



New Jersey State Council on the Arts Folk & Traditional Arts Apprenticeship Fiscal Year 2023 Grant Program Guidelines

(These guidelines are also [available in Spanish.](#))

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.

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

In 1966, the Legislature passed, and the governor signed, a bill creating the Arts 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.

For more information about the Arts Council, visit: www.artscouncil.nj.gov.

ACCESSIBILITY

The Arts Council is committed to ensuring its programs are accessible to all people. For accessibility services related to filing this application, please contact Accessibility Coordinator, Mary Eileen Fouratt at 609-984-6815 (NJ Relay 711) or maryeileen.fouratt@sos.nj.gov.

PLEASE NOTE: These Guidelines are also [available in Spanish](#), but the application must be submitted in English in the SAGE System.

WHAT IS A FOLK & TRADITIONAL ARTS APPRENTICESHIP GRANT?

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. These vital and constantly reinvigorated artistic traditions are shaped by values and standards of excellence that are passed from generation to generation, most often within family and community, through demonstration, conversation, and practice. The New Jersey State Council on the Arts recognizes that diversity is one of New Jersey's most significant and valuable characteristics and aims to provide support for the continuation of the States' diverse folk and traditional arts.

Folk & Traditional Arts Apprenticeship grants encourage communities to continue passing on their valued traditions in traditional settings, by providing stipends so that master folk artists and craftspeople 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.

FY23 GRANT CYCLE & FOLK & TRADITIONAL ARTS AWARDS

The Grant Period for Folk & Traditional Arts Apprenticeship grants under this program runs July 1, 2022 to June 30, 2023.

The Council awards \$4,000 to successful Folk & Traditional Arts Apprenticeship applications, which includes a \$500 stipend for the Apprentice. At least 80% of the remaining \$3,500 must be used for the Master's fee and other budget components such as supplies, materials, and travel.

APPLICATION ASSISTANCE AVAILABLE

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

Application workshops. Please check the Council's [website](#) for details and schedules.

1. Kim Nguyen, Program Officer for Folk Arts, is available help with questions specific to your application. She can be reached at 609-292-4495 or via email at kim.nguyen@sos.nj.gov.
2. You may wish to contact one of New Jersey's 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 the last page of these guidelines.

WHO MAY APPLY FOR A FY23 FOLK & TRADITIONAL 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 & Traditional 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 at the time of application and at the time of the award. 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 & TRADITIONAL ARTS APPRENTICESHIP GRANT ELIGIBILITY REQUIREMENTS

To be eligible to receive a Folk & Traditional 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 (timelines and lessons) together. The apprentice must complete the application and submit support materials that demonstrate their levels of skill, as well as obtain and provide materials from the master as required by the application.

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.

Masters who have received two consecutive years of Council Apprenticeship funds may not be part of an application for support to the program for the next three consecutive years.

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.

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.

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 the apprentice, who is responsible to obtain and upload final reporting from their master as well. Final reports will be due by July 30, 2023 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 and has registered in [NJSTART](#), the State's vendor registration system. Directions will be provided to complete these required steps, if an applicant is approved for funding. The final 15% of the award will be made after the final report has been accepted as a reimbursement. For more information about NJSTART, please review the [Quick Reference Guide](#).

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 have not used SAGE before, you will need a username and password. Please click the [New User link](#) to request access to the site.

Please note it can take up to 48 hours for an account to be activated. Please contact Robert Worshinski at robert.worshinski@sos.nj.gov or 609-633-1049 for assistance.

HOW TO ACCESS A FOLK & TRADITIONAL ARTS APPRENTICESHIP GRANT APPLICATION IN SAGE

How to access a Folk and Traditional Arts Apprenticeship application:

1. Log into SAGE and go to the “View Available Opportunities” section.
2. Click “View Opportunities” under the NJSCA section.
3. Search for the NJSCA 2022 application – “Folk and Traditional Arts Apprenticeship”.
4. Click on the “apply now” button to create a new application.

If the application is not visible in the “View Available Opportunities” section, contact Robert Worshinski at 609-633-1049 or robert.worshinski@sos.nj.gov and request access to the application.

Note: Google Chrome is the recommended web browser when using SAGE.

TIMELINE FOR THE FOLK & TRADITIONAL ARTS APPRENTICESHIP GRANT APPLICATION PROCESS

The FY23 Folk & Traditional Arts Apprenticeship Guidelines will be released in January 2022.

Technical Support will be available to assist applicants in registering in the SAGE system. For more information about SAGE technical assistance, please [click here](#).

All potential applicants must register in SAGE by 4:00 pm on February 7, 2022

The Application will be available in SAGE to all registered applicants on February 8, 2022.

Technical Support will be available to assist applicants in completing and submitting the application. For more information about application technical assistance, please [click here](#).

The FY23 Folk & Traditional Arts Apprenticeship Application must be efiled in SAGE by **Thursday, March 31, 2022 at 4:00 p.m.** Requests for extensions to the deadline will not be permitted.

Peer Panel Deliberation and Review: May 2022

Council Grants Committee Review: June 2022

Council Votes on Award Recommendations at Annual Meeting: July 2022

HOW FOLK & TRADITIONAL ARTS APPRENTICESHIP APPLICATIONS ARE EVALUATED

A panel of folk arts specialists will review each application and evaluate:

- Excellence of the master artist, as demonstrated in support materials;
- Preparation and commitment of the apprentice, as demonstrated in support materials and indicated in application;
- Shared cultural heritage of master and apprentice;
- Traditionality of the art form within the shared community of the master and apprentice; and,
- 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.

- **Community based traditions** that are valuable to communities, but not likely involved in professional individual networks or taught in a formal or institutional process.
- **Traditions, communities and art forms** of the state that have not previously been supported through the Apprenticeship program.

APPLICATION MATERIALS

Application materials required include an uploaded written document (essay) and uploaded or linked support materials.

ESSAY: APPRENTICE

Please use the question numbers (for example, “Question #1”) as headers to organize your response. Use the required and optional support materials to reinforce specific narrative topics. Save the document as a pdf or word document and upload in SAGE.

The uploaded written document must respond to these questions:

1. Please thoroughly describe your community, your engagement with your community, and the art form you propose to develop with a master.
2. 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?
3. Why is important for you to learn through an apprenticeship rather than through other means, such as classes?
4. Why have you chosen to work with this master? What, in particular, can you learn from them?
5. What are your hopes and plans for your future practice of this art or craft?
6. *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. Why is it important for you to learn more?

ESSAY: MASTER ARTIST

The apprentice must obtain the written document and support materials from their proposed master, and upload them in SAGE as part of the application.

The top of the master’s essay must state:

1. Master’s first and last name.
2. Master’s Congressional and Legislative District (Find that information [here](#) and [here](#).)

Please use the question numbers (for example, “Question #1”) as headers to organize your response. Use the required and optional support materials to reinforce specific narrative topics.

1. Please thoroughly describe your community.
2. What is the background of this traditional art in your culture? Please detail the history and evolution of the art form.
3. How is this art or craft important to your community?
4. When, where, and from whom have you learned and developed your art form?

5. How has this art or craft been important in your own life?
6. Describe your activities and involvement with this and other traditional arts in your cultural community. Please list key events and activities that you have performed, presented, or taught.
7. Why did you choose to work with this particular apprentice? What is promising or outstanding about them?
8. *Second year masters* should explain why the apprentice should have a second year of apprenticeship.

SUPPORT MATERIALS

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 files or submitted as internet links 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.

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.

Required Support Materials:

The art form of the apprenticeship will dictate what kind of support materials are required. See below for specifics.

All Art Forms

Two Letters of support from people who are familiar with the work of the artist and knowledgeable about the traditional art form. Ideally, these letters are from members of the community and speak to the apprentice applicant's community connections.

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 or link to entire performances, two of the master and two of the apprentices.
- 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

- Upload or link to entire performances, two of the master and two of the apprentices.
- 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

APPLICATION DEADLINE

The application deadline is **Thursday, March 31, 2022 at 4:00 p.m.** You will receive an e-mail confirmation from SAGE when your application is successfully submitted.

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NEW JERSEY 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.

<p>Sally Van DeWater Folklife Program for New Jersey Division of Arts and History Programs Arts Institute of Middlesex County 9 Livingston Ave, 3rd Floor New Brunswick, NJ 08901-3605 732-745-4489 sally.vandewater@co.middlesex.nj.us Other languages spoken: Gujarti and Spanish</p>	<p>Brooke Salvanto Jersey Shore Folklife Center Tuckerton Seaport 120 West Main St/PO Box 52 Tuckerton, NJ 08087 609-296-8868 brookes@tuckertonseaport.org</p>
<p>Kahra Buss Perkins Center for the Arts 30 Irvin Avenue Collingswood, NJ 08109 856-235-6488 x305 Kahra Buss kbuss@perkinscenter.org</p>	<p>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, Russian, and Serbo-Croatian</p>
<p>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</p>	<p>Kim Nguyen New Jersey State Council on the Arts 33 West State Street 4th Floor P.O. Box 306 Trenton, NJ 08625-0306 609-292-4495 kim.nguyen@sos.nj.gov Other languages spoken: Vietnamese</p>