



## **New Jersey State Council on the Arts Folk Arts Apprenticeship Fiscal Year 2020 Grant Program Guidelines**

### **ABOUT THE NEW JERSEY STATE COUNCIL ON THE ARTS**

The New Jersey State Council on the Arts is a division of the New Jersey Department of State, created in 1966 by Public Law Chapter 214 and consists of 17 Governor-appointed members, and three ex-officio members representing the New Jersey Secretary of State, the Senate, and the Assembly. The Council's volunteer members are supported by a professional staff who carry out the Council's programs and services from the State Capital in Trenton.

### **WHAT WE BELIEVE**

We believe the arts are central to every element we value most in a modern society including: human understanding; cultural and civic pride; strong communities; excellent schools; lifelong learning; creative expression; and economic opportunity.

### **OUR MISSION: GIVEN TO US BY THE PEOPLE OF NEW JERSEY**

In 1966, the Legislature passed, and the governor signed, a bill creating the New Jersey State Council on the Arts, and directing us to do all that is necessary and appropriate to: support, encourage, and foster public interest in the arts; enlarge public and private resources devoted to the arts; promote freedom of expression in the arts; and facilitate the inclusion of art in every public building in New Jersey.

### **HOW WE ARE FUNDED**

Public support for the arts in New Jersey comes from a dedicated, renewable revenue source - the Hotel/Motel Occupancy Fee - established in 2003. Under this law, 22.68% of the fees collected are annually allocated to the State Arts Council with a minimum appropriation of \$16 million. Additionally, the Council receives an annual, competitive grant from the National Endowment for the Arts.

As the largest funder of the arts in New Jersey, the Council is committed to providing annual and multi-year grants to New Jersey's nonprofit arts organizations, arts projects, and artists. Strategic, responsive, and responsible grantmaking is the Council's highest priority, ensuring programs and services are equitable, accessible, and have the greatest possible statewide impact.

### **FOLK ARTS SUPPORT**

The New Jersey State Council on the Arts recognizes that diversity is one of New Jersey's most significant and valuable characteristics. The state's many geographic and demographic settings -- from mountains to coastal plains, from farms to city neighborhoods -- are interwoven with communities whose traditional folk arts and crafts are valued ways of expressing identity and strengthening group ties.

Support for these traditional arts and artists contribute to social stability and harmony at the same time that it increases the dynamic array of artistic resources of the state.

The folk arts and crafts are those that are traditionally learned as part of the lifestyle of a community whose members share identity based upon ethnic origin, religion, occupation, or geographical region. Highly varied, these traditions are shaped by the aesthetics and values of the community and are passed from generation to generation.

Some are fleeting -- the decorative mehendi painted on a Rajastani Indian bride's hands before her wedding; the Karpathian Greek mandinathes, composed and sung for the funeral of a friend. Others are enduring -- a finely crafted cuatro, the ten-stringed guitar that is the hallmark of Puerto Rican jibaro music; a Seabright skiff used by Monmouth County lifeguards. Some are part of festival -- West African-derived Trinidadian stilt dances performed for Carnival. Others are for daily life -- the strip quilts made by African American women; the brightly-colored grape baskets woven by Palestinian women. Some are endangered arts and art forms that help preserve endangered languages such as the Native American courting flute or the distinct dialect spoken by Khmer Krom (Cambodian-Vietnamese). All of these and many, many others are practiced in New Jersey.

### **WHAT IS A FOLK ARTS APPRENTICESHIP GRANT**

Folk Arts Apprenticeship grants encourage communities to continue passing on their valued traditions in traditional settings, by providing stipends so that master folk artists and craftsmen can help apprentices develop greater skill. Since 1995, these grants have supported apprenticeships in many different cultural communities, reflecting the rich array of traditional arts in our state.

### **FY20 GRANT CYCLE & FOLK ARTS AWARDS**

The Grant Period for Folk Arts Apprenticeship grants under this program runs July 1, 2019 to June 30, 2020.

The Council awards \$3,500 to successful Folk Arts Apprenticeship applications. At least 80% of the award must be used to compensate the master for his or her time, with the remainder used for travel, materials, or supplies.

### **APPLICATION ASSISTANCE AVAILABLE**

The following assistance is available to help you compose and submit your application.

1. Application workshops. Please check the Council's [website](#) for details and schedules.
2. Kim Nguyen, Program Officer for Folk Arts, is available help with questions specific to your application. She is reachable by telephone at 609-292-4495 and email at [kim.nguyen@sos.nj.gov](mailto:kim.nguyen@sos.nj.gov).
3. You may wish to contact one of New Jersey's Folk Arts and Folklife Centers which can provide you with application assistance and other potential programs or services to assist you in your work. Contact information can be found on page 7 of these guidelines.

## **WHO MAY APPLY FOR A FY20 FOLK ARTS APPRENTICESHIP GRANT**

A master folk artist is someone who has learned a traditional art as part of community life and has attained a high level of excellence in the eyes of other community members. An apprentice is someone from the same cultural group who has demonstrated ability and commitment to learning and practicing the traditional art of the master.

The applicant for the Folk Arts Apprenticeship Grant is the apprentice. That person must be at least eighteen years of age at the time of this grant application deadline and must be residents of New Jersey. Students enrolled in out-of-state educational institutions are eligible as long as they retain their NJ resident status. If awarded, verification of residency and social security number will be required. Apprentices are encouraged to work with master folk artists who are also residents of New Jersey whenever possible.

Only one application per apprentice per year may be submitted.

## **FOLK ARTS APPRENTICESHIP GRANT ELIGIBILITY REQUIREMENTS**

To be eligible to receive a Folk Arts Apprenticeship grant, the application must demonstrate the following:

Master and apprentice should be members of the same cultural group that share identity based on religion, occupation, ethnicity, language, or location and have learned the art or craft in traditional community settings rather than formal public institutions.

Lessons should be one-on-one unless the art form can only be performed with another person. This program does not fund group classes.

The master and the apprentice must develop and submit a clear work plan together. The master and the apprentice each complete their designated section of the application and submit support materials that demonstrate their levels of skill.

Apprenticeships are eligible for funding for a second year. Second-year applicants must include a description and support materials that demonstrate the progress made during the first year of the apprenticeship.

Apprentices who have received two consecutive years of Council Apprenticeship funds may not reapply to the program for the next three consecutive years.

## **APPLICATION & REPORT REQUIREMENTS**

Grant funds may not be used for foreign travel, hospitality costs, capital improvements, the purchase of permanent equipment, or to support on-going, school-based classes.

A master artist may be proposed by no more than two apprentice applicants in a single grant cycle. It is the responsibility of the applying apprentice and the master to comply with this requirement. If two apprenticeships that include the same master are funded, the training must still be conducted one-on-one and not in a group or class setting.

The apprentice is financially and legally responsible for the grant. He or she receives the funds, pays the master, and provides the final report.

The final report must be completed by both the master and the apprentice. Final reports will be due by July 30, 2019, and will include a description of the work completed and a brief accounting of expenditures.

The first payment, 85% of the award, will be advanced to the apprentice after he or she has completed and returned the grant contract. The final 15% of the award will be made after the final report has been accepted as a reimbursement.

**Please Note:** Funds awarded through an apprenticeship grant **may be taxable**. It is not possible for the Council to determine this for individuals. If it is a matter of concern for you, please contact a tax specialist or the IRS for information on how receipt of an award will affect your tax situation.

## HOW TO APPLY

The application must be submitted in English in the SAGE System. The System for Administering Grants Electronically (SAGE) is the State of New Jersey's grant management system. This system requires authorization for access. If you do not have a username and password please click the [New User link](#) to request access to the site. Please contact Patricia Hamilton-Ross at [patricia.hamilton-ross@sos.nj.gov](mailto:patricia.hamilton-ross@sos.nj.gov) or 609-633-1273 for technical assistance in SAGE.

## DEADLINE & SCHEDULE FOR THE FOLK ARTS APPRENTICESHIP GRANT APPLICATION PROCESS

- The FY20 Folk Arts Apprenticeship Application will be opened in SAGE in January 2019.
- The FY20 Folk Arts Apprenticeship Application must be efiled in SAGE by **Thursday, April 4, 2019** at 11:59 p.m. Requests for extensions to the deadline will not be permitted.
- Peer Panel Deliberation and Review May 2019
- Council Grants Committee Review June 2019
- Council Votes on Award Recommendations Annual Meeting July 2019

## HOW FOLK ARTS APPRENTICESHIP APPLICATIONS ARE EVALUATED

A panel of folk arts specialists will review each application on the following five criteria points:

1. Excellence of the master artist, as demonstrated in support materials;
2. Preparation and commitment of the apprentice, as demonstrated in support materials and indicated in application;
3. Shared cultural heritage of master and apprentice;
4. Traditionality of the art form within the shared community of the master and apprentice; and,
5. Adequacy and appropriateness of the work plan and budget.

## FUNDING PRIORITIES

The Council will place a higher priority for support for applications that represent:

- **Endangered arts** and arts that help preserve **endangered languages** that are disappearing due to the lack of master artists, materials, marketable means to attract the general public or the community's youth population.
- **Community based traditions** that are valuable to communities, but not likely involved in professional individual networks or taught in a formal or institutional process.
- **The broad diversity of communities and art forms** of the state that have not previously been supported through the Apprenticeship program.

## SUPPORT MATERIALS

Required and optional support materials are important tools that provide the panel with a complete picture and basis for evaluation.

Applicants are required to submit specific support materials and have the option of submitting up to five additional pieces of support material that are from the past 18 months.

Artistic quality demonstrated through support materials is important. The links and/or uploaded files submitted should present samples of the artists' best work; panelists will assume what you show are the best possible samples.

**Support Material Formats:** All support material must be uploaded in SAGE. The maximum file size you can upload is 13 MB. There is no size restriction for linked work samples. Do not submit links to password protected sites or pages.

A complete application includes support materials from both the master and the apprentice. These materials are the most important means for assessing the artistry and achievement of the applicants. It is to the advantage of the applicant to provide audio/visual materials of the best quality and best represent the art form. Please follow instructions carefully.

- Materials should be relevant to and focus on the traditional art form.
- Work samples should demonstrate both the community content of the art form and the virtuosity of the master and apprentice.
- Be sure to identify the master and master's work and apprentice and apprentice's work on work samples.

### Crafts and Visual Arts

- Upload six images on the Image Support Material form -- three of the master's work and three of the apprentice's work.
- To complete the "Image Support Materials" form, fill in the Title of Work and Name of the Artist,
- Describe in detail the art or craft represented in each image. These images can include the representation of the artists' work within a cultural context.

### Musical and Spoken Arts

- Upload the entire performances, two of the master and two of the apprentice.

- To complete the "Media Support Materials" form, fill in the Performance Location, Title of Work, Name of the Artist, Length of Sample, and Length of Completed Work
- Describe in detail the art or craft represented in the media.
- If the performance portrays the master and/or apprentice with others in a group, explain how the panel can identify the master or apprentice. Provide a description of the art form, including the instruments played (if any) and any other important information, such as the symbolism of the art form or its traditional usage.

### **Dance**

- Applicants should be sure the work sample shows the performer's entire body, including the feet, and that the performance includes the most important skills for the art form.
- To complete the "Media Support Materials" form, fill in the Performance Location, Title of Work, Name of the Artist, Length of Sample, and Length of Completed Work.
- Describe in detail the art or craft represented in the media.
- If the performance portrays the master and/or apprentice with others in a group, explain how the panel can identify the master or apprentice. Provide a description of the art form, including the instruments played (if any) and any other important information, such as the symbolism of the art form or its traditional usage.

### **Optional Support Materials**

Optional Support Materials are documents that may be submitted, but are not required, that support your application. No more than five other documents may be uploaded on the Document Support Material form. Examples of optional support materials include:

- Artist biographies
- Articles about the artist or the art form
- Photographs
- Publications
- Letters of support from people who are familiar with the work of the artist and knowledgeable about the traditional art form (two letter limit)

### **APPLICATION DEADLINE**

The application deadline is **Thursday, April 4, 2019** at 11:59 p.m. You will receive an e-mail confirmation from SAGE when your application is successfully submitted.

## NEW JERSEY FOLK ARTS AND FOLKLIFE CENTERS

You may wish to contact one of the regional folk arts centers in the state, which can provide you with application assistance and other potential programs or services to assist you in your work.

Eva Walters  
Folklife Program for New Jersey  
Middlesex County Cultural & Heritage  
Commission  
703 Jersey Avenue  
New Brunswick, NJ 08901-3605  
732.745-4489  
eva.walters@co.middlesex.nj.us  
Other languages spoken: Gujarti

Iveta Pirgova  
Down Jersey Folklife Center  
Wheaton Arts and Cultural Center  
1501 Glasstown Road  
Millville, NJ 08332-1566  
856.825-6800 X131  
ipirgova@wheatonarts.org  
Other languages spoken: Bulgarian, Turkish,  
Russian, and Serbo-Croatian

Jersey Shore Folklife Center  
Tuckerton Seaport  
120 West Main St/PO Box 52  
Tuckerton, NJ 08087  
609.296-8868  
brookes@tuckertonseaport.org

The Folklife Center of Northern New Jersey  
Passaic County Community College  
One College Blvd.  
Paterson, NJ 07505  
973.684-5444  
[sbalik@pccc.edu](mailto:sbalik@pccc.edu)  
Other languages spoken: Spanish

Karen El Amin  
Perkins Center for the Arts  
30 Irvin Avenue  
Collingswood, NJ 08109  
856.235-6488 x305  
tellintales@comcast.net

Kim Nguyen  
New Jersey State Council on the Arts  
225 West State Street 4th Floor  
P.O. Box 306  
Trenton, NJ 08625-0306  
609.292-6130  
kim.nguyen@sos.nj.gov  
Other languages spoken: Vietnamese