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new mexico arts  
public support for the arts

Folk Arts  
Apprenticeship  
Program  
FY2025  
Guidelines &  
Application



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For accessibility questions or to request an alternate format of these  
guidelines and associated documents, contact the  
New Mexico Arts Office: 505-827-6490

407 Galisteo, Suite 270, Bataan Memorial Building, Santa Fe, NM 87501  
505-827-6490 | 1-800-879-4278 | [www.nmarts.org](http://www.nmarts.org)

# Program Introduction

## Folk Arts Apprenticeship Program

### New Mexico Arts

New Mexico Arts is the state arts agency and a division of the Department of Cultural Affairs. 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.

The goal of the Folk Arts Program is to support and sustain traditional performing and visual art forms practiced in New Mexico. The program provides grants for traditional folk arts projects and folk arts apprenticeships; conducts fieldwork and documentation of traditional arts in New Mexico; and presents programming that highlights traditional art forms in the region.

### Purpose

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

Folk and traditional arts are the culturally specific, traditional, functional, and expressive arts practiced and passed down within a cultural community or group. Common types of cultural groups include: family, occupational, ethnic, or religious. Folk and traditional arts reflect the values and worldviews of the groups that practice them and are part of a rich and valuable heritage for all New Mexicans.



### Eligibility

Master 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. Apprentices should demonstrate a serious commitment to working with the master artist and in maintaining the traditional art form within their shared cultural group.

It is preferable that masters and apprentices know each other and have worked together before they apply. They may be relatives. Both the master artist and apprentice must be current residents of New Mexico.

Master artists who have received contracts for two consecutive years must wait one full year before they are eligible to re-apply.

The number of Apprenticeships funded each year is dependent on availability of funds and may fluctuate. Applications must score a minimum of 65 points to be recommended for funding, but a score of 65 or above does not guarantee funding.

To determine if your art form is considered a folk or traditional art, please contact New Mexico Arts.

## **We cannot fund:**

Major equipment purchases or capital expenditures (such as a single item costing more than 40% of the total available materials/supplies budget). This may include items such as looms, musical instruments, and power tools. Contact New Mexico Arts to discuss exceptions.

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**

- Honorarium for the Master Artist.
- Supplies, materials, and travel necessary for the successful completion of the apprenticeship.

## **Priorities**

The goal of the program is to assist cultural communities in retaining and passing on their own heritage. Priority will be given to master artists and apprentices who are members of the cultural group in which their art form developed, who learned the art form within their community, and who produce their art specifically for members of their cultural group.

## **Time Frame**

All apprenticeships activities should take place between **July 1, 2024 - May 31, 2025**. Apprenticeships are eligible to begin when their contracts are signed by the Department of Cultural Affairs, but not before July 1, 2024.

## **Request Amounts**

Applications awarded funding will receive the full amount requested, up to the maximums detailed below. New Mexico Arts may reach out to applicants to adjust final budget for any ineligible items.

### **Short Term - up to \$3,000**

Funding for \$1,500 honorarium and up to \$1,500 for mileage and supplies necessary to complete the apprenticeship. A short-term apprenticeship lasts from two to five months and does not require expensive supplies.

### **Long Term - up to \$6,000**

Funding for \$3,000 honorarium and up to \$3,000 for mileage and supplies necessary to complete the apprenticeship. A long-term apprenticeship lasts six to eleven months, during which time the master and apprentice meet regularly, and require more supplies.

## **Evaluation Criteria**

Apprenticeship applications will be rated on the following criteria:

- Artistic quality (both Master and Apprentice);
- Dedication of the apprentice to carry on the art form;
- Benefit of the apprenticeship to the people of New Mexico;
- The appropriateness of items included in the budget.

*Find detailed guidance about how applications are evaluated on the Evaluation Criteria and Scoring Guide (on the following page).*

## Evaluation Criteria and Scoring Guide: Folk Arts Apprenticeship Program

<b>Artistic Quality</b> (20 points each - 40 points total)	<b>Area of the application for review</b>	<b>Evaluation Details</b>
Artistic Quality: Master Artist	Application Questions & Artistic Samples	Master artist’s artistic samples clearly show evidence of high-quality artistic accomplishment and skill, answers to application questions establish background and experience as a master in the art form.
Artistic Quality: Apprentice	Application Questions & Artistic Samples	Apprentice’s artistic samples clearly show evidence of artistic accomplishment and skill beyond the level of a beginner. Answers to application questions establish previous experience in the art form and potential to advance artistic ability.

<b>Dedication</b> (30 points total)	<b>Area of the application for review</b>	<b>Evaluation Details</b>
Dedication of the apprentice to carry on the art form	Application Questions, Work Plan, & Artistic Samples	Apprentice’s answers to application questions show dedication to the art form and clear plans to continue practicing the art form after completing the apprenticeship. Work Plan shows intention to develop skills and advance artistic ability and cultural knowledge. Artistic samples show dedication to developing artistic quality and skills in the art form.

<b>Benefit</b> (20 points total)	<b>Area of the application for review</b>	<b>Evaluation Details</b>
Benefit of the apprenticeship to the people of New Mexico	Overall application	Continuation of the art form through this apprenticeship contributes to the cultural artistic tradition of the art form and the heritage of traditional arts practiced in New Mexico.

<b>Budget</b> (10 points total)	<b>Area of the application or review</b>	<b>Evaluation Details</b>
Appropriateness of items included in the budget	Budget & Work plan	Proposed apprenticeship budget is clearly feasible. Supplies, materials and travel listed in the budget are applicable and necessary to the apprenticeship as proposed in the Work Plan.

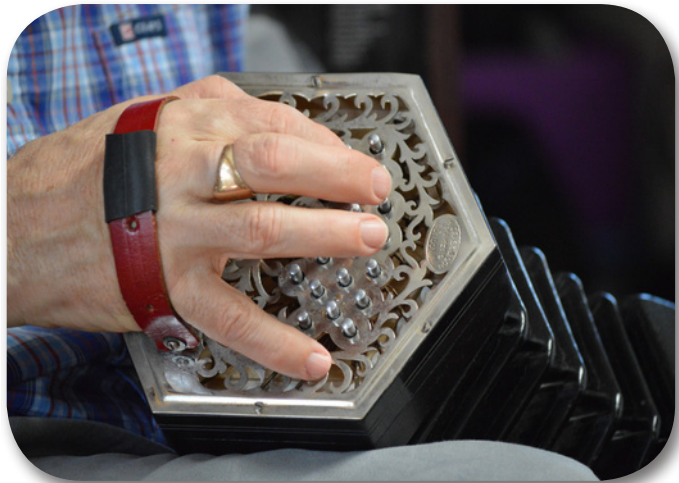
### Scoring Guide:

- 90-100 Excellent
- 80-89 Good
- 70-79 Average
- 65-69 Poor
- 64 and below Not recommended for funding

# Application Information

## Application Materials

1. Application Form
2. Application Questions (Master Artist and Apprentice)
3. Work Plan
4. Budget
5. Artistic Samples (Master Artist and Apprentice)



## Artistic Samples

In determining artistic quality, application reviewers will consider artistic samples of the master artist and apprentice as well as answers to application questions. In order to score competitively, **both** master artist and apprentice should submit documentation of their work. If submitting a link to online materials, please ensure that the link is active through June 2024. You may submit any combination 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 thumb drive (as pdf or jpg files).

Please include information about each image, as in name of artist, artform, date, context, cultural significance (see page 9).

NOTE: No printed photographs will be accepted.

## Audio Samples

Submit a **maximum of ten (10) minutes total of audio (up to 5 separate tracks)**.

Submit audio via a link to online material or thumb drive (as mp3 files).

Please Include information about each sample, such as artist name, date, context, cultural significance (see page 9).

## Video Samples

Submit a **maximum of ten (10) minutes total of video (up to 5 separate recordings)**.

Submit video via a link to online material (YouTube, Vimeo, Google Drive, etc.) or thumb drive (as mp4 or MOV files, NOT a DVD).

Please Include information about each sample, such as artist name, date, context, cultural significance (see page 9).



## Application Review Process

- New Mexico Arts will review submitted applications for eligibility.
- Eligible applications will be reviewed and scored by a Review Panel based on the Evaluation Criteria.
- Panel scores and staff recommendations will be reviewed by the New Mexico Arts Commission. Funding recommendations will be considered and final agreement decisions will be made in June 2024.
- Award announcements and agreement notification will be in late June 2024.

## Deadline & Submission Instructions

There are three options for submitting the application

1. Mailed to New Mexico Arts on or before the **Friday, December 8, 2023** postmark deadline  
**OR**
2. Hand delivered to the New Mexico Arts office by **5 PM MT on Friday, December 8, 2023**  
**OR**
3. Emailed to [anna.blyth@dca.nm.gov](mailto:anna.blyth@dca.nm.gov) by **5 PM MT on Friday, December 8, 2023**.

Please contact New Mexico Arts with questions about the submission of the application.

If mailing or hand delivering applications, use the following address:

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

**Submission/  
Postmark Deadline:**  
Friday  
December 8, 2023

## 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 financial assistance through New Mexico Arts must comply with the federal acts as detailed in the FY25 Assurance of Compliance Form as applicable. The New Mexico Arts, Arts Services Agreement signed by all funded organizations and individuals requires compliance with these federal laws.

**Images:** Artists/work pictured: Cover-Southwest Roots Music, Dyed Wool Rolled into Balls by Yvonne Aragón, Deming Arts Council. Page 1-Stephanie Ramirez and Clementine West; Page 2-Rosemary Wilkie; Page 3-Gerry Carthy; Page 4-Photo courtesy of Louie Garcia.

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**New Mexico Arts  
Folk Arts Apprenticeship  
Program Application Form FY2025**

Mailing Post Mark Deadline: Friday, December 8, 2023  
Email or Hand Delivery Deadline: Friday, December 8, 2023 at 5 PM MT  
For questions or to request a fillable PDF version of this application contact:  
New Mexico Arts at 505-827-6490

**Apprenticeship Information**

**Master Artist Information**

Name \_\_\_\_\_

Address \_\_\_\_\_

City State ZIP \_\_\_\_\_

Primary phone number \_\_\_\_\_ Other phone number \_\_\_\_\_

Email \_\_\_\_\_

Year of birth \_\_\_\_\_ Place of birth \_\_\_\_\_

Self-identified ethnic background \_\_\_\_\_

**Apprentice Information**

Name \_\_\_\_\_

Address \_\_\_\_\_

City State ZIP \_\_\_\_\_

Primary phone number \_\_\_\_\_ Other phone number \_\_\_\_\_

Email \_\_\_\_\_

Year of birth \_\_\_\_\_ Place of birth \_\_\_\_\_

Self-identified ethnic background \_\_\_\_\_

**Traditional art form being taught:**

---

**Check one:** This apprenticeship will be long-term  short-term

**Apprenticeship Dates:**

Starting Date (not earlier than July 1, 2024) \_\_\_\_\_

End Date (not later than May 31, 2025) \_\_\_\_\_

**Total Amount Requested:** \$ (from budget form)  
(Maximum \$3,000 for short-term; (maximum \$6,000 for long-term)

**Signatures (ink signatures or certified digital signature)\*:**

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

---

*Master Artist's Signature and Date Signed*

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

---

*Apprentice's Signature and Date Signed*

\*A signature, by one the Parties identified here, that is transmitted, whether via email or other electronic means, on this form to another party or to New Mexico Arts, a Division of the Department of Cultural Affairs, shall bind the Party signing and sending, or signing and having the document sent, as if the signature were an original.

## Application Questions

**On a separate sheet of paper respond to the questions listed below.**

The **Master Artist** should respond to the following questions:

1. How did you learn this art form and what is your background and experience in practicing it?
2. How has your artistic quality and mastery of the artform been recognized by your peers or community?
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 the 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 the art form?
4. What do you expect to learn or accomplish during the apprenticeship?
5. What plans do you have to continue with the art form and/or use the knowledge you hope to gain from the apprenticeship?

## Work Plan

The purpose of the work plan is to demonstrate that you have thought through how your time together will be structured and to help the application reviewers gain an understanding of your artform and your plan for working together.

Each apprenticeship's work plan will look different depending on the cultural practices and type of artform. Please format your work plan in a way that is most relevant for your apprenticeship.

**On a separate sheet of paper**, please include the following information and any other information you feel it is important for the reviewers to understand about your plans.

- How often, when, and where will you meet with your apprentice?
- What topics or themes do you plan to cover in your time together?  
(If applicable for your artform, this may be a list what will be done in each meeting and tentative dates of meetings; or it may be a general timeline and description of the work; or in another format, as applicable.)
- What do you expect the apprentice to learn during this time?
- If you are requesting travel funds, please explain why the travel is important to your apprenticeship.

## Budget

**Please complete the Apprenticeship Budget Form on the following page.**

### Supplies and Materials

Make a list of the supplies you will need and the estimated cost of each. Total all your supplies at the bottom on the line provided. Please remember that we cannot fund major equipment purchases or capital expenditures. Please call New Mexico Arts if you are unsure about an item.

### Travel

List planned travel; total all miles at the bottom of the page and multiply times \$0.45 per mile. For overnight trips, you may add a per diem of \$155 per person, per day.

Add all of your travel expenses together at the bottom and write this number on the line provided below. Please remember to explain why this travel is a relevant expense in your work plan.

**NOTE:** Before submitting, please speak to New Mexico Arts about any planned out-of-state travel to confirm if it will be eligible.

## Artistic Samples

### On a separate piece of paper:

List the artistic samples you have included with the application (provided via links to online materials or thumb drive).

Include any links as well as any descriptive information you want the reviewers to know about the samples.

- Digital images (up to 10 images each for Master and Apprentice; total of 20 images)
- Audio (maximum 10 minutes total; up to 5 separate tracks)
- Video recording (maximum 10 minutes total; up to 5 separate recordings)

**See page 4 of the guidelines for “Artistic Sample” details.**

## Public Record Information

Please be aware that the information you provide to New Mexico Arts in this application and through other documents and correspondence are public records.

*Public records are subject to inspection and copying pursuant to the New Mexico Inspection of Public Records Act (IPRA), a New Mexico state law that provides the public and media access to public information. The law requires open access to almost all public records in state and local government, with a few, limited exceptions. Under IPRA, the public has the right to take legal action if they are denied access to public records, an important mechanism to empower the public. A printable copy of the Attorney General’s IPRA Compliance Guide is available online. Portions of this application may be included in a publicly accessible archive including basic applicant biographical information and narrative answers. If you have questions about the archive or materials to be included, please contact New Mexico Arts at 505-827-6490.*

# Apprenticeship Budget Form

Please round figures to the nearest dollar.

A.	<b>Master Artist Training Honorarium</b> (\$1500 short-term; \$3,000 long-term)	\$
B.	<b>Supplies and Materials</b> <i>(Please detail Item, Cost per Item, Number of Items, Total Cost)</i>  Item Cost per item Quantity _____ <u>Total cost</u>	
	<b>Total Supplies and Materials</b>	\$
C.	<b>Travel</b> <i>(Please detail Number of Trips, Starting Point, Destination, Number of Miles)</i> #of trips starting point destination _____  #of miles _____   Total # of miles _____ x \$0.45 per mile = _____  Total # of overnight per diem _____ x \$155 per overnight = _____	
	<b>Total Travel (mileage + per diem)</b>	\$
D.	<b>Total Budget</b> (Enter this amount on page 7)	\$0

Attach additional pages as needed.

# Folk Arts Apprenticeship Program 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

Budget Form

Artistic Samples for Master Artist and Apprentice  
*(via thumb drive, or link to online materials)*

*Artistic Sample list and information*

*Digital Images*

*Audio files*

*Video files*

## Submission Information:

Mail to New Mexico Arts on or before the Friday, December 8, 2023  
postmark deadline.

**OR**

Hand delivered to the New Mexico Arts office by Friday, December 8, 2023 at 5 pm. MT

**OR**

Email to [anna.blyth@dca.nm.gov](mailto:anna.blyth@dca.nm.gov) by Friday, December 8, 2023 at 5 pm.

Mail or deliver to:

New Mexico Arts

407 Galisteo St. Suite 270

Santa Fe, NM 87501