



New Jersey State Council on the Arts Folk Arts Apprenticeship Fiscal Year 2022 Grant Program Guidelines

This document is also available [in Spanish](#). (Este documento también está disponible [en español](#).)

ABOUT THE NEW JERSEY STATE COUNCIL ON THE ARTS

The New Jersey State Council on the Arts (Council) 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 Council, 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. 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.

ACCESSIBILITY

The Council is committed to making all of its programs accessible to all people. For accessibility services related to filing this application, please contact Accessibility Coordinator, Mary Eileen Fouratt at 609-984-6815 (NJRelay711) or maryeileen.fouratt@sos.nj.gov.

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.

FY22 GRANT CYCLE & FOLK ARTS AWARDS

The cycle for Folk Arts Apprenticeship grants under this program runs July 1, 2021 to June 30, 2022.

The Council awards \$4,000 to successful Folk Arts Apprenticeship applications. The award comprises \$500 to the Apprentice to support his/her learning time; an appropriate fee 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. ZOOM Office Hours: Applicants can log into the Council's ZOOM Meeting to ask questions pertaining to the application. No appointment is necessary. Please click [here](#) for a complete schedule.
2. Kim Nguyen, Program Officer for Folk Arts, is available help with questions specific to your application. She is available by telephone at 609-292-4495 and email at 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 FY22 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 a resident 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:

1. 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.
2. Lessons should be one-on-one, either virtual or in person, unless the art form can only be performed with another person. This program does not fund group classes.
3. 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. Care should be given to explain how the work relationship will maintain a high level of excellence in a virtual environment, if applicable.
4. 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, as well as a clear, detailed plan for a second year of learning.

Important: 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, either virtual or in-person, and not in a group or class setting.

Apprentice and master are required to present their work in a public setting at least one time during or at the end of the grant period.

The apprentice and master are required to meet Council Staff for a site visit (either virtual or in-person) during the grant period.

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 are due on or before July 30, 2022 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 submitted and approved.

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 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 or 609-633-1273 for technical assistance in SAGE.

Please Note: The application must be submitted in English in the SAGE System.

In addition, all applicants must register in NJSTART. If you are a new applicant (not in the State's Treasury system) or an existing grantee with a new payment address or wish to receive direct deposit, you must register/update information at www.njstart.gov in order to process a contract.

DEADLINE & SCHEDULE FOR THE FOLK ARTS APPRENTICESHIP GRANT APPLICATION

- The FY22 Folk Arts Apprenticeship Application will be opened in SAGE on January 21, 2021.
- Folk Arts Apprenticeship ZOOM Office Hours. Appointments are not required. Please click [here](#) for a complete schedule.
- The FY22 Folk Arts Apprenticeship Application must be efiled in SAGE by **Thursday, April 8, 2021 by 4:00 p.m.** Requests for extensions to the deadline will not be permitted.
- Peer Panel Deliberation and Review: May 2021
- Council Grants Committee Review: June 2021
- Council Votes on Award Recommendations at the Annual Meeting: July 2021. Applicants are notified.

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 the application;

3. Shared cultural heritage of master and apprentice, as well as demonstrated connection between 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 lesson 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, or marketable means to attract the general public or the community's youth population.
- **The broad diversity of communities and art forms** of the state that have not previously been supported through the Apprenticeship program.

APPRENTICESHIP LESSON PLAN

Each Folk Arts Apprenticeship project is unique. Fully describe the skills that will be learned and/or repertoires that will be studied throughout the year. Applicants should detail the order and content of the lesson plans.

Please note: your application in SAGE must be submitted in English.

NARRATIVE: APPRENTICE

Compose a narrative, responding to the seven questions that will provide a panelist, who does not know you or your community, the ability to understand the project in relation to the Council's criteria. Please use the question numbers (i.e. Question #1) as headers to organize your narrative. Use the required and optional support materials to reinforce specific narrative topics. *Please note: your application in SAGE must be submitted in English.*

1. How long have you been learning this art or craft? Describe your level of skill. What skills have you mastered and what do you need to learn or develop further?
2. For second-year applicants only: Describe the progress you have made during the first year of your apprenticeship and your current level of mastery. Explain what you accomplished last year and what you want to accomplish through a second year of apprenticeship.
3. In what ways have you been involved with traditional activities in your cultural group or community? Please thoroughly describe your community.
4. Why is it important for you to learn more?
5. Why is important for you to learn through an apprenticeship rather than through other means, such as classes?
6. Why have you chosen to work with this Master? What, in particular, can you learn from him or her?
7. What are your hopes and plans for your future practice of this art or craft?

NARRATIVE: MASTER ARTIST

Compose a narrative, responding to the six questions that will provide a panelist, who does not know you or your community, the ability to understand the project in relation to the Council's criteria. Please use the question numbers (i.e. Question #1) as headers to organize your narrative. Use the required and optional support materials to reinforce specific narrative topics. *Please note: your application in SAGE must be submitted in English.*

1. What is the background of this traditional art in your culture? Please detail the history and evolution of the art form.
2. How is this art or craft important to your community? Please thoroughly describe your community.
3. When, where, and from whom have you learned and developed your art form?
4. How has this art or craft been important in your own life?
5. Describe your activities and involvement with this and other traditional arts in your cultural community. Please list key events and activities which you've performed, presented, or taught.
6. Why did you choose to work with this particular Apprentice? What is promising or outstanding about him or her? Second year Masters should explain why the Apprentice should have a second year of apprenticeship.

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 which 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 8, 2021 at 4:00 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.

Sally Van De Water
Folklife Program for New Jersey
Middlesex County Cultural & Heritage
Commission
703 Jersey Avenue
New Brunswick, NJ 08901-3605
732-745-4489
sally.vandewater@co.middlesex.nj.us
Other languages spoken: Gujarti and Spanish

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

Brooke Salvanto
Jersey Shore Folklife Center
Tuckerton Seaport
120 West Main St/PO Box 52
Tuckerton, NJ 08087
609-296-8868
brookes@tuckertonseaport.org

Susan Balik
The Folklife Center of Northern New Jersey
Passaic County Community College
One College Blvd.
Paterson, NJ 07505
973-684-5444
sbalik@pccc.edu
Other languages spoken: Spanish

Karen Abdul-Malik
The Folklife Center at 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
33 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