New Mexico Arts contracts arts services on behalf of the state for the people of New Mexico. Activities funded for FY2021 should take place between July 1, 2020–May 31, 2021.

For accessibility questions or to request an alternate format of these guidelines and application please contact New Mexico Arts Accessibility Coordinator Lilli Tichinin at lilli.tichinin@state.nm.us; Phone: 505-476-0518 (voice); Instate: 800-879-4278 (voice); TTY Relay: 800-659-8331; Fax: 505-827-6043.
Contact Information

Staff

Vacant, Executive Director

Jenice Gharib, Acting Executive Director, Grants Program & Policy Director
JeniceE.Gharib@state.nm.us
Arts Trails, Economic & Entrepreneurial Development, Local Arts Councils & Service Organizations

Maggie Hanley, Program Coordinator
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Major Cultural Organizations, Community Arts

Phyllis Kennedy, Program Coordinator
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Arts Education; Arts in Social Service; Colleges, Universities, & Government Entities

Lilli Tichinin, Program Coordinator
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Folk Arts, Arts Projects, Accessibility

Cynthia Gonzales, Receptionist

Matthew Gallegos, Online Systems Administrator

Arts Commissioners

Charmay Allred, Santa Fe
JoAnn Balzer, Santa Fe
Manuel “Fred” Barraza, Silver City
Nancy Cooper, Albuquerque
Glenn Cutter, Mesilla
Sherry Davis, Santa Fe
Maria Kompare, Farmington
Mary Lyle, Hobbs
Tom Maguire, Santa Fe
Mary Peña Noskin, Los Ranchos
Wren Prather-Stroud, Carlsbad
Mary Robinson, Santa Fe
John Rohovec, Silver City
Terri Salazar, Los Ranchos

407 Galisteo, Suite 270, Bataan Memorial Building, Santa Fe, NM 87501
**1 Introduction to New Mexico Arts**

**NEW MEXICO ARTS**

New Mexico Arts is the state arts agency and a division of the Department of Cultural Affairs. The 15-member governor-appointed New Mexico Arts Commission serves as our advisory body. Our primary function is to provide financial support for arts services and programs to non-profit organizations statewide and to administer the 1% public art program for the state of New Mexico.

New Mexico Arts Mission is: To Preserve, Enhance, and Develop the Arts in New Mexico through Partnerships, Public Awareness, and Education, and to Enrich the Quality of Life for Present and Future Generations.

**Purpose**

The purpose of the Folk Arts Apprenticeship Program is to sustain 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 (505-476-0518 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.

The Folk Arts program provides grants for folk arts projects and folk arts apprenticeships; conducts fieldwork and documentation of the traditional arts in New Mexico and regionally; and presents workshops, lectures, panels, and events to further highlight traditional art forms in the region.
**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.

**We Fund**

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

**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.

**Post Mark Deadline: Friday, December 6, 2019.**

**Time Frame**

All funded apprenticeships are eligible to begin when their contracts are signed by NM Arts, but not before **July 1, 2020** and must conclude by **May 31, 2021**. Apprenticeships may begin later than July 1, 2020, but all must be concluded by May 31, 2021.

**Request Amounts**

**Short Term**

- $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. Work Plan
3. Budget
4. Application Questions (Master and Apprentice)
5. Supplemental Application Materials:
   Artistic Samples (Master and Apprentice)

Supplemental Application Materials

Both master and apprentice should submit documentation of their artwork. Failure to submit artistic samples by either the master or apprentice will cause your application to receive a lower score, resulting in your application not being funded. If submitting a link to online materials, please ensure that the link is active through June 2020. You may submit any or all of the sample types below.

Digital Images

Master and Apprentice may each submit up to ten (10) digital images via a link to online photos or on a CD (pdf or jpg files). Please include information about each image: the name of the artist, the art form, and the date when the work was done, with the link, CD, or this application.

NOTE: NO printed photographs will be accepted.

Audio Samples

Submit up to ten (10) minutes total of audio. Submit audio via a link to online material or on a CD (mp3) labeled with the name of the artist and date of the performance(s). Include any additional information with this application.

Video Samples

Submit up to ten (10) minutes total of video via a link to online material (YouTube, Vimeo, etc.) or on a CD (mp4 file, NOT a DVD). Provide the name of the artist and date of the performance(s) with the link(s), CD, or with this application.

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

Find detailed guidance on how review panelists will consider applications for funding based on New Mexico Arts Panel Evaluation Criteria at http://www.nmarts.org/guidelines-and-app.html under “FY2021 Folk Arts Apprenticeship Program.”

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 of 2020.
3. Announcement of awards and mailing of contracts will be in late June 2020.

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.
Deadline / Submission Instructions

Application materials must be mailed to New Mexico Arts on or before the Friday, December 6, 2019 postmark deadline. Applications postmarked after the Friday, December 6, 2019 deadline or hand delivered after 5pm on the deadline day will not be considered for review. Application materials sent by facsimile transmission (FAX) will not be accepted.

Applications should be mailed to the following address:

New Mexico Arts
407 Galisteo St. Suite 270
Santa Fe, NM 87501

Non-discrimination

New Mexico Arts complies with all local, state, and federal laws and regulations concerning civil and human rights and must assure that programs, grants, and employment practices are free of any discrimination based on race, color, national origin, disability, sex, or age.

Any program or activity receiving state financial assistance through New Mexico Arts must comply with the federal acts as detailed in the FY20 Assurance of Compliance Form as applicable.

The New Mexico Arts Arts Services Contract Agreement signed by all funded organizations and individuals requires compliance with these federal laws.
# NEW MEXICO ARTS  
**FOLK ART APPRENTICESHIP PROGRAM APPLICATION**  
**2020-2021 INFORMATION FORM**

Mailing Post Mark Deadline Friday, December 6, 2019  
Hand Delivery Deadline Friday, December 6, 2019 at 5pm  
To request a fillable PDF version of this application contact Folk Arts Coordinator Lilli Tichinin at lilli.tichinin@state.nm.us

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Please type or print in **black** ink.

<table>
<thead>
<tr>
<th><strong>Master Artist</strong></th>
<th><strong>Apprentice</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>Name</td>
</tr>
<tr>
<td>Address</td>
<td>Address</td>
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<tr>
<td>City</td>
<td>City</td>
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<td>Date of Birth</td>
<td>Date of Birth</td>
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<tr>
<td>Place of Birth</td>
<td>Place of Birth</td>
</tr>
<tr>
<td>County of Residence</td>
<td>County of Residence</td>
</tr>
<tr>
<td>Ethnic Background</td>
<td>Ethnic Background</td>
</tr>
</tbody>
</table>

**TRADITIONAL FOLK ART YOU WISH TO TEACH:**

CHECK ONE:  This apprenticeship will be long-term ______ short-term ______

**APPRENTICESHIP DATES:**  
Starting Date (not earlier than July 1, 2020) ____________________________  
End Date (not later than May 31, 2021) ____________________________

**TOTAL AMOUNT REQUESTED:**  $ ____________  (from next page)

**SIGNATURES (original ink signatures required):**

I am willing to take ___________________________ as an apprentice according to the plans outlined in this application.  
(Apprentice's full name)

__________________________  
Master Artist’s Signature and Date Signed

I am willing to work with ___________________________ as my teacher according to the plans outlined in this application.  
(Master’s full name)

__________________________  
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? If you are requesting travel funds please explain why this travel is necessary.

We plan to meet: ______ hours per (check one) □ week □ month
   for ______ (check 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 and tentative dates of meetings in the following or similar format:

At the first meeting the apprentice will: . . .
At the second meeting the apprentice will: . . . etc.

BUDGET

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, using the format below. 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.

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost per item</th>
<th># items needed</th>
<th>Total cost</th>
</tr>
</thead>
</table>

TRAVEL
On a separate sheet, list all travel mileage as follows:

<table>
<thead>
<tr>
<th># of trips</th>
<th>starting point</th>
<th>destination</th>
<th># of miles</th>
</tr>
</thead>
</table>

Total all miles at the bottom of the page and multiply times $0.43 per mile.

For overnight trips, you may add a per diem of $85 per person, per day. 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.

NOTE: NM Arts funds cannot be used for out-of-state travel.

TOTAL APPRENTICESHIP BUDGET

<table>
<thead>
<tr>
<th>Master Artist Training Fee ($1,000 short-term; $2,000 long-term):</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Supplies and Materials (from budget above):</td>
</tr>
<tr>
<td>Total Travel (from budget above):</td>
</tr>
</tbody>
</table>

| Grand Total / (Total Amount Requested)                           |
| (Include this amount on previous page.)                         |
APPLICATION QUESTIONS

Please type or print in black ink on a separate sheet of paper.

The Master Artist should respond to the following 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. Have you served as a mentor in this art form before? If so, how long?
4. Why do you wish to take on this particular person to be your apprentice?
5. What is the cultural significance of this art form to your own community and how do you plan to pass on relevant cultural knowledge to the 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. Why are you interested in learning more about this art form?
4. What do you expect to accomplish during this apprenticeship?
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?

SUPPLEMENTAL APPLICATION MATERIALS: ARTISTIC SAMPLES

Below or on a separate piece of paper, list the supporting materials (digital images, audio recording or video recording, provided via link to online materials, or a CD) you have included with this application. If submitting a link to online materials, please ensure that the link remains active through June 2020. All applicants to the Folk Arts Apprenticeship Program who wish to score competitively in the selection process should supply relevant information with their samples. For example, for a weaving: dyes used, type of yarn used, and significance of patterns chosen.

Master Artist’s Supporting Materials  

Apprentice’s Supporting Materials  

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 box below. 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
FOLK ART APPRENTICESHIP APPLICATION CHECKLIST

______ Application Information Form  
   Be sure both Master and Apprentice have signed the Application Information Form

______ Application Questions—Master

______ Application Questions—Apprentice

______ Work Plan  
   What will be accomplished at each meeting?

______ Budget  
   Master Artist Fee  
   Supplies and Materials  
   Travel

______ Supplemental Application Materials: Artistic Samples  
   (via link to online materials or CD)  
   Digital Images  
   Audio  
   Video
New Mexico Arts FY2021
Folk Arts Apprenticeship
Guidelines