice(s) under DESCRIPTION. This text will go on your contract if funded.
- o Basic contact information for teacher and apprentice.
- o Certification of U.S. citizenship.
- o Agreement to provide teacher's Social Security Number if application is funded.

NOTE: For each of the free response questions, a number of "allowed characters" is listed. You are not required to use all of the allowed characters, but the number of characters is a good indication of how much of an answer would be useful. The character limit includes spaces. Each question is paired with an explanation of the criteria that will be used by the panel for evaluating the answers.

MASTER ARTIST INFORMATION (40%)

Questions We Ask	What We're Looking For
Describe the master artist's cultural background, as needed, to explain the tradition/art form.	Cultural background can be described as: ethnicity, religion, geographic region, or occupation. Please indicate which categories apply to the application. (up 2,500 characters)
Describe in detail the cultural tradition or art form that will be taught.	Clearly explain what the tradition or art form is, who typically practices it, and what cultural meaning it has. (up 2,500 characters)
When and where did the master artist learn this tradition? Who taught him or her? How long has the master artist practiced this tradition?	Inform the panel how the teacher became recognized as a master artist within the cultural community. (up 2,500 characters)
If the master artist and apprentice are part of the same family, explain in detail why Utah Arts & Museums funding is necessary to teach or pass on this tradition.	Inform the panel what challenges or barriers (economic or otherwise) prevent the teacher from passing on the tradition in daily life/regular interaction. (up 2,000 characters)

Upload 3 quality work samples that demonstrate the teacher's mastery of the tradition/art form.	Work samples can include audio recordings, pictures, or videos and should show mastery of the specific tradition. If you have a longer video, upload a .pdf with a link to the video and recommend a segment to watch. The Folk Arts Manager can assist you with generating or digitizing relevant work samples prior to submission of your application. Please keep videos brief (no more than 5 minutes each). If the project involves performing artists, a video will help assist the panel in determining artistic excellence.
Please identify any individuals or important elements featured in the work samples submitted above (in order of submission). The work samples should reflect previous experience with the tradition being taught.	You must clearly identify the important elements of each sample (i.e. individuals, art form, year created) (up to 2,000 characters).
Upload 1-3 letters of support for the teacher and the project.	1-3 letters of support for the teacher and project are required. These letters may be from former students, workshop attendees, or community leaders in your cultural community. The letters should address the master artist's level of knowledge and experience with the tradition, their impact on and relationships with the cultural community represented, and why it is important that this tradition be passed on. Signed letters should be addressed to the Utah Division of Arts & Museums and uploaded to the application. Letters are required and the application cannot be submitted without at least one.

Questions We Ask	What We're Looking For
Describe the apprentice's cultural background, as needed, to explain his or her relationship to the tradition.	Help the panel verify that the selected apprentice is of the same cultural community as the teacher. (up 2,000 characters)
What projects have master artist and apprentice already worked on together, if any?	Explain the current working relationship between the teacher and apprentice and identify any successes or challenges, if applicable. (up 2,500 characters)
Describe the apprentice's experience level with learning and practicing the tradition: novice, experienced practitioner, emerging master, etc.	Explain what knowledge or skills the apprentice is already bringing to the study of the art form or tradition at the time of this application. (up 2,500 characters)
Upload up to 3 high-quality work samples to demonstrate the apprentice's prior experience with the tradition/art form.	Work samples can include audio recordings, pictures, or videos and should show mastery of the specific tradition. Links to YouTube videos are acceptable. The Folk Arts Manager can assist you with generating or digitizing relevant work samples prior to submission of your application. You must clearly identify the important elements of each sample (i.e. individuals, art form, year created) in the descriptive field. Please keep videos brief (no more than 5 minutes each). If the project involves performing artists, a video will help assist the panel in determining artistic excellence.
Please identify any individuals or important elements featured in the work samples submitted above (in order of submission).	The work samples should reflect previous experience with the tradition being taught. If there are no work samples, explain why. (up to 2,000 characters)

PROJECT PLAN/TIMELINE (30%)

Questions We Ask	What We're Looking For
What is your proposed timeline for completion of the project?	Clearly defining your timeline will help the panel determine whether the proposed project can be completed within the grant award timeframe. List the total number of meetings/lessons per week/month and how many hours each will last. (up 1,500 characters)
Will the apprentice(s) complete any work between meetings?	Describe any new skills that will be practiced outside of meetings between teacher and apprentice. (up 1,500 characters)
Describe your plan for a public presentation such as location, potential dates, and promotion.	Public presentations may take a variety of forms beyond performances or exhibits; a key requirement is that they must be accessible to the public. Web-based presentations, blogs, or YouTube videos are acceptable, but applicants should discuss these ideas with Folk Arts Program staff prior to application submission. All public presentations must clearly indicate sponsorship by Utah Division of Arts & Museums and the National Endowment for the Arts. Please note accommodations/considerations to be made concerning health and safety guidelines around social gatherings during COVID-19. (up 2,500 characters)
Provide a list of all necessary project supplies and describe where/how these will be obtained.	Explain where and how you will obtain your supplies for the project, i.e. purchase, rent, gather, borrow, have specially made, etc. (up 2,000 characters)
Fill out the FY21 Folk Arts Apprenticeship Grant Budget sheet and upload it to this question.	The budget sheet can be found on our website at: https://artsandmuseums.utah.gov/project-grants/ If you have any questions about the budget or any other element of the grant, please call UA&M staff.

REVIEW PROCESS

Grants (funding awards) made by the Utah Division of Arts and Museums support arts, museum, and cultural experiences in communities state-wide. Grants are intended to provide Utah residents with opportunities to participate in cultural activities. Grant panels work diligently to evaluate grants based on artistic merit and cultural vibrancy, sound fiscal management, and ability to reach a broad community. As a public entity, it reserves the right to make final decisions on the use of public funds for projects, programs, acquisitions, commissions, or other activities as deemed appropriate by the Division and/or board.

A panel of peers will review and score the applications based on the criteria in the guidelines. The process is overseen by staff and a board member. Grant awards depend on the amount of funding requested, how the applicant scores in the review process (with attention paid to regional, rural, and state-wide distribution of state funds), and the total amount of funding available. The Utah Arts Council Board of Directors reviews and approves final funding recommendations. Following board review, applicants are notified and contracts are sent via email. Applicants must sign and return contracts before payment can be made.

NOTE: Applications will not be given preferential treatment in panel review based on the format (video vs. text only application).

GRANT TIMELINE
Grant Opens: Wednesday, March 10, 2021
Grant Closes: Monday, May 10, 2021 at 5:00 P.M. MST
Virtual Meeting (for Video Applicants only): needs to be scheduled no later than April 26, 2021
Panel Review: May 2021
Funding Notification: June 2021
Project Completion: before December 31, 2021
Payment Disbursed: after contract has been processed
Final Report Due: January 14, 2022

ELIGIBILITY POLICIES

- Utah Division of Arts & Museums funds must be spent between June - December 2021
- A master artist may only receive one UA&M Folk Arts Grant per fiscal year. If the individual is associated with a group, the group may also be eligible to apply for other UA&M opportunities.
- UA&M restricts its funding to artists and organizations based in and primarily serving the residents of Utah. *For the purposes of the Folk Arts Apprenticeship grant, an American Indian master artist of the same tribal affiliation as an applicant may be funded outside of Utah. The apprentice must be a permanent Utah resident. Contact the Folk Arts Manager for further details before applying.*

- o If awarded funding, you are required to complete a final report online by January 14, 2022.
- o In order to pay an individual, we will require a valid Social Security Number. That number is used only to process the payment request and then is destroyed.
- o If awarded funding, the teacher will receive a 1099 form for tax reporting purposes. This income may be subject to individual income tax. All funds will be paid directly to the teacher.

WHAT IF I RECEIVE A GRANT?

All grantees will receive an email notifying them of their grant award. The email will contain a copy of the State of Utah Grant Contract. The grantee should read and sign the contract and send the entire contract to our office for processing. Payment will be disbursed after we process the signed contract.

As a grantee, you will need to ensure you do the following:

- o Give credit to the Utah Division of Arts & Museums (UA&M) and the National Endowment for the Arts (NEA) on all publicity (online or print). Please use the most current logos, which can be found here. For example: *This project is made possible, in part, by a grant from the Utah Division of Arts & Museums and the National Endowment for the Arts."*
- o Ensure all grant funds are spent before December 31, 2021.
- o Write a letter of appreciation to your state legislator(s) thanking them for the grant funding, and keep a copy to submit with your final report.
- o Complete a final report form online at uamgrants.utah.gov by January 14, 2022.
  - o Include a copy of your legislative "Thank You" letter.
  - o Include an updated copy of your budget with actual numbers finalized during the course of the project.
- o Unless grantees indicate otherwise, UA&M may use submitted text and images in reports and publications. Please include photo credit information.

IF YOU HAVE ANY QUESTIONS, THE UA&M STAFF IS HAPPY TO HELP!

Adrienne Decker, Folk Arts Manager · adriennedecker@utah.gov · 801.245.7286
Laurel Cannon Alder, Grants Manager · lalder@utah.gov · 801.236.7550
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