TRADITIONAL ARTS APPRENTICESHIP PROGRAM

Application and Guidelines

Application Deadline: March 1st, 2017

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Traditional arts express a community's heritage and living cultural practices. The **Traditional Arts Apprenticeship Program** (TAAP) recognizes the knowledge and skills of excellent folk and traditional artists by assisting accomplished mentors to pass on their living traditions to promising apprentices of the same cultural heritage and community.

The Oregon Folklife Network (OFN) documents, supports, and celebrates traditional arts and cultural practices in Oregon. OFN makes a meaningful difference in communities and Tribes by empowering tradition keepers to pass on their skills and knowledge.

If you know qualified candidates for this program, please send us your recommendations.

TAAP awardees working with minor (under 18 years of age) apprentices must undergo a background check, training, and submit a signed statement verifying that a third person will be present at all lessons. This check will be conducted upon award.

TAAP is funded in part by the National Endowment for the Arts (NEA) Folk & Traditional Arts Program, the Oregon Arts Commission, and by a grant from the Fred W. Fields Fund of the Oregon Community Foundation. The OFN is administered by the University of Oregon and is supported in part by grants from the Oregon Cultural Trust, the Oregon Historical Society, the Oregon Arts Commission, and the NEA.

Please read carefully before filling out your application.

1. TAAP Timeline

- March 1st: Application deadline
- May: Panel review
- September: Applicant notifications, contracts
- November: First payment sent; Apprenticeships begins
- Nov-May: OFN video interview
- March-May: Public presentation; Apprenticeships end
- June 1 or earlier: OFN sends final Evaluation Report forms
- June 30 or earlier: Final payment sent after artists submit final report

2. Application Deadline

ALL APPLICATION MATERIALS are DUE at the OFN office by **5:00pm, March 1, 2017—no exceptions!** This is NOT a postmark deadline. Do not rely on the US Postal Service's regular mail service or priority mail; delivery is NOT guaranteed. Make sure to use a tracking service to ensure that your application materials reach OFN on or before the deadline.

Send to:

Emily West Hartlerode
Oregon Folklife Network
242 Knight Library
6204 University of Oregon
Eugene, OR 97403-6204

We do not accept faxed applications.

The Oregon Folklife Network is dedicated to providing equal access to the TAAP application process. For help with your application or language translation please contact us!

4. Application Information and Process

Application Instructions

- Please type or neatly write sections.
- Please proofread your application.
- Use checklist to make sure you have included all components.

Selection Process

A panel of cultural experts and professional folklorists will review all applications received. The panel discusses applications and makes recommendations. OFN staff reviews recommendations, and the OFN Director makes the final determination.

Evaluation Criteria

Applications must clearly demonstrate:

1. traditional and artistic excellence of the mentoring artist;
2. value of the tradition to the community;
3. apprentice's proficiency with and commitment to the tradition;
4. that mentor and apprentice share the same cultural community (ethnic, tribal, religious, occupational) where the tradition originates;
5. a clear, reasonable, and effective lesson plan; and
6. a practical public presentation plan.

5. Award Amount

Apprenticeship awards are $3,000 each and primarily fund mentors' instruction fees (at least $2,250). Remaining funding covers travel for mentors and apprentices plus necessary supplies (e.g., wood, grasses, leather, beads) but not **permanent equipment** (e.g., musical instruments, tools, electronic recording devices).

Awardees may request an additional $500 to reimburse costs related to the required public performance/presentation.

6. Application Guide

This application is divided into 6 sections:

1. Cover Sheet – page 3
2. Mentor Information – page 4-6
3. Apprentice Information – page 7-8
4. Mentor & Apprentice Combined Information – page 9
5. Consent for Fair Use – page 10
6. Application Checklist – page 11

NOTE: ***Call OFN at 541-346-3820 for a consultation if you are applying with more than one apprentice, if your apprentice is a family member, or if your apprentice is a minor. College students are not eligible to be apprentices.***

Definitions

Tradition: A cultural skill (music, dance, craft, foodways, art, etc.) learned and shared among members of a cultural community or Tribe.

Apprenticeship: A time-honored system by which an accomplished artist or craftsperson passes on skills, techniques, values, and artistry over an extended period of time and through intensive training to a dedicated learner.

Community: A group of people with a shared common heritage such as ethnic, tribal, occupational, regional, or religious. Community members usually learn their culture's traditional arts over time, in face-to-face situations, and by observation and imitation.

Mentor: Someone recognized by community and peers as an exemplary practitioner of a tradition. Mentors should be members of the same cultural heritage of the tradition they teach.

Apprentice: Someone with significant skills who deepens his/her knowledge and ability under the guidance of a mentor. Apprentices must be from the same cultural community as the tradition that is being taught.

THE OREGON FOLKLIFE NETWORK IS DEDICATED TO PROVIDING EQUAL ACCESS TO THE TAAP APPLICATION PROCESS. FOR HELP WITH YOUR APPLICATION OR LANGUAGE TRANSLATION PLEASE CONTACT US!

SECTION 1: Cover Sheet

Mentor Artist Information

Name _____

Address _____

City _____ State _OR_ Zip _____ County_____

Day Phone (_____)_____ Evening Phone (_____)_____

E-Mail _____ Website _____

Date of Birth _____ Place of Birth _____

How many apprentices will be working with you? (up to 4 maximum) ____

Are you a citizen of the United States?	YES ☐	NO ☐	If not, are you authorized to work in the U.S.? *Please include a copy of your green card or other legal proof. If not, you are not eligible to apply to be a TAAP mentor.*	YES ☐	NO ☐

Apprentice Information

Name _____

Address _____

City _____ State _OR_ Zip _____ County _____

Day Phone (_____)_____ Evening Phone (_____)_____

E-Mail _____ Website _____

Date of Birth _____ Place of Birth _____

Project Information

Project Title _____Tradition _____

Brief Description: _____

_____

Agreement: I hereby certify that the Mentor and Apprentice are legal residents of Oregon and that the application information is true and complete to the best of my knowledge. I agree to allow OFN to duplicate any materials submitted with the application for purposes of the selection process. I am willing to participate in the plans as outlined in this application. The award recipient will be responsible for any taxes due on received funds.

Signatures

Mentor _____ Date _____

Apprentice _____ Date _____

Parent/Legal Guardian_____ Date _____
(if apprentice is under 18 years old)

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SECTION 2: Mentor Artist Information (*Mentor must complete*)

Section 2A: Mentor Narrative

Please type or neatly print your answers to the following questions in the space below.

1. Describe the cultural tradition you will teach. (500 words/3000 characters maximum)
When and where is it typically practiced or performed? Describe why this cultural tradition is important to your community. Is it a part of everyday life or is it reserved for ceremonies, rituals, and special occasions?

2. Tell us about yourself and your history with this tradition. (500 words/3000 characters maximum)
Where are you from and/or how did you come to Oregon? How does this tradition reflect your cultural heritage or identity? When, where, and from whom did you learn this tradition? How does the practice of this tradition enrich your life?

3. Please list any awards, honors, or other forms of recognition that you have received for practicing your tradition. (include dates, where possible)

4. Describe ways you have taught or shared this tradition or other traditional arts in your cultural community. (250 words/1500 characters maximum)
Have you taught people who are still practicing the tradition? If so, who and how? If you have lead workshops or classes, include dates, location, number of attendees, etc.

5. Why did you choose your apprentice/s? (250 words/1000 characters maximum)
How do you know your apprentice/s and why did you choose him/her/them? What do they already know about the tradition and what do they still need to learn? How will you help them learn the needed skills? Will your apprentice continue this tradition in the future?

****If your apprentice is a family member, please explain why funding is necessary to carry on your tradition. What challenges prevent your family from passing on the tradition in the course of everyday life?****

6. Do you foresee any obstacles in teaching your tradition in this apprenticeship's time frame?
For example, are there certain parts of the tradition that can only be done during certain parts of the year? Can you work around those obstacles? (250 words/1000 characters maximum)

Section 2B. Letters of Support: (Two letters of support for the Mentor)

Applications submitted without support letters are considered incomplete, and are not eligible for review.

We require letters from people who know your work; they provide helpful information to the review panel. Letters may be from workshop attendees, teachers, community members, arts agencies, Tribal leaders, etc. They should address your traditional knowledge and skills, your cultural ties to the community that the tradition represents, and why it is important to your cultural community/Tribe to continue this cultural tradition. Signed letters should be addressed to the Oregon Folklife Network (OFN) and must be submitted with this application form. **Do not email support letters to the OFN.**

Section 2C. Work Examples: (Three work examples *maximum* for the Mentor)

We will accept work examples that feature both Mentor and Apprentice but the Mentor and Apprentice MUST *have different work examples.*

The review panel needs to see or hear examples of the mentor's and apprentice's best work. Work examples – recordings, pictures, or videos – should show the mentor's mastery of the cultural tradition proposed for the apprenticeship. They should show excellence in the mentoring artist.

Do not send original artwork. OFN prefers digital work examples (e.g., photos, audio/video recordings) submitted on USB drive, CD, DVD, or a list of links on an additional page. OFN will accept slides, tapes, or actual photos if necessary.

***Do not* email work examples to the OFN. Applications submitted without work examples are considered incomplete and not eligible for review.**

- Each individual photo, audio file, video, news article, etc. equals 1 support item
- Audio or visual clips – we will review no more than 3 minutes of any example
    - Indicate start and stop times for audio or video submissions over 3 minutes. If no segments are indicated, examples will be played for 3 minutes from the beginning.

Use the next page to list:

- Format (photo: jpeg, png, hard copy; audio: CD, mp3, wmv, web link; video: DVD, web link)
- A brief description of each work example
- A brief note about the work example's relevance to the proposed apprenticeship. How does the example demonstrate skill or abilities?

Make sure each work example is numbered (1-3) and clearly labeled with your name and a brief identifying description.

(*To have support materials returned, please enclose self-addressed stamped envelope or packaging.*)

Mentor's Name: _____

Work Example 1 _____

Format: _____

Start/Stop times for audio/video: _____

Description: _____

Relevance to this apprenticeship: _____

Work Example 2 _____

Format: _____

Start/Stop times for audio/video: _____

Description: _____

Relevance to this apprenticeship: _____

Work Example 3 _____

Format: _____

Start/Stop times for audio/video: _____

Description: _____

Relevance to this apprenticeship: _____

SECTION 3: Apprentice Information (*Apprentice must complete*)

Section 3A. Apprentice Narrative

Please type or neatly print your answers to the following questions below.

1. Tell us about yourself. (150 words/1000 characters maximum)
What is your cultural background? What are some important things we should know about you as an emerging traditional artist?

2. Tell us about your experience with the cultural tradition you will study? (250 words/1500 characters maximum) When, where, and from whom did you learn this tradition? If you are a beginner, do you have experience in another related cultural tradition? If so, which one?

3. How do you plan to continue this tradition in the future after this apprenticeship? (150 words/1000 characters maximum)

4. Why have you chosen to work with this mentor? What new skills or knowledge are you hoping to learn from them? (150 words/1000 characters maximum)

5. Please list any awards, honors, or other forms of recognition that you have received for practicing your tradition as well as any artistic workshops, performances, or services you have provided your community or the public.

Section 3B. Letters of Support: (One letter *minimum* of support for the Apprentice)

Include at least one and no more than three letters from people who know your work. These letters may be from teachers, community members, arts agencies, tribal leaders, etc. They should address your work ethic, knowledge and skills of the tradition; your cultural ties to the community that the tradition represents; and why it is important to your cultural community/Tribe to continue this cultural tradition. Signed letters should be addressed to the Oregon Folklife Network (OFN) and must be submitted with this application form. Do not email support letters to the OFN. Applications submitted without support letters are not eligible for review. A letter of support from the master artist is not acceptable.

Section 3C. Apprentice Work Examples: (Two work examples for the Apprentice)

We will accept work examples that feature both Mentor and Apprentice but the Mentor and Apprentice MUST *have different work examples.*

Work examples are critical for the panel to evaluate the application. Work examples – such as recordings, pictures, or videos – should show evidence of significant experience with the cultural tradition proposed for this apprenticeship. They should show great promise in the apprenticing artist.

Do not send original artwork. OFN prefers digital work examples (e.g., photos, audio/video recordings) submitted on USB drive, CD, DVD, or a list of links on an additional page. However, OFN will accept slides, tapes, or actual photos if need be.

***Do not* email work examples to the OFN. Applications submitted without work examples are considered incomplete and not eligible for review.**

- Each individual photo, audio file, video, news article, etc. equals 1 support item
- Audio or visual clips – we will review no more than 3 minutes of any example
    - Indicate start and stop times for audio or video submissions over 3 minutes. If no segments are indicated, examples will be played for 3 minutes from the beginning.

Use the next form to list:

- Format (photo: jpeg, png, hard copy; audio: CD, mp3, wmv, web link; video: DVD, web link)
- A brief description of each work example
- A brief note about the work example's relevance to the proposed apprenticeship. How does the example demonstrate skill or abilities?

Make sure each work example is numbered (1-2) and clearly labeled with your name and a brief identifying description.

(*To have support materials returned, please enclose self-addressed stamped envelope or packaging.*)

Apprentice's Name:_____

Work Example 1 _____

Format: _____

Start/Stop times for audio/video: _____

Description: _____

Relevance to this apprenticeship: _____

Work Example 2 _____

Format: _____

Start/Stop times for audio/video: _____

Description: _____

Relevance to this apprenticeship: _____

SECTION 4: Mentor & Apprentice Information (*Mentor and Apprentice must complete this together)*

Section 4A. Project Plan

Please type or neatly print your answers to the following questions below.

1. What cultural communities do the apprentice and master artist share? (50 words/500 characters maximum)
Are you from the same tribe, occupation, ethnic group, etc…? Please name what communities you have in common.

2. What are the skills the apprentice will be taught and how will they be taught? (500 words/3000 characters maximum)

3. What will your schedule be for the lessons? (500 words/3000 characters maximum)
How many meetings will you have, how long will they be, how many times do you plan to meet? If necessary, attach a detailed work plan.

4. If travel is a necessary part of the apprenticeship, please explain who will be traveling where, why, and how far. (100 words/500 characters maximum)

5. What will the apprentice(s) be required to work on alone/between meetings? (100 words/500 character maximum)

6. What are your goals for the apprenticeship? (100 words/500 characters maximum)

7. Because apprenticeships MUST include a public presentation* of the funded tradition, please describe your proposed presentation. (300 words/1500 characters maximum)
Please discuss planned location, potential dates, and your plan for promotion. Public libraries, parks, and community centers can be good performance/demonstration places.

*****NOTE: *Presentations may take a variety of forms but they must be accessible to the public.*

Section 4B. Optional additional support materials

Each apprenticeship team may submit ***five (5) pages*** of additional support materials (program notes, brochures, news clips, flyers, etc.). OFN will review **only** the first five (5) pages and disregard any extra materials sent.

Please list any optional support items included, for example: 2 brochures, 1 flyer, 2 news clips.

1.

2.

3.

4.

5.

SECTION 5: Consent to OFN for "Fair Use" of Application Materials

Signing below allows the Oregon Folklife Network and its operational partners to use work examples you submit with this application in promotional and educational materials under the "fair use" clause of U.S. Copyright Law (title 17, U.S. Code).

If you **DO NOT** wish to have your work examples used in promotional and educational materials produced by the Oregon Folklife Network, please check the box below and **DO NOT sign** this page. *Your permission does not affect your application.*

Mentor _____ Date _____

Apprentice _____ Date _____

Parent/Legal Guardian_____ Date _____
(if apprentice is under 18 years old)

☐ **I give permission** for my works examples to be used in any online or printed promotional or educational materials produced by the Oregon Folklife Network or its designated associates.

SECTION 6: Application Checklist

Please submit this checklist with your application.

- ☐ 1. Application Checklist
- ☐ 2. Cover Sheet: Section 1
- ☐ 3. Mentor Narrative: Section 2A
- ☐ 4. Apprentice Narrative: Section 3A
- ☐ 5. Project Plan: Section 4A
- ☐ 6. Support Materials/Letters of Support: Sections 2B & 3B
  - Mentor's Letters of Support: number of letters _____
  - Apprentice's Letters of Support: number of letters_____
- ☐ 7. Support Materials/Work Examples: Sections 2C & 3C
  - Mentor's Work Examples: number of examples _____
  - Apprentice's Work Examples: number of examples _____
- ☐ 8. Support Materials/Optional Additional Materials: Section 4B
  - Number of Optional Materials _____
- ☐ 9. Self-addressed, stamped envelope if requesting return of support materials (*Optional*)

Send or hand-deliver a signed, hard copy of completed application (including ALL support materials) to the address below. Do not rely on the U.S. Postal Service to deliver anything by overnight mail by the due date. We recommend UPS or FedEx for that purpose.

Applications **must be received** by **5:00pm on March 1st.** This is **not** a postmark deadline.

Emily West Hartlerode
Oregon Folklife Network
242 Knight Library
6204 University of Oregon
Eugene, OR 97403-6204

PLEASE KEEP A COPY OF THIS APPLICATION FOR YOUR RECORDS.

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