Folklife Apprenticeship
FY2021 Guidelines

DEADLINE(S): March 1, 2020
SUPPORT PERIOD: July 1, 2020 - June 30, 2021

Individuals who do not use conventional print may contact the Maryland State Arts Council to obtain this publication in an alternate format. 410-767-6555 or msac.commerce@maryland.gov

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TTY: Maryland Relay 1-800-735-2258 or 711

This publication is available as a PDF file on the MSAC website: www.msac.org.
Maryland State Arts Council

Overview
The Maryland State Arts Council (MSAC) encourages and invests in the advancement of the arts for all Marylanders. Its grants and programs support artists and arts organizations in their pursuit of artistic excellence, ensure the accessibility of the arts to all citizens, and promote statewide awareness of arts resources and opportunities. Programs are aimed at all Maryland residents regardless of political or religious opinion or affiliation, marital status, race, color, creed, age, national origin, sex or sexual orientation, physical or mental disability, or geographic location within the State.

The Council comprises an appointed body of 17 citizens from across the state, 13 of whom are named by the Governor to three-year terms that may be renewed once. Two private citizens and two legislators are appointed by the President of the Senate and by the Speaker of the House. All councilors serve without salary.

To carry out its mission, MSAC awards grants to not-for-profit, tax-exempt organizations for ongoing arts programming and projects. The MSAC also awards grants to individual artists, and provides technical and advisory assistance to individuals and groups. The Council reserves the right to prioritize grants awards.

MSAC receives its funds in an annual appropriation from the State of Maryland and from grants from the National Endowment for the Arts, a federal agency. The Council may also receive contributions from private, non-governmental sources.

Authority
MSAC is an agency of the State of Maryland under the authority of the Department of Commerce, Division of Tourism, Film and the Arts.

Larry Hogan, Governor | Boyd K. Rutherford, Lieutenant Governor
Kelly M. Schulz, Secretary | Ben Wu, Deputy Secretary
Thomas B. Riford | Assistant Secretary, Division of Tourism, Film and the Arts

Mission Statement and Goals
The mission of MSAC is to encourage and invest in the advancement of the arts for the people of our state. The goals of the Council are to support artists and arts organizations in their pursuit of artistic excellence, to ensure the accessibility of the arts to all citizens and to promote statewide awareness of arts resources and opportunities.

The MSAC’s programs are aimed at benefiting all Maryland residents regardless of political or religious opinion or affiliation, marital status, race, color, creed, age, national origin, sex or sexual orientation, physical or mental disability, or geographic location within the State.

Professional Grants Review Panels
To assist the Council in its decision-making, professionals in the arts are appointed to a variety of grants review panels. The function of panels is to evaluate applications from organizations and individuals and to offer policy recommendations to the Council. Each year, MSAC publishes an open call, and more than 100 individuals serve as grants review panelists for the Council’s programs, including Grants for Organizations, Arts in Education, Folk and Traditional Arts, Independent Artist Awards, and Community Arts Development. Anyone wishing to serve should visit msac.org for detailed information and nomination forms.
Staff
MSAC maintains a professional staff to administer its grants programs and Council-initiated programs. Staff members are available to provide technical assistance to the arts community.

Meetings
All Council and Grants Review Panel meetings are open to the public in accordance with the Open Meetings Act set forth in Title 3 of the General Provisions Article of the Annotated Code of Maryland. The dates, times, and locations of Council and Grants Review Panel meetings may be obtained from the MSAC website at www.msac.org or by contacting MSAC offices at (410) 767-6555.

Requirements For Grant Recipients
- Must comply with Title VI, Section 601, of the Civil Rights Act of 1964, which states that no persons, on the grounds of race, color, or national origin, shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination related to, the arts.
- Must comply with Title IV, Section 1681, of the Education Amendments of 1972, and the Age Discrimination Act of 1975, Section 6101, which prohibit discrimination on the basis of sex or age.
- Must comply with Section 504 of the Rehabilitation Act of 1973, as amended, and the Americans with Disabilities Act of 1990, which states that no otherwise qualified person shall, solely by reason of his or her handicap, be excluded from participation in, be denied the benefits of, or be subjected to discrimination related to, the arts.
- Must maintain complete and accurate records of all activities connected with the grant.
- Must have filed a satisfactory reporting with MSAC for the most recently completed fiscal year.
- Must file a final report in alignment with the program requirements. Necessary reporting methods will be provided by MSAC in ample time to meet the deadline. Failure to report may jeopardize any future grant being received by the organization and may result in the organization being required to repay grant funds.
- Must give credit to MSAC in accordance with the Recognition Guidelines whenever and wherever credit is being given.
- Must notify the appropriate MSAC staff person in writing if a significant change is made in any MSAC-funded program or project.

Notice: Certain personal information requested by the Department of Commerce is necessary in determining eligibility for grants. Failure to disclose this information may result in the denial of one or all of these benefits or services. Availability of this information for public inspection is governed by the provisions of the Maryland Public Information Act, Title 4 of the General Provisions Article of the Annotated Code of Maryland. This information will be disclosed to appropriate staff of the Department, or to public officials, for purposes directly connected with administration of the program for which its use is intended. Such information is routinely shared with state, federal, or local government agencies.
Appeals Process

MSAC takes great care during the grant review process to ensure fair and equitable distribution of grant monies based on stated criteria. Therefore, dissatisfaction with the denial of an award or with the amount of an award is not sufficient reason for an appeal. However, a grant request may be reconsidered if a procedural impropriety or error has affected its review.

Grounds for such reconsideration are:

- A decision based on review criteria other than those stated in these guidelines.
- A decision based on material provided to panelists and/or Councilors that was substantially incorrect, inaccurate, or incomplete despite the applicant having provided the staff with correct, accurate, and complete application information.

Based on the above, if an applicant believes there is legitimate reason for an appeal, the following steps must be taken:

- The applicant must discuss the problem with the program director who handled the application.
- To pursue an appeal, the applicant must write a letter to the MSAC Executive Director within 60 days following receipt of the grant award or denial letter requesting a reconsideration of the Council's decision and stating the grounds for the request.
- The applicant will receive written notification on the determination of the appeal within 90 days of the receipt of the written request for reconsideration.
Folklife Apprenticeship guidelines

Folklife Apprenticeship grants fund the teaching of skills from a master to a learner artist in folklife, or living cultural traditions. Grants are administered through the Maryland Traditions state folklife program and support activities that identify, document, support, or present the living cultural traditions of Maryland’s diverse communities.

Contact

For technical assistance:
Tammy Oppel, Grants Management Associate
Maryland State Arts Council
175 W. Ostend St., Suite E
Baltimore, Maryland 21230
tammy.oppel@maryland.gov
410.767.8851

For content and programmatic assistance:
Chad Buterbaugh, State Folklorist
Maryland State Arts Council
175 W. Ostend St., Suite E
Baltimore, Maryland 21230
chad.buterbaugh@maryland.gov
410.767.6450 (O); 443.469.8239 (C)

Overview

Funding
$5000 ($4,000 for the master artist; $1,000 for the learner artist)

Support period
July 1 - June 30 annually

Application publication
December 1 annually

Application deadline
March 1 annually

Notification of application status
July 1 annually

Timeline
A Folklife Apprenticeship timeline published on the MSAC website, msac.org, outlines the full cycle for each step of this granting process, from announcement of applications to post-grant reporting.

Description

Folklife Apprenticeship grants fund the teaching of skills from a master to a learner artist in folklife, or living cultural traditions. During the study period, a master folklife artist passes down her or his knowledge to a learner in an effort to support the vitality of folklife in Maryland. Typical apprenticeships focus on but are not limited to:

1 Folklife Apprenticeships support living cultural traditions and are distinct from registered apprenticeships offered through the Maryland Apprenticeship Training Program (MATP), which supports workforce development. For more information on MATP, visit https://www.dllr.state.md.us/employment/appr/.
• Performance-based forms of folklife
  ○ Storytelling
  ○ Music
  ○ Dance
• Material forms of folklife
  ○ Craft
  ○ Costume
  ○ Visual traditions
  ○ Food
• Occupational forms of folklife
  ○ Maritime traditions
  ○ Agricultural traditions
  ○ Architectural traditions

Eligibility
Applicants who are eligible for Folklife Apprenticeship funds are individuals who have resided in Maryland for at least six months and have a previous connection to folklife. For proposed masters, previous connections to folklife should be demonstrated through vital contributions to a particular living cultural tradition in Maryland. For proposed learners, previous connections to folklife should be demonstrated through some prior experience and a commitment to long-term learning in a particular living cultural tradition in Maryland. Further eligibility guidelines are below.

• Masters must be recognized as such by the members of their community
• Learners must demonstrate basic skills in the proposed course of study
• Learners must demonstrate a commitment to practicing the form of folklife at hand after the conclusion of the Folklife Apprenticeship
• Masters and learners may be relatives
• Folklife Apprenticeship teams must consist of one master and one learner each
• Individuals may receive the Folklife Apprenticeship more than once, though the following guidelines apply in every case:
  ○ There is no limit to the number of times a master may receive a grant
  ○ Learners may receive a Folklife Apprenticeship no more than three times in a single ten-year period
  ○ A single individual may apply as either master or learner in different Folklife Apprenticeship applications, in consideration of multiple, evolving skill sets

Location
Folklife Apprenticeships are given to Maryland-based recipients only. Recipients may represent forms of folklife that have been present in Maryland for many generations, as well as those that have arrived relatively recently.

Documentation
Folklife Apprenticeship recipients are documented with a photo shoot and interview session during the granting period. MSAC staff facilitate recipients’ participation in documentation activities.

See Appendix A for further details on documenting the work of Folklife Apprenticeship recipients.
Fiscal
Budgeting
Apprenticeship Grants are $5,000 each. Grants are disbursed at the beginning of the granting period, with $4,000 going to the master and $1,000 to the learner.

Expenses must be directly connected with the work plan set forth in the application and may include:
- Compensation for the master’s time
- Teaching materials
- Travel

Application, Evaluation, and Reporting
SmartSimple
All applications are submitted via the online grants management system SmartSimple. Log in or create a free account at marylandarts.smartsimple.com.

Application components
Applications require complete narrative information, with the option to submit supplemental materials. A completed application consists of the following components:
- Answers to prompts soliciting a description of the cultural history and current community practice of the form of folklife that would inform the proposed Folklife Apprenticeship
- Answers to prompts soliciting biographical information from the proposed master and the proposed learner
- A work plan including the logistical, financial, and cultural details of the proposed Folklife Apprenticeship
- Optional supplemental materials that demonstrate the suitability of the applicants to complete the proposed Folklife Apprenticeship, including written materials (e.g., letters of recommendation, media coverage, or literary work samples) and audiovisual materials (e.g., audio or video work samples)
  - Written supplemental materials must be compiled into a single PDF not exceeding 10 pages
  - Audiovisual supplemental materials must be linked in a single PDF and should not exceed 2 minutes of review time; for longer samples, applicants must indicate which portions panelists should review

Recording option
Applications offer the option of uploading an audio or video recording answering narrative questions. This option is intended to benefit applicants who feel more comfortable relaying information verbally than submitting written materials. Instructions for uploading application recordings are included in SmartSimple.
- Application recordings must be uploaded either as .mp3, .mp4, or .mov files not exceeding 20 minutes
- Applicants are responsible for formatting and producing application recordings in keeping with the technical specifications above; inaccessible or inaudible recordings are considered incomplete and will not be considered

Panelist review
MSAC convenes a group of panelists to evaluate Full applications. Each Full application is evaluated using a five-part rubric. Panelists assign as many as 20 points and supply qualitative comments for each of the five parts:
- Traditional nature of the proposed form of folklife
- Expertise of the master
- Preparedness of the learner
- Potential impact of the apprenticeship on the continued vitality of the tradition
- Feasibility of the work plan

Panelists review Folklife Apprenticeship applications twice:
- Once remotely and independently, at which time an initial score is made
● Once after conversation with other panelists at a meeting facilitated by MSAC staff, including the state folklorist, at which time all panelists will discuss applications and have the opportunity to amend their score based on discussion
● Final scores will be reviewed by the MSAC board and Department of Commerce leadership for final approval, denial, or requests for further information

See Appendix B for the scoring rubric panelists use to evaluate applications.

**Panelist selection**

Panelists are selected via public application process. Applicants who are folklife artists, folklife specialists, arts administrators, and other cultural workers possess the necessary expertise to evaluate applications, though all potential panelists are given consideration.

See Appendix C for details on the full Review process used for MSAC grants.

**Final report**

A final report describes how grant funds were spent and collects information about the grant’s impact on the work of the master and learner artists. The Final report also collects narrative, fiscal, and demographic information in keeping with MSAC and National Endowment for the Arts (NEA) requirements. Successful completion of a final report is a required condition of the Folklife Apprenticeship. Final reports are completed in SmartSimple, the same online grants management system used for applications. Final Reports are available at the end of each granting period. MSAC notifies grantees in writing when Final Reports are available.
Appendix A
Documenting the work of Folklife Apprenticeships

Folklife Apprenticeships support folklife education through a one-year teaching experiences between master and learner folklife artists. In lieu of an interim report, as is required with some other Maryland State Arts Council MSAC grants, Folklife Apprenticeship grantees report on their work through a site visit at some point during the granting period. Site visits consist of professional photo and audio documentation.

MSAC staff work directly with grantees to arrange site visits and strive to ensure that grantees are clear about the purpose of the visit, comfortable with the duration and nature of the documentation activities, and aware of their importance to the work of MSAC. Photo and audio documentation collected during site visits is deposited in the Maryland Folklife Archives, a public archive of Maryland’s living cultural traditions housed at the University of Maryland, Baltimore County. Documentation is also used to promote MSAC folklife work to the public.

Though each site visit is unique to the type of work being completed in the Folklife Apprenticeship, the following guidelines broadly describe the intention behind all site visits:

- Scheduled in accordance with dates and times of day that best illustrate Folklife Apprenticeship activities (e.g., arranging to shoot oystering during oyster season or Cambodian New Year music during the April New Year observed in Cambodian communities)
- Illustrate Folklife Apprenticeship activities in the contexts in which they would normally be occurring (e.g., arranging to shoot traditional Irish music performance at an Irish traditional music session or gospel quartet music at a Sunday church service)
- Include at least 30 minutes of ready access to a quiet space in which to conduct audio interviews
- Allow at least two hours from arrival to departure

See the Maryland State Arts Council website, msac.org, for examples of previous Folklife Apprenticeship activities going back to 2004.
Appendix B
Scoring rubrics
The review of all Folklife Apprenticeship applications is based on the following five criteria. Rubrics detailing these criteria are below. Panelists will score Folklife Apprenticeship applications according to the rubrics below. The questions accompanying each criterion are taken directly from the application form.

**Criterion 1: Traditional nature of the proposed form of folklife**
- Application questions:
  - Name and briefly describe the form of folklife this apprenticeship would focus on.
  - Describe the cultural history of the form of folklife this apprenticeship would focus on.
  - Describe the current community participating in the form of folklife this apprenticeship would focus on.

<table>
<thead>
<tr>
<th>Excellent (17-20 points)</th>
<th>Good (13-16 points)</th>
<th>Fair (9-12 points)</th>
<th>Poor (8 or fewer points)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Form of folklife clearly demonstrates a strong connection with an easily identifiable cultural community over a generational period of practice</td>
<td>Form of folklife demonstrates a connection with a cultural community over a moderate period of practice</td>
<td>Form of folklife demonstrates a partial connection with an ambiguously-defined cultural community over a limited or unclear period of practice</td>
<td>Form of folklife’s connection to culture, community, and past practice are negligible or not present</td>
</tr>
</tbody>
</table>

**Criterion 2: Expertise of the master**
- Application questions:
  - What is your experience participating in this form of folklife?
  - Describe your skill set with this form of folklife.
  - Describe any official or unofficial recognitions you have received for participating in this form of folklife.

<table>
<thead>
<tr>
<th>Excellent (17-20 points)</th>
<th>Good (13-16 points)</th>
<th>Fair (9-12 points)</th>
<th>Poor (8 or fewer points)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Master’s expertise is demonstrated through an extensive skill set and strong public and community recognition as a notable tradition bearer</td>
<td>Master’s expertise is demonstrated through a complete skill set and clear public and community recognition as a notable tradition bearer</td>
<td>Master’s expertise is demonstrated through a somewhat clear skill set and some public and community recognition as a notable tradition bearer</td>
<td>Master’s expertise is negligible or not demonstrated</td>
</tr>
</tbody>
</table>
Criterion 3: Preparedness of the learner
  ● Application questions:
    ○ What is your experience participating in this form of folklife?
    ○ Describe your skill set with this form of folklife.
    ○ Describe any official or unofficial recognitions you have received for participating in this form of folklife.

<table>
<thead>
<tr>
<th>Excellent (17-20 points)</th>
<th>Good (13-16 points)</th>
<th>Fair (9-12 points)</th>
<th>Poor (8 or fewer points)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Learner’s preparedness is demonstrated through a strong, progressive trajectory of past accomplishments</td>
<td>Learner’s preparedness is demonstrated through a clear trajectory of past accomplishments</td>
<td>Learner’s preparedness is demonstrated through some indication of past accomplishments</td>
<td>Learner’s preparedness is negligible or not demonstrated</td>
</tr>
</tbody>
</table>

Criterion 4: Potential impact of the apprenticeship on the continued vitality of the tradition
  ● Application questions:
    ○ How would this apprenticeship contribute to the cultural, practical, and artistic value of this form of folklife?

<table>
<thead>
<tr>
<th>Excellent (17-20 points)</th>
<th>Good (13-16 points)</th>
<th>Fair (9-12 points)</th>
<th>Poor (8 or fewer points)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Apprenticeship is poised to provide strong cultural, practical, and artistic value to the tradition at large</td>
<td>Apprenticeship is poised to provide clear cultural, practical, and artistic value to the tradition at large</td>
<td>Apprenticeship is poised to provide some cultural, practical, and artistic value to the tradition at large</td>
<td>Apprenticeship’s value to the tradition at large is negligible or not clear</td>
</tr>
</tbody>
</table>

Criterion 5: Feasibility of the work plan
  ● Application questions:
    ○ Describe the work plan for this apprenticeship, with details on the type of activities taught, materials needed and dates and locations of training.
    ○ Briefly describe the expenses associated with this apprenticeship.

<table>
<thead>
<tr>
<th>Excellent (17-20 points)</th>
<th>Good (13-16 points)</th>
<th>Fair (9-12 points)</th>
<th>Poor (8 or fewer points)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Work plan is exceptionally clear and organized; scope is ideal given the stated time commitments</td>
<td>Work plan is clear and organized; scope is reasonable given the stated time commitments</td>
<td>Work plan is somewhat clear and organized; scope and time commitments are considered somewhat</td>
<td>Work plan is unclear, incomplete, or not present</td>
</tr>
</tbody>
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Appendix C

Review process

- **Staff Review:** After an application is received, it is reviewed by staff for completeness and adherence to Council guidelines. Applicants will be notified whether their application is complete or if additional information or corrections are necessary. The applicant must meet all subsequent deadlines as specified in writing or the application will be considered withdrawn.

- **Grants Review Panel:** When the application is complete, it is assigned to members of a Grant Review Panel for evaluation. Grant Review Panels meet formally to evaluate the applications submitted.

- **Council Decision:** The full Council meets in early June to reach funding decisions.

- **Department of Commerce Approval:** The Council’s decisions are forwarded to the Department for review, analysis, and final approval by the Secretary of Commerce or a designee by July 1.

- **Notification:** All applicants are notified in writing of the Council’s decision when final approval is obtained.

- **Payment:** Signed Grant Agreement Forms must be received and the grantee must meet all reporting requirements before grant funds for the next fiscal year are disbursed.