

FY22 Folk Arts

Apprenticeship Scholarship Guidelines

Deadline: February 28, 2022 at 5:00 PM MST

Requests up to \$3,000

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. The Folk Arts Manager will assist you in connecting with language translation services as needed.

OVERVIEW

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. **If awarded, all funds will go to the master artist.**

- ❖ 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 scholarship. 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?

- Master folk artists/tradition bearers who are recognized within their community.
 - Master folk artists cannot apply for or receive more than one scholarship award in a fiscal year. If you were awarded funding in FY21, you will not be eligible for this category again until FY23.
 - If a master artist is approached by two apprentices, this should come in as one application.
- Emerging traditional artists and/or apprentices.
- Due to limited financial resources, UA&M may take into consideration and prioritize individuals who have not received funding from UA&M since July 1, 2020 (emergency funds will not be considered for this).

FUNDS MAY BE USED FOR

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

WHAT WE CANNOT FUND

- Historical re-enactment projects.
- 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.
- Out-of-state travel.
- For the purposes of the Folk Arts Apprenticeship Scholarship, a Native 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.

- Projects completed prior to June 1, 2022.

APPLICATION CONTENT

We are allowing applicants the opportunity to submit their scholarship application either as a written application or by video. Please see the details below:

- **TEXT ONLY APPLICATION** - This means you will complete the entire application online in the grants portal and upload any related documentation to the application form.
 - **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.
 - Complete the following sections in the application:
 - General Information
 - 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—February 28, 2022, 5:00 p.m.**
 - If you have questions about:
 - the questions in the online application: Adrienne Decker, 801-245-7286 or adriennedecker@utah.gov
 - 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 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 scholarship is the same email address we use to send scholarship notifications, and pertinent information.
- **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 scholarship you must **contact Adrienne Decker, Folk Arts Manager** (801-245-7286 or adriennedecker@utah.gov) no later than February 14, 2022 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.
- 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 let Adrienne know when she gives you the link.
- **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 with our staff.
- You will need to complete the following application sections in the grants portal:
 - General Information
 - Video Applicant Section
 - Link to video
 - Work Samples (upload files)
 - Letters of Support (upload files)
 - Project Supply List (written response)
 - 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—February 28, 2022 at 5:00 p.m.**
- 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
 - how to access/login to the grants portal contact Racquel Cornali, 801-236-7541 or rcornali@utah.gov or Laurel Cannon Alder, 801-236-7550 or lalder@utah.gov

IMPORTANT INFORMATION

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. One reason this is important is that we restrict the number of applications for working with a master teacher. The

master teacher may work with more than one apprentice, but it would need to be funded through a single application and the master teacher can help to coordinate that. 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. Applications will not be given preferential treatment in panel review based on the format (video or text only application).

APPLICATION QUESTIONS

GENERAL INFORMATION (not scored)

- 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.
- Basic contact information for teacher and apprentice.
- Certification of U.S. citizenship.
- Agreement to provide the teacher's Social Security Number if the application is funded.

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%)

QUESTION:

Describe the master artist's cultural background, as needed, to explain the tradition/art form.

WHAT WE'RE LOOKING FOR:

Cultural background can be described as: ethnicity, religion, geographic region, or occupation. Please indicate which categories apply to the application. (up 2,500 characters)

QUESTION:

Describe in detail the cultural tradition or art form that will be taught.

WHAT WE'RE LOOKING FOR:

Clearly explain what the tradition or art form is, who typically practices it, and what cultural meaning it has. (up 2,500 characters)

QUESTION:

When and where did the master artist learn this tradition? Who taught him or her? How long has the master artist practiced this tradition?

WHAT WE'RE LOOKING FOR:

Inform the panel how the teacher became recognized as a master artist within the cultural community. (up 2,500 characters)

QUESTION:

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.

WHAT WE'RE LOOKING FOR:

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)

QUESTION:

Upload 3 quality work samples that demonstrate the teacher's mastery of the tradition/art form.

WHAT WE'RE LOOKING FOR:

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.

QUESTION:

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.

WHAT WE'RE LOOKING FOR:

You must clearly identify the important elements of each sample (i.e. individuals, art form, year created) (up to 2,000 characters).

QUESTION:

Upload 1-3 letters of support for the teacher and the project.

WHAT WE'RE LOOKING FOR:

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.

APPRENTICE INFORMATION (30%)

QUESTION:

Describe the apprentice's cultural background, as needed, to explain his or her relationship to the tradition.

WHAT WE'RE LOOKING FOR:

Help the panel verify that the selected apprentice is of the same cultural community as the teacher. (up 2,000 characters)

QUESTION:

What projects have the master artist and apprentice already worked on together, if any?

WHAT WE'RE LOOKING FOR:

Explain the current working relationship between the teacher and apprentice and identify any successes or challenges, if applicable. (up 2,500 characters)

QUESTION:

Describe the apprentice's experience level with learning and practicing the tradition: novice, experienced practitioner, emerging master, etc.

WHAT WE'RE LOOKING FOR:

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)

QUESTION:

Upload up to 3 high-quality work samples to demonstrate the apprentice's prior experience with the tradition/art form.

WHAT WE'RE LOOKING FOR:

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.

QUESTION:

Please identify any individuals or important elements featured in the work samples submitted above (in order of submission).

WHAT WE'RE LOOKING FOR:

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%)

QUESTION:

What is your proposed timeline for completion of the project?

WHAT WE'RE LOOKING FOR:

Clearly defining your timeline will help the panel determine whether the proposed project can be completed within the scholarship timeframe. List the total number of meetings/lessons per week/month and how many hours each will last. (up 1,500 characters)

QUESTION:

Will the apprentice(s) complete any work between meetings?

WHAT WE'RE LOOKING FOR:

Describe any new skills that will be practiced outside of meetings between teacher and apprentice. (up 1,500 characters)

QUESTION:

Describe your plan for a public presentation such as location, potential dates, and promotion.

WHAT WE'RE LOOKING FOR:

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)

QUESTION:

Provide a list of all necessary project supplies and describe where/how these will be obtained.

WHAT WE'RE LOOKING FOR:

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)

QUESTION:

Fill out the FY22 Folk Arts Apprenticeship Budget sheet and upload it to this question.

WHAT WE'RE LOOKING FOR:

The budget sheet can be [found on our website](#)

If you have any questions about the budget or any other element of the scholarship, please call UA&M staff.

REVIEW PROCESS

Funding awards made by the Utah Division of Arts & Museums (UA&M) support arts, museums, and cultural experiences in communities statewide. Scholarships are intended to provide Utah residents with opportunities to participate in cultural activities. Review panels work diligently to evaluate scholarships based on cultural merit, sound fiscal management, and ability to reach a broad community.

Eligible applications will be reviewed by UA&M staff and a panel of community professionals. (We welcome [applicants](#) to participate as a panel reviewer). Each review panel will evaluate applications based on the criteria outlined in the guidelines. All scholarship allocations are approved by either the Utah Museum Services Advisory board or the Utah Arts Advisory board.

The appropriate board will review and approve final funding recommendations, and may consider a special exception to these guidelines based on agency priorities. UA&M is a state agency that provides public funding for arts and museums. As a public entity, it reserves the right to make final decisions about the use of public funds for projects, programs, acquisitions, commissions, or other activities as deemed appropriate by the Division and/or board. No organization or individual is guaranteed funding from one year to the next. Funding levels are contingent on many factors, including resources available, number of applications, a written application, and meeting specified criteria.

UA&M takes the responsibility of awarding public funding seriously. UA&M carefully follows scholarship review and award procedures as permitted by statute and board policies. UA&M reserves the right to revoke awarded public funds (current, multi-year, and/or future) as deemed necessary. The revocation of any public funds will be taken under consideration by the appropriate state board.

APPLICATION TIMELINE

Scholarship Opens: Wednesday, December 29, 2021

Scholarship Closes: Monday, February 28, 2022 at 5:00 P.M. MST

Panel Review: March 9, 2022

Funding Notification: March 2022

Payment Disbursed: 2-3 weeks after executed contract has been processed by our office

Project Completion: September 30, 2022

Interim Financial Report Due: July 1, 2022 (UA&M will need to know how much of your scholarship has been spent as of June 30, 2022)

Final Report Due: October 1, 2022

ELIGIBILITY POLICIES

- Utah Division of Arts & Museums funds must be spent by September 30, 2022. The state of Utah requires a report of any funds awarded but not spent by the scholarship recipient at the end of the fiscal year. The state fiscal year ends June 30, 2022. There will be an email sent that requests an interim report.
- 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 scholarship, 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.
- 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.
- If awarded funding, the master artist 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 master artist.**

WHAT IF I RECEIVE A SCHOLARSHIP?

All awardees will receive an email notifying them of their scholarship award. The email will contain a copy of the State of Utah Contract. Payment will be disbursed after we process the signed contract.

As an awardee, you will need to ensure you do the following:

- 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 scholarship from the Utah Division of Arts & Museums and the National Endowment for the Arts."
- Ensure all scholarship funds are spent before September 30, 2022
- Write a letter of appreciation to your state legislator(s) thanking them for the scholarship funding, and keep a copy to submit with your final report.
- Complete a final report form [online in the grants portal](#) by October 1, 2022
 - Include an updated copy of your budget with actual numbers finalized during the course of the project.
 - Unless awardees indicate otherwise, UA&M may use submitted text and images in reports and publications. Please include photo credit information.

CONTACT OUR STAFF WITH QUESTIONS

Adrienne Decker, Folk Arts Manager · adriennedecker@utah.gov · 801.245.7286

Laurel Cannon Alder, Grants Manager · lalder@utah.gov · 801.236.7550

Racquel Cornali, Grants Coordinator · rcornali@utah.gov · 801.236.7541