



Apprenticeship Award Guidelines & Application

for awards given in Fiscal Year 2020
(July 1, 2019 June 30, 2020)

Deadline:

Friday, February 15, 2019, 5 p.m. EST

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Accessibility

If you do not use conventional print or wish to obtain this publication in an alternate format, contact the Maryland State Arts Council at 410.767.6555 or msac@msac.org.

If you are deaf or hard of hearing and have questions about this publication, contact Maryland TTY Relay at 1.800.735.2258 or 711.

For technical assistance on deadlines, formatting, requirements, or other operational questions, please contact the Director of Grants and Professional Development using the information on the first page of this document.

For technical assistance on narrative, strategy, or other content questions, please contact the Maryland Traditions Director using the information on the first page of this document.

About Us

Maryland Traditions is the folklife program of the Maryland State Arts Council. Since 1974, state-employed folklorists have worked to identify, document, support, and present Maryland folklife—also known as living cultural traditions—through grants, awards, festivals, and other programming.

Maryland Traditions comprises an infrastructure of folklorists and folklife specialists headquartered in Baltimore City and conducting folklife programming and research through regional collaborating organizations across the state.

The Maryland State Arts Council (MSAC) is an agency of the Maryland Department of Commerce. The mission of MSAC is to support artists and arts organizations in their pursuit of artistic excellence and ensure the accessibility of the arts to all citizens.

MSAC consists of an appointed council, or board, of 17 citizens and a professional staff charged with administering grants and programs. Each year, the council convenes several grants review panels consisting of discipline-specific arts experts whose duty is to evaluate applications and offer funding recommendations.

In accordance with the Open Meetings Law set forth in Sections 10-501 through 10-512 of the State Government Article of the Annotated Code of Maryland, all grants review panel meetings are open to the public. The dates, times, and locations of grants review panel meetings may be obtained by contacting MSAC at 410.767.6555 or msac@msac.org.

To learn more about Maryland Traditions or MSAC, visit www.msac.org.

About the Maryland Traditions Apprenticeship Award

Purpose

Apprenticeship Awards support up to one year of study in folklife, or community-based living cultural traditions handed down by example or word of mouth. During the study period, a master folklife practitioner passes down her or his knowledge to an apprentice in an effort to support the vitality of folklife in Maryland. Apprenticeships may focus on performance-based forms of folklife, such as storytelling, music, or dance; material forms of folklife, such as craft, costume, or food; or occupational forms of folklife, such as those found in maritime, agricultural, or architectural traditions.

Eligibility

Eligible Apprenticeship Award applicants are those who have resided in Maryland for at least six months and have some previous connection to folklife. Master folklife practitioners must be recognized as such by the members of their community, and apprentice folklife practitioners must demonstrate basic skills in the proposed course of study. Apprentice folklife practitioners must also demonstrate a commitment to practicing the form of folklife at hand after the conclusion of the apprenticeship.

Successful awardees must report to Maryland Traditions twice during the apprenticeship period. The first report consists of a recorded interview and photo shoot at or around the midway point of the apprenticeship. MSAC staff works with the grantees to arrange this meeting, which focuses on the activities of the master and apprentice in the first part of the apprenticeship. The second report is a public performance or demonstration illustrating the knowledge gained during the apprenticeship. Failure to report is grounds for the return of funds to MSAC.

Awardees are expected to sign release forms allowing their activities to be recorded and deposited in the Maryland Folklife Archives, housed in the Special Collections of Albin O. Kuhn Library at the University of Maryland, Baltimore County.

Funding

Apprenticeship Awards are \$4,000 for each apprenticeship team, paid in a single disbursement to the master artist, who then allocates the funds at her or his discretion.

Funds must be used for costs related to the apprenticeship, which might include compensation for the master's time, teaching materials, or travel. Funds must be used for expenses occurring between July 1, 2019, and June 30, 2020.

Review

Apprenticeship Award application reviews involve a number of steps. After an application is received, MSAC staff review it for completeness and adherence to eligibility guidelines.

Completed applications are forwarded to a grants review panel for evaluation. This panel meets formally to evaluate each application on its evidence of the traditional nature of the proposed form of folklife, the expertise of the master, the preparedness of the apprentice, the potential impact of the apprenticeship on the continued vitality of the tradition, and the feasibility of the work plan. The panel's ratings serve as the basis for funding recommendations, which are voted on at a spring meeting of the full arts council, or board. All applicants are notified of the council's decision as soon as possible. Successful applicants receive grant agreement forms (GAFs) from the MSAC grants office. GAFs must be completed and returned before funds are disbursed.

Appeals

Maryland Traditions and MSAC work to ensure fair and equitable distribution of funding. Simple dissatisfaction with the denial of an application or the amount of an award is not sufficient reason for an appeal. However, an application may be reconsidered if a procedural error has affected its review.

Grounds for such reconsideration include decisions based on review criteria other than those stated in these guidelines or decisions based the review of incorrect application materials by staff, panelists, or council members despite the applicant having initially provided correct application materials.

To initiate an appeal, the applicant must discuss the problem with the Maryland Traditions staff members who received the application. To pursue an appeal, the applicant must write an appeal letter to the MSAC executive director requesting a reconsideration of the decision and stating the grounds for the request. The letter must be sent no more than 60 days after receipt of the grant award or denial letter. The applicant will be notified about the result of the appeal within 90 days of the receipt of the appeal letter.

Preparing Your Apprenticeship Award Application

Paper requirement

All Apprenticeship Award applications must be submitted on paper and delivered to MSAC using the address at the beginning of this document. The application must be completed using the form at the end of this document. During the application period, applicants may consult MSAC staff members for technical assistance during regular business hours using the contact information at the beginning of this document. The deadline for submitting applications is Friday, February 15, 2019, at 5 p.m. EST.

Required and optional documents

The completed application form is the only required document for an Apprenticeship Award application, but applicants are invited to include supplemental documents that might make an application stronger.

Typical supplemental documents could include letters of recommendation; media coverage; or audio, video, or literary examples of past work. The applicant is responsible for ensuring the legibility and playability of all supplemental documents. Members of the grants review panel will receive all printed supplemental materials in advance; these should not exceed ten pages. Non-printed supplemental materials will be shared during the meeting of the grants review panel; these should not take more than two minutes to review.

Checklist

The following page is the first page of the Apprenticeship Award application. Use the checklist below while completing the application.

A completed Apprenticeship Award application must contain the following:

- Completed and mailed Apprenticeship Award application

A completed Apprenticeship Award application may contain the following:

- Supplemental support materials not exceeding ten pages and including:
 - Additional letters of support
 - Media coverage
 - Literary work samples
- Audio or video work samples not exceeding two minutes in length

Maryland Traditions Apprenticeship Award

Application for FY 2020 Awards

Submission Deadline: February 15, 2019, 5 p.m. EST

| | | |
|---------------|--------------------|-----|
| Master's name | | |
| Address | | |
| City | State MD | Zip |
| County | | |
| Home phone | Work phone | |
| Email | Website | |

| | | |
|-------------------|--------------------|-----|
| Apprentice's name | | |
| Address | | |
| City | State MD | Zip |
| County | | |
| Home phone | Work phone | |
| Email | Website | |

Name and briefly describe the form of folklife that the proposed apprenticeship would focus on.

Questions for the master

Describe in detail the form of folklife you plan to teach.

How did you begin working in this form of folklife? Include details about your teacher or teachers.

Questions for the master

Why is this form of folklife important in your life?

Why is this form of folklife important in your community?

Questions for the master

What is your experience teaching this form of folklife?

Why do you want to work with this apprentice?

List any recognitions you have received as a master of this form of folklife.

Provide a detailed work plan listing the skills, techniques, or repertoires that will be taught.

Questions for the master

List the meeting schedule for the apprenticeship team.

How will the work plan and schedule above contribute to the vitality of this form of folklife?

Questions for the apprentice

Why are you interested in learning more about this form of folklife?

How did you become interested in this form of folklife?

How would you rate your current ability level?

Questions for the apprentice

Why do you want to work with this master?

What do you hope to learn through this apprenticeship?

List any recognitions you have received as a practitioner of this form of folklife.

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Certification

Signing below certifies that the master and apprentice proposed for this apprenticeship have resided in Maryland for at least six months and have accurately represented themselves in the answers to the questions above.

After signing, mail the completed application and any supplemental documents to Maryland Traditions at the address listed at the beginning of this document.

Master signature: _____ Date: _____

Apprentice signature: _____ Date: _____

Guardian signature: _____ Date: _____
(for apprentices younger than 18)

Disclaimer

In accordance with Executive Order 01.01.1983.18, the Department of Commerce advises that 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, State Government Article, Sections 10-611 et seq 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. Applicants have the right to inspect, amend, or correct personal records in accordance with the Maryland Public Information Act.