

**New Mexico Arts**  
**A Division of the Department of Cultural Affairs**

**Application Guidelines**

**FOLK ARTS APPRENTICESHIP PROGRAM 2010-2011**

**Post Mark Deadline: Friday, December 11, 2009**

**Purpose:** The purpose of the Folk Arts Apprenticeship Program is to maintain the traditional folk arts practiced in New Mexico by contracting with master folk artists to teach their art forms to dedicated apprentices.

Folk arts are the traditional functional and expressive arts passed down informally by people through word of mouth or by imitation within a specific cultural group. Common types of cultural groups are: family, community, occupational, ethnic, or religious. Folk arts reflect the values and world views of the groups that make them, and are a rich and valuable heritage for all New Mexicans.

**Eligibility:** Master folk artists who have reached a high level of expertise in their art form are encouraged to apply. Apprentices should already have some skill in the art form to be studied and should demonstrate a serious commitment to working with the master artist and in maintaining this traditional art form within their cultural group. It is preferable that masters and apprentices know each other and have worked together before they apply. They may be relatives. For information on whether your art form is considered traditional folk art, please call the Folk Arts Coordinator at the New Mexico Arts office (**505-827-6490 or 1-800-879-4278**) prior to filling out your application. Determination as to whether the art form fits into the category of traditional folk arts will be made by the Folk Arts Coordinator prior to application review by a review panel.

**We Fund:**

- Supplies, materials, and travel necessary to the successful completion of the apprenticeship.
- Honorarium for the master artist.

**We Do Not Fund:**

- *Capital expenditures for equipment (budget items over \$100 or with a useful life of over one year.)* This includes items such as looms, musical instruments, carving chisels, and power tools.
- Materials and supplies over and above what is considered necessary to complete the apprenticeship in the time frame allowed.
- Apprenticeships entirely or primarily focused on restoration projects are not eligible in this category.
- Apprenticeships whose primary mission is training others to teach rather than perform or produce art are not eligible in this category.

**Priorities:** Priority will be given to master artists and apprentices who are members of the cultural group in which their art form developed (such as a cowboy poet who is or has been a working cowboy) and who produce their art specifically for members of their cultural group. Folk arts produced primarily for tourists and collectors outside the culture of the artist are not the priority of the Folk Arts Program, as the goal of this program is to assist communities in retaining and passing on their own heritage.

**Other Important Information:** Master Artists who have received contracts for two consecutive years must wait one full year before they are eligible to re-apply in this category.

**Time Frame:** All funded apprenticeships are eligible to begin on **July 1, 2010** and must conclude by **May 31, 2011**. Apprenticeships may begin later than July 1, 2010, but all must be concluded by May 31, 2011 unless granted a short extension by the Folk Arts Coordinator.

**Request Amounts:**

**Short Term:** A **\$1,000** honorarium and up to **\$1,000** for mileage and supplies necessary to complete the apprenticeship. A short-term apprenticeship lasts from two to four months and does not require many expensive supplies.

**Long Term:** **\$2,000** honorarium, and up to **\$2,000** for mileage and supplies necessary to complete the apprenticeship. A long-term apprenticeship lasts five to eight months, during which time the master and apprentice meet at least five times a month (or the equivalent), and requires more supplies.

**Application Materials:**

- 1) Application Information Form
- 2) Application Questions (Attached)
- 3) Work Plan
- 4) Budget

**Required Supplemental Material:** Both master and apprentice should submit documentation of their artwork. Failure to submit artistic samples will cause your application to receive a lower score, resulting in your application not being funded. For visual arts and crafts, submit no more than twelve digital images on CD or DVD. Please include information about the slide or image: the name of the artist, the art form, and the date when the work was done, on either page 7 of this application form or on a separate sheet of paper. **(Please note that NO photographs or slides will be accepted.)** For music or storytelling, submit ten minutes of audio on CD, labeled with the name of the artist and date of the performance. For dance or drama, a ten-minute DVD labeled with the name of the artist and date of the performance is required. **Contact the Folk Arts Coordinator if you need assistance in documenting your work.**

**Evaluation Criteria:** Apprenticeship applications will be rated on the following criteria and weighted average formula:

- **Artistic quality** (Both Master and Apprentice) - 40 points
- **Dedication** of the apprentice to carry on the art form - 30 points
- **Benefit** of the apprenticeship to the people of New Mexico - 20 points
- The appropriateness of items included in the **budget** - 10 points

**Application Review Process:**

1. Eligible full applications will be rated and ranked by a Review Panel on the Evaluation Criteria.
2. Panel Ratings and Rankings and Staff recommendations will be reviewed by the New Mexico Arts Commission, funding recommendations will be considered and final contract award decisions will be made in the Spring, 2010.
3. Announcement of awarded contracts will be made in June, 2010.

**Post Mark Deadline and Submission Instructions for Applications:**

Application materials must be mailed to New Mexico Arts on or before the Friday, December 11, 2009 postmark deadline. Applications post marked after this date will not be accepted. Hand deliveries will not be accepted.

Applications should be mailed to the following address:

**New Mexico Arts  
PO Box 1450  
Santa Fe, NM 87504-1450**

Application materials hand delivered or sent by facsimile transmission (FAX) will NOT be accepted. **Applications postmarked after the Friday, December 11, 2009 deadline will not be considered for review.**

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**2010-2011  
FOLK ART APPRENTICESHIP APPLICATION  
INFORMATION FORM  
NEW MEXICO ARTS**

Mailing Post Mark Deadline Friday, December 11, 2009

*Please type or print in black ink.*

**Master Artist**

**Apprentice**

<b>Name</b>		<b>Name</b>	
<b>Address</b>		<b>Address</b>	
<b>City, ST, Zip</b>		<b>City, ST, Zip</b>	

<b>Home Telephone</b>		<b>Work Telephone</b>			<b>Home Telephone</b>		<b>Work Telephone</b>	
<b>Date of Birth</b>		<b>Place of Birth</b>			<b>Date of Birth</b>		<b>Place of Birth</b>	
<b>County of Residence</b>		<b>Ethnic Background</b>			<b>County of Residence</b>		<b>Ethnic Background</b>	

**TRADITIONAL FOLK ART YOU WISH TO TEACH**

**CHECK ONE:** This will be a long-term \_\_\_\_\_, short-term \_\_\_\_\_ apprenticeship.

**APPRENTICESHIP DATES:** Starting Date (not earlier than July 1, 2010)

End Date (not later than May 31, 2011)

**TOTAL AMOUNT REQUESTED:** \$ \_\_\_\_\_ (from page 2)

**SIGNATURES**

I am willing to take \_\_\_\_\_ as an apprentice according to the plans outlined in this application.

**Master Artist's Signature and Date Signed**

I am willing to work with \_\_\_\_\_ as my teacher according to the plans outlined in this application.

**Apprentice's Signature and Date Signed**

**WORK PLAN:** How often, when and where will you meet with your apprentice? How many months will the apprenticeship last? What will you teach at each meeting? What do you expect the apprentice to achieve during this time?

We plan to meet: \_\_\_\_ hours per (circle one) **week** **month** for \_\_\_\_ (circle one) **weeks** **months** for a total of \_\_\_\_ hours.

We will meet at (check one or more)  the master's home/studio  
 the apprentice's home/studio  
 a location other than these

**On a separate sheet of paper:** list what will be accomplished in each meeting in the following format:

At the first meeting the apprentice will:

At the second meeting the apprentice will: and so on.

**SUPPLIES AND MATERIALS:** On a separate sheet of paper, make a detailed list of the supplies you will need and the estimated amount of each item. Total all your supplies at the bottom and put this total on the line provided at the bottom of this page. Please remember that we cannot fund major tool purchases or capital expenditures. Please call the Folk Arts Coordinator if you are unsure about an item.

<u>Item</u>	<u>Cost per item</u>	<u># items needed</u>	<u>Total cost</u>
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**TRAVEL:** On a separate sheet, list all travel mileage as follows:

<u># of trips</u>	<u>starting point</u>	<u>destination</u>	<u># of miles</u>
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Total all miles at the bottom of the page and multiply times \$0.32 per mile.

For overnight trips, you may add \$75 per day per diem. Add all of your travel expenses together at the bottom and write this number in the line provided below. Please remember that you need to explain why this travel is a necessary expense in your work plan.

**TOTAL APPRENTICESHIP BUDGET (see page 2 for total amounts allowed):**

Master Artist Training Fee (\$1,000 short-term; \$2,000 long-term):		
Total Supplies and Materials (from budget above):		
Total Travel (from budget above):		
<b>Grand Total / (Total Amount Requested):</b>		

*Please include on page 1*

**Application Questions:** *Please type or print in black ink on a separate sheet of paper.*

*The Master Artist should respond to the following three questions.*

1. What qualifies you to be considered a master artist in your traditional art form?
2. How did you learn this art form and what is your background and experience in practicing it?
3. Why do you wish to take on this particular person to be your apprentice?

*The Apprentice should respond to the following questions.*

1. How much experience do you have in the art form you wish to study? How did you learn it?
2. Have you worked with the master artist before? If so, how long?
3. What do you expect to accomplish during this apprenticeship?
4. Why are you interested in learning more about this art form?
5. What plans do you have at the present time for the products and/or knowledge and talent that you hope to gain from this apprenticeship?

**DOCUMENTATION:**

List the supporting documents (slides, cassette tapes, or video tapes) you have included with this application. All applicants to the Folk Arts Apprenticeship Program who submit slides of traditional art must supply relevant information with their samples, such as for a weaving: dyes used, type of yarn used, significance of patterns chosen.

Master Artist's Supporting Documents

Apprentice's Supporting Documents

**OPTIONAL NAME AND ADDRESS RELEASE FORM:**

The New Mexico Arts often receives requests from groups and individuals for lists of practicing traditional folk artists in the State of New Mexico. If you would like your name and address included in such a list, please sign the appropriate space in the following form. If you would not like to have your name included in such a listing, please do not sign the form below.

I am willing to release my name and address to be included in a New Mexico Folk Arts Directory. (Not Required)	
_____	
Master Artist's Signature	Apprentice's Signature