

State of Illinois
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**Ethnic and Folk Arts
Master/Apprentice Program
GUIDELINES AND APPLICATION
Fiscal Year 2017**

Deadline: December 15, 2016

**Ethnic and Folk Arts Master/Apprentice Program
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PROGRAM DESCRIPTION

The Ethnic and Folk Arts Master/Apprentice Program (MAP) acknowledges the role of the master artist and apprentice relationship in the preservation of the state’s cultural heritage. The practices, customs, stories, and skills that are passed from one generation to the next influence how we live, what we value, and our personal and collective identities. MAP helps communities preserve their own culture by providing an opportunity for master traditional artists to pass on their skills to a qualified apprentice in a time-honored method.

MAP is designed to support a mentoring relationship between master artist and apprentice. As a goal of this program is to support more than lessons, the MAP award may not be used to support an ongoing class or school. Priority will be given to apprenticeships that take place outside of institutional settings. The Illinois Arts Council Agency (IACA) does not support an individual’s academic study of any kind.

Past awards have supported apprenticeships in traditional folk or ethnic art forms as diverse as:

- Mexican son.
- Lithuanian tile-making.
- African American quilt and doll-making.
- Native American bead-work and regalia-making.

Grant requests for fiscal year 2017 are for apprenticeship activities occurring between April 15, 2017 and November 15, 2017. Not-for-profit organizations are not eligible to apply.

General Information

The strongest applications to this program are those that include the pairing of master artists with apprentices who are members of the same ethnic, cultural, religious, or occupational group. Apprenticeships in which the master artist and the apprentice do not share any of these ties are a lower priority. Successful applications benefit from an [Apprenticeship Work Plan](#) that sets reasonable, attainable goals within the apprenticeship time period and includes the appropriate amount of personal contact between the master artist and the apprentice for work plan achievement. Apprentices without prior experience in the traditional art form will be considered a low priority.

Grant Amount

The MAP award is a fixed amount of \$3,000 and is awarded to the master artist. It is to be considered as compensation for teaching the apprentice and to cover the cost of any required supplies, materials, equipment or tools (valued at \$500 or less), or travel by the master artist or the apprentice artist to the teaching sessions. A portion of the budget, to be outlined in the [Apprenticeship Work Plan](#), should also be set aside for expenses related to documenting the apprenticeship. Appropriate documentation is required as part of the [Final Report](#).

Definitions

Apprentice

An individual who has some experience, demonstrates significant promise, and has long-term commitment to continued practice of the art form. The apprentice should have a desire to attain mastery of the art form, and possess a strong motivation to learn the nuances of the tradition in order to pass their own knowledge onto future generations. Since the apprenticeship will take place over a short period of time, the apprentice should have enough experience in the art form to benefit from the intensive, one-on-one training. For example, an apprentice santour player should be able to play well enough to work on more advanced techniques during the apprenticeship.

Apprenticeship Work Plan

The [Apprenticeship Work Plan](#) outlines what will take place during the apprenticeship. The Plan should allow for in-depth learning that encompasses the context of the culture and the development of the mentoring relationship as well as the acquisition of techniques and artistry. As each art form has its own requirements, the duration of each apprenticeship will differ depending on the art form involved. If the art form is traditionally taught in group settings, such as ensemble dance, the master artist must choose one representative from the group to apply as the apprentice. One-on-one instruction between the master artist and the selected apprentice must be included in the plan. Though an apprenticeship may be ongoing, the Apprenticeship Work Plan submitted with this MAP application must be limited to activities that fall within the IACA grant period.

Community

A community can be a group of people that share a common ethnic heritage, language, religion, occupation, or geographic region.

Documentation

Documentation can consist of photos, video, audio, journals, etc. Apprenticeship pairs are required to document the progress of the apprenticeship and submit samples of this documentation as part of the final report.

Ethnic and Folk Arts

Artistic practices which have a community or family base, express that community's aesthetic, heritage and tradition, and have endured through several generations. These art forms and traditional practices are part of the cultural heritage of a group whose members share an established lineage is fundamental to identifying traditional art forms.

Master Artist

An individual recognized within their community as an exemplary practitioner of their traditional or classical ethnic art form as well as an important repository for the wisdom and knowledge of their ancestors. The master artist has developed their skill within a traditional context rather than through books or other means of formal instruction, and is regarded as a master by their peers.

Public Presentation

Near the end of the apprenticeship period the master artist and apprentice are expected to give a joint presentation for their community and the public. Examples of a presentation include, but are not limited to:

- Offering a master class.
- Hosting an open studio session.
- Presenting a public performance.
- Exhibiting at a local gallery, community center, or library.

GUIDELINES

Eligibility Requirements

- Master artist must be at least eighteen (18) years of age.
- Both the master artist and the apprentice must be:
 - Legal residents of Illinois for the twelve months prior to the application deadline and throughout the grant period.
 - Citizens of the U.S. or holders of permanent resident alien status.
- Submit an application utilizing an eGrant account registered to the master artist.
- Submit all requested application materials by the deadline.
- Submit no more than one MAP application per fiscal year from either person named on the application, i.e. the master artist or the apprentice.

If awarded a MAP grant, both the master artist and the apprentice will be required to verify their U.S. citizenship or resident alien status by submitting their Social Security number or valid tax identification number. The master artists may also be required to meet additional Federal requirements.

Minor Age Apprentices

- Master artists cannot select as their apprentice any of their children or legal wards who are under the age of 18 years at the program deadline.
- Apprentices must be at least twelve years of age by the program deadline.
- A copy of [proof of Illinois residency](#) belonging to the parent or legal guardian must be submitted as part of the supplemental materials.

How to Apply

- Read the program guidelines carefully and contact IACA staff for clarification. It is the responsibility of the applicant to be familiar with IACA [policies, priorities](#), and [program requirements](#).
- Each section of the MAP application form must be completed by the appropriate person, i.e. “Master Artist” or “Apprentice”.
- Together, the master artist and the apprentice should determine the structure and length of their Apprenticeship Work Plan.
- Successfully submit the online application to the IACA’s eGrant system by the deadline.

Deadline

The FY17 deadline is December 15, 2016. Applications must be successfully submitted to the IACA’s eGrant system by 11:59 pm CST.

Application Components

The IACA utilizes [eGrant](#), an online application submission system. The MAP application consists of form field components and the uploading of required documents. Each component must be complete and submitted in the required format by the deadline. Go to the [Using eGrant](#) section of the IACA website for complete instructions.

The electronic form includes:

Applicant Information

- Master artist name and contact information.
- Apprentice name and contact information.
- Upload Proof of Residency for master artist and apprentice. Refer to the IACA website, [Proof of Eligibility, Individuals](#) section for specific details and verification requirements. If the apprentice is a minor child, their parent or legal guardian must provide a copy of their own valid Illinois driver’s license or identification card which includes the date issued and expiration date.

Budget Form

- Specify the traditional Ethnic or Folk art form to be taught.
- Provide the start and end dates as reflected in the Apprenticeship Work Plan.
- Provide details on the expenditures.

Descriptive Documents

Upload the following required attachments:

- [Master Artist Narrative](#)
- [Apprenticeship Work Plan](#)
- [Apprentice Narrative](#)
- [Master Artist and Apprentice Work Sample Descriptions](#)

All attachments must:

- Adhere to page limits.
- Not be handwritten.
- Not be typed in all capital letters.
- Have at least a 1” margin.
- Use black, 12-point or larger font size.
- Have sequentially numbered pages.
- Not be photo-reduced.
- Have the master artist’s name and the attachment title (e.g. Apprenticeship Work Plan) on the upper right corner of each page.
- Be saved as PDF files.
- Be labeled as follows:
 - Master artist last name (or a recognizable acronym)_Attachment Name
 - Example: 'Smith_Master Narrative' = Master Artist Narrative

Master Artist Narrative (4 page maximum)

To be prepared by the master artist. Organize the narrative using the following topics as headings in the order they appear, responding to the bullets under each topic.

- Describe the traditional art form to be taught during this apprenticeship.
 - What is its origin and value in your community’s culture?
 - At what times, places, or events is this art form practiced?
 - Who participates in the practice of this art form?
 - Who comes to listen to or watch this art form being practiced?
- Summarize your experience with this art form.
 - How and when were you taught this art form?
 - How long has it taken for you to achieve your current level of mastery?
 - How has your mastery of this art form been recognized by your community – what “markers” does your community use to judge mastery?
 - How does the practice of this art form enrich your life?
- Provide information on previous mentorship experiences.
 - Have you mentored other apprentices in this art form?
 - How many apprentices have you mentored and what was the average length of those apprenticeships
- Describe why you think the apprentice will make a good advocate for this art form in the future.
 - Have you worked with this apprentice before? If yes, in what capacity?
 - In your estimation, how much does the apprentice already know about the art form?
 - What qualities does the apprentice possess that assure you that you can entrust your knowledge of your art form to them?

Apprenticeship Work Plan (4 pages maximum)

Provide a session by session outline of the proposed apprenticeship plan that includes the information listed below.

- How many times do you plan to meet with your apprentice during the apprenticeship period?
- Where will the meetings take place?
- How long will each meeting last (approximately)?
- What level of ability and accomplishment can be achieved through this apprenticeship? Be as specific as possible – for example – indicate an object to be made, a body of songs to be learned, an instrumental technique or dance style to be taught, and if this apprenticeship will build on any prior accomplishments.
- What supplies and materials are needed and/or required to carry out this apprenticeship?
- Are these supplies and materials available to you to begin the apprenticeship immediately upon notification of this grant award?
- Will the apprentice have other responsibilities during this time, such as assisting the master with his/her own projects?
- How will you document the progress of the apprenticeship (video, photograph, audition recording, or other means)?
- Describe the type of public presentation being considered for the end of this Apprenticeship.

Apprentice Narrative (2 pages maximum*)

Organize the narrative using the following questions as headings in the order they appear.

- Describe any cultural, community, or familial connection you have with the master artist.
- How, when, and where did you learn this traditional art form? Who are the people you observed, imitated, and interacted with who influenced you in this art form?
- What is the role and importance of this art form in your cultural community?
- In what places or at what events do you practice your traditional art?
- Why do you want to study with this master artist?
- What do you hope to accomplish during the apprenticeship?
- In the future, how do you plan to use the skills you will acquire as a result of this apprenticeship?
- How will your participation in this apprenticeship benefit your community?
- Minor age applicants must compose the narrative in “their own voice.” Parents and guardians are cautioned not to provide language but rather to assist.

***Minor Age Apprentices** must include a third page written by the parent or legal guardian confirming the minor apprentice’s residency at the parent’s or legal guardian’s address and the minor child’s U.S. citizenship or legal resident alien status. The letter should also discuss the parents’ willingness to transport their minor child to the apprenticeship meetings, and their support of the activities outlined in the [Apprenticeship Work Plan](#).

Work Sample Description

The master artist and the apprentice will each provide a Work Sample Description document for their own [Work Samples](#) as submitted to eGrant. Each document must list the total number of work samples and the appropriate information for each work sample:

- Title of work
- Year completed or premiere date
- Medium or materials, if static art
- Description of work (briefly describe entire piece)
- Date of performance to be reviewed, i.e. taping or recording date
- Identification of master artist or apprentice within work sample, i.e. master artist is playing the bass guitar; apprentice is dancer wearing the red hat, etc.
- Participants (If ensemble work, name the other performers.)

Work Samples

Both the master artist and the apprentice must present evidence of their own past work in the art form to be studied during the apprenticeship period. Applicants are advised to take great care in the selection of work samples to be shared with the jury. The selected work samples should clearly demonstrate skill and technical ability.

Work Samples requirements:

- Only links will be accepted and must lead to work samples posted on artist’s own website or other publically accessible sharing site.
- Links should be up-to-date and should not require a password to open or view.
- DO NOT UPLOAD audio, video, or image files to eGrant.
- Hard copy materials of any kind will not be accepted.
- For craft, visual art, and material culture traditions provide a minimum of four, maximum of eight unique works of art.
- For music, dance, storytelling, and other performing arts traditions provide a minimum of one to a maximum of two performances.

Work samples for the master artist:

- Have no date limitations.
- When possible include audio or video of a “lesson” or demonstration of the master artist teaching the art form that shows the master artist interacting with a student.

Work samples for the apprentice:

- Cannot have been created more than three years prior to MAP application deadline.
- Must demonstrate some competence with the traditional art form to be experienced during the apprenticeship period.

REVIEW CRITERIA & PROCESS

Evaluation Criteria

Applications will be reviewed on the following criteria:

- Excellence of the master artist
 - Master artist practices a traditional art form learned in his or her community.
 - Master artist demonstrates artistic excellence based on the community's aesthetics.
 - Master artist understands the apprentice's potential and provides an effective teaching plan.
- Excellence of the apprentice
 - Apprentice has developed skills in the traditional art form and learned these skills in his or her community.
 - Apprentice exhibits a commitment to continuing to study the traditional art form beyond the apprenticeship period.
 - Apprentice demonstrates the potential and the willingness to share the traditional art form within their immediate community and to the wider public.
- Quality of Apprenticeship Work Plan
 - Apprenticeship Work Plan advances the apprentice toward mastery of the art form, and includes an appropriate schedule of sessions.
 - Apprenticeship Work Plan addresses how the master artist will teach the techniques and history of the art form to the apprentice.
 - Apprenticeship Work plan indicates at what point(s) the master artist and apprentice will document their progress during the apprenticeship experience.
 - Apprenticeship Work plan outlines ideas for how the master artist and the apprentice will share the traditional art form with their community and the public.
 - Apprenticeship Work Plan demonstrates consistent one-to-one interaction between the master artist and apprentice.
- Program Priorities
 - Application fills a cultural or geographic void not currently being met.
 - Master and apprentice are working within their own cultural heritage.
 - Apprenticeship is taking place outside an institutional setting.
 - Apprenticeship will ensure the continuation of an art form within a community in which it is valued.

Review Process

- The application is received and assigned an application number that will be used in future communication regarding that application.
- Applications which have been ruled ineligible or incomplete will not be reviewed.
- Notification of the review meeting date will be posted on the IACA website at www.arts.illinois.gov.
- An advisory jury meets to review all eligible applications against the [Evaluation Criteria](#).
- The public may listen to the discussion but are not allowed to participate.
- The final recommendations are presented to the Board for their consideration and approval.
- A record of the review process is maintained for all reviewed applications.

- Applicants are encouraged to call for review feedback after receiving decision notification.

NOTIFICATION & COMPLIANCE

Notification

The IACA sends all correspondence regarding grant applications to the master artist's email address as it is listed on the application. If funded, notification will include required materials, which must be completed and returned to authorize payment. Once these documents and copies of other requested materials are returned to the IACA, it will take at least two months and up to six months for payment to be issued by the State Comptroller. Grantees may be required to provide additional documentation to verify residency status and to meet Federal requirements.

Work Sample Retention

Work samples of MAP grant recipients will be retained or copied by the IACA for its archives or submission to a public-use archive. By submitting work samples, applicants give permission to the IACA to use images and content in IACA produced publications and website.

Taxability of Grant

The Internal Revenue Code provides that the full amount of a MAP grant is taxable to its recipient. For questions regarding income-tax liability, contact the Internal Revenue Service or a personal tax advisor.

Site Visits

During the apprenticeship period, contracted folklorists working with the IACA may make a site visit to document the apprenticeship. Photographs of the session may be taken and interviews may be taped or video recorded. This documentation does not replace the documentation that the master artist and the apprentice are required to produce throughout the apprenticeship.

Final Reports

MAP grant recipients must submit final reports within 30 days after the end of the grant period. Appropriate documentation (photos, tapes, or videos) of the accomplishments made during the apprenticeship must be included with the final report.

Crediting Requirements

Grant recipients must credit the IACA and the National Endowment for the Arts in all promotional material and public notices in the following manner:

This program is partially supported by a grant from the Illinois Arts Council Agency through federal funds provided by the National Endowment for the Arts.

For further information, go to the [logo page](#) of the [IACA website](#).

For information on the Master/Apprentice Program, contact:

Susan Dickson, Director, Master/Apprentice Program
Phone: 312-814-6740, Email: susan.dickson@illinois.gov

For general information about the IACA contact:

Illinois Arts Council Agency
James R. Thompson Center
100 West Randolph, Suite 10-500
Chicago, IL 60601-3230
312/814-6750
1/800/237-6994 Toll-free in Illinois
Email: iac.info@illinois.gov
Web site: www.arts.illinois.gov

Visit the [Illinois Arts Council Board Members](#) page on Appointments.Illinois.Gov for a complete list of current board members.

The IACA acknowledges continuous support from the National Endowment for the Arts.

It is illegal for the Illinois Arts Council Agency or anyone receiving assistance from the Illinois Arts Council Agency to discriminate on the basis of race, color, religion, sex, sexual orientation, sexual harassment, national origin, ancestry, citizenship status, disability, age, order of protection status, marital status, pregnancy, arrest record, military status, and unfavorable discharge from military service. Any individual who has been subject to such discrimination may file a complaint. Call the Illinois Arts Council Agency at 312/814-6750 or TTY 1-888-261-7957 and the Illinois Department of Human Rights at 312/814-6200 or TTY 312/263-1570..

Individuals who are blind or have low vision or have learning impairments, may obtain assistance regarding Illinois Arts Council Agency applications and written materials by contacting the ADA/504 Access Coordinator at the IACA office:

Encarnación M. Teruel

(312) 814-6753

Encarnacion.Teruel@illinois.gov

TTY: (888) 261-7957