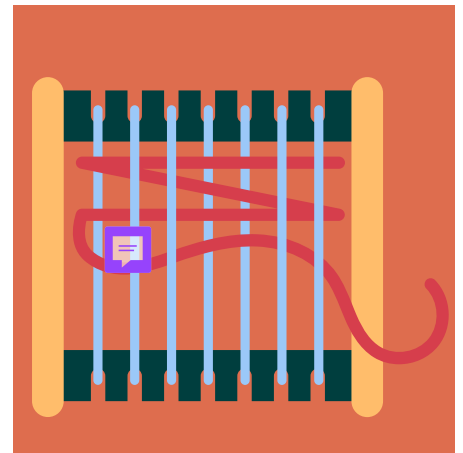
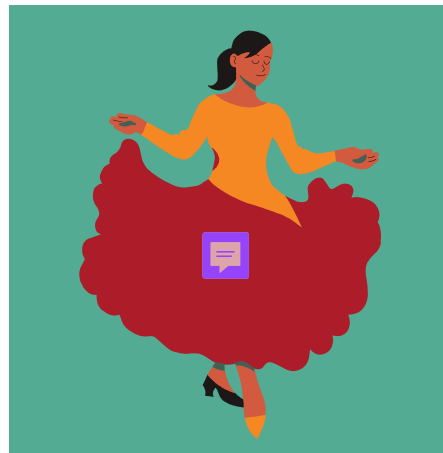
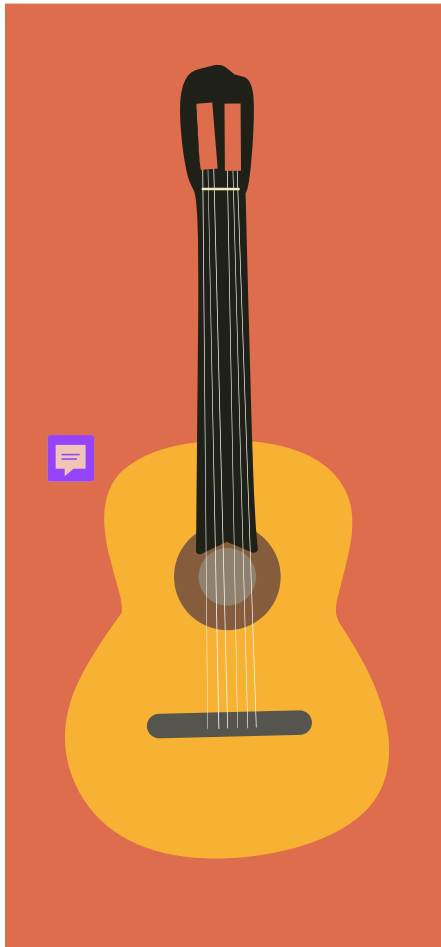




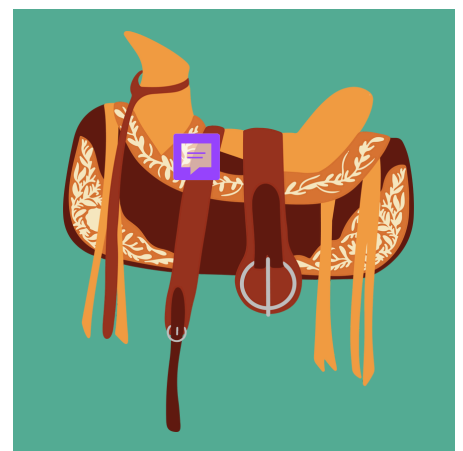
n m | a
new mexico arts
public support for the arts
nmarts.org

Folk Arts Apprenticeship
Program FY2026
Guidelines & Application



New Mexico Arts, a division of the
Department of Cultural Affairs
is funded in part by the
National Endowment for the Arts



Folk Arts Apprenticeship Program

FY2026 Guidelines & Application

For accessibility questions or to request an alternate format of these guidelines and associated documents, please contact
New Mexico Arts' Accessibility Coordinator:

Amy Mills Amy.Mills@dca.nm.gov 505-490-1872 (voice and text)

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407 Galisteo, Suite 270, Bataan Memorial Building, Santa Fe, NM 87501
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Folk Arts Apprenticeship Program

Program Introduction

About Us

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 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.

What is a Folk Arts Apprenticeship?

The Folk Arts Apprenticeship Program aims to sustain folk and traditional arts practiced in New Mexico by supporting master artists to pass on their knowledge to dedicated apprentices through a one-on-one learning opportunity. **Apprenticeships are a face-to-face, hands-on learning opportunity for a master and apprentice to work together over the course of several months to a year.** Each apprenticeship should aim both to teach the skills and techniques of the art form and to communicate the role this traditional practice plays within the community. The program is structured to reflect how traditional arts have historically been passed down from generation to generation, while recognizing that modern life can make this difficult.

What kinds of arts can be learned in an apprenticeship?

Folk and traditional arts are the expressive arts practiced and passed down within a cultural community or group. New Mexico is home to a deep well of traditional arts practiced by members of many cultural communities who live here. Folklife traditions encompass community cultural practices that have been here for decades or centuries, as well as the customs and creations of our newest residents. Cultural communities can range from regional, tribal, and ethnic groups to specific occupations, religions, social groups, and families. At the center of each tradition is the people who practice it and how they express what is important to them – their values, aesthetics, and worldviews – through the practice. Most people engage with folk or traditional arts in some aspect of their lives, although not everyone becomes a master artist.

Over the years, the apprenticeship program has supported more than 250 teams practicing traditions as diverse as instrument restoration, saddle making, embroidery, storytelling, furniture-making, weaving, and innumerable music and dance styles from across New Mexico. **Many traditions across the state could qualify, ranging from mariachi music to cowboy poetry, adobe building to hip-hop dance, cooking to custom car bodywork.** To see if your art form is considered a folk or traditional art, please contact folk arts coordinator Amy Mills at New Mexico Arts for a chat.

Who is considered a master artist? Who can be an apprentice?

Master artists are skilled practitioners who have reached a high level of expertise in their art form and are acknowledged by their community as a strong representative of the tradition. A master artist should be willing and able to pass on the skills, techniques, and cultural knowledge of their art form to an apprentice.

Apprentices must be residents of the state of New Mexico. They should already have some skill in the art form they wish to study and possess a serious commitment to mastery of the art form. Apprentices should demonstrate an intention to help maintain 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. (Note: New Mexico Arts does not match master artists and apprentices.)

Where does an apprenticeship take place?

A folk arts apprenticeship may take place anywhere that the master and apprentice team identify as a good location for effective teaching and learning. This might be the master's workshop or the apprentice's home, a dance studio or music practice room. New Mexico Arts does not provide spaces for the apprenticeship, so be sure to include any potential space costs in your proposed budget.

What can the apprenticeship fund?

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

We Cannot Fund

- Major equipment purchases or capital expenditures. This may include items such as looms, musical instruments, and power tools. Contact New Mexico Arts to discuss.
- Materials and supplies over and above what is necessary to complete the apprenticeship in the time frame allowed.
- Apprenticeships entirely or primarily focused on restoration projects.
- Apprenticeships whose primary mission is training others to teach (rather than practicing the art form themselves).

How long is an apprenticeship?

Apprenticeships usually run from 2 to 11 months, as determined by the master and apprentice. Alternative intensive schedules may be considered if appropriate. All funded apprenticeships activities must take place between July 1, 2025 - May 31, 2026. Apprenticeships are eligible to begin on July 1, 2025.



How much money is available for an apprenticeship?

Applicants may apply for a short-term or long-term apprenticeship. (Artists may participate in only one folk arts apprenticeship each year).

Short Term – up to \$3,000

A short-term apprenticeship lasts from 2 to 5 months and does not require expensive supplies. Funding includes a \$1,500 artist fee for the master artist and up to \$1,500 for mileage and supplies necessary to complete the apprenticeship.

Past short-term apprenticeships averaged 50 hours spent together.

Long Term – up to \$6,000

A long-term apprenticeship lasts 6 to 11 months, during which time the master and apprentice meet regularly and may require more materials and supplies. Funding includes a \$3,000 artist fee for the master artist and up to \$3,000 for mileage and supplies necessary to complete the apprenticeship. Past long-term apprenticeships averaged 100+ hours spent together.

Applications awarded funding will receive the full amount requested, up to the maximums listed above. New Mexico Arts may reach out to applicants to adjust final budget for any ineligible items (see “We Cannot Fund” section above).

Residency

Apprentices must be a current resident of the state of New Mexico. In most cases, the master artist must also be a current New Mexico resident.

- Limited exceptions may be made on a case-by-case basis where the master artist resides outside the state. For example, a Native-American master artist of the same tribal affiliation may be funded to teach a New Mexico apprentice a traditional art form. Master artists who practice a tradition that has a historical connection to New Mexico might also be allowed. Contact the Folk Arts Coordinator before applying to discuss.

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 same 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. Special consideration will be given to first-time applications, endangered art forms, and rural or underserved populations. New Mexico Arts will work to ensure a balanced distribution of apprenticeships among traditions, communities, and geographic areas.



Rotation Policy

Master artists who have received folk arts apprenticeships for two consecutive years must wait one full year before they are eligible to re-apply. This allows the program to support a greater variety of artists and traditions, to better reflect the diverse communities in New Mexico.

Help Us Spread the Word!

If you are a past master or apprentice, we would appreciate hearing from you about other artists whom you would recommend for the program! Word of mouth is our best way to learn about people who practice traditional arts.

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 the budget and work plan

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

Scoring Guide

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



Folk Arts Apprenticeship Program

Evaluation Criteria and Scoring Guide

Artistic Quality <i>(40 points total)</i>	Area of the application for review	Evaluation Details
Artistic Quality: Master Artist (20 points)	<ul style="list-style-type: none"> • Artistic Samples • Application Questions 	<p><u>Artistic samples</u> clearly show evidence of master's high-quality artistic accomplishment and skill.</p> <p><u>Question responses</u> establish background and experience as a master in the art form with community recognition of their role in continuing the art form.</p>
Artistic Quality: Apprentice (20 points)	<ul style="list-style-type: none"> • Artistic Samples • Application Questions 	<p><u>Artistic samples</u> clearly show evidence of apprentice's artistic accomplishment and skill beyond the level of a beginner.</p> <p><u>Question responses</u> establish prior experience in the art form and potential to advance artistic ability.</p>
Dedication <i>(30 points total)</i>	Area of the application for review	Evaluation Details
Dedication of the apprentice to carry on the art form	<ul style="list-style-type: none"> • Application Questions • Work Plan • Artistic Samples 	<p><u>Apprentice's answers</u> demonstrate dedication to the art form and clear plans to continue practicing it after completing the apprenticeship. <u>Work Plan</u> shows intention to develop skills and advance artistic ability and cultural knowledge. <u>Artistic samples</u> show dedication to developing artistic quality and skills in the art form.</p>

Folk Arts Apprenticeship Program

Evaluation Criteria and Scoring Guide

Benefit <i>(20 points total)</i>	Area of the application for review	Evaluation Details
Benefit to the people of New Mexico	<ul style="list-style-type: none">• Overall application	Apprenticeship contributes to the continuation of the cultural artistic tradition with positive impacts for its community of practice and for traditional arts in New Mexico.

Feasibility <i>(10 points total)</i>	Area of the application for review	Evaluation Details
Appropriateness of proposed budget and work plan	<ul style="list-style-type: none">• Work Plan• Budget	<u>Work Plan</u> has clear goals and adequate time to achieve meaningful results. <u>Budget</u> is feasible and appropriate. Supplies, materials and travel listed are applicable and necessary to the apprenticeship.



Folk Arts Apprenticeship Program

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)
6. Optional Support Materials

Artistic Samples

Artistic samples are your opportunity to demonstrate the artistic quality and cultural significance of your work. Both master artist and apprentice should submit documentation of their work. You may submit any combination of the sample types below.

For each sample, please include key information to direct the attention of the reviewers, such as artist names, art form, year created, context, and cultural significance. If submitting a link to online materials, please ensure that the link is active through June 2025.

Digital Images

Master and Apprentice each may submit **up to ten (10)** digital images, via a link to online photos or a thumb drive (as PDF or JPG files). No printed photographs will be accepted.

Audio Samples

Submit a **maximum of ten (10) minutes total** of audio (up to 5 separate tracks), via a link to online material or a thumb drive (as MP3 files).

Video Samples

Submit a **maximum of ten (10) minutes total** of video (up to 5 separate recordings), via a link to online material (YouTube, Vimeo) or a thumb drive (as MP4 or MOV files). No DVDs will be accepted.

Hints for Good Samples

Your artistic samples are your chance to show what you can do and why it is important.

- Master artists should select work that demonstrates your mastery of the tradition/art form. Apprentices should pick work that shows where you are in your learning process.
- Please provide good quality samples, but do not worry if the technological quality is not perfect. We ask reviewers to consider your skill, not the quality of your photographer or videographer.
- Reviewers may not know what you look or sound like, so identify yourself in all samples (e.g. Master Artist is in the red dress).
- Artists who focus on a craft or visual art form should provide **digital images** of your work.
- Artists who practice an audible art form—such as storytelling, singing, or music—should provide **audio or video** samples of your work. Rehearsals or informal practice are fine.
- Artists who practice a dance or drama art form must provide **video** samples of your work. Rehearsals or informal practice are fine.
- If you have provided a video or audio sample that is longer than 10 minutes, identify the specific segment to watch that shows your best work.
- If you have questions about the type or quality of your samples, please reach out to the Folk Arts Coordinator.

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 2025.
- Award announcements and agreement notification will be in late June 2025.

NOTE: 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.

Deadline & Submission Instructions

Application materials must be postmarked, emailed, or hand delivered on or before **Friday, December 13, 2024, at 5:00pm MT**. Materials can be addressed to Amy Mills, Folk Arts Coordinator, New Mexico Arts.

Email:

Amy.Mills@dca.nm.gov

Mailing Address:

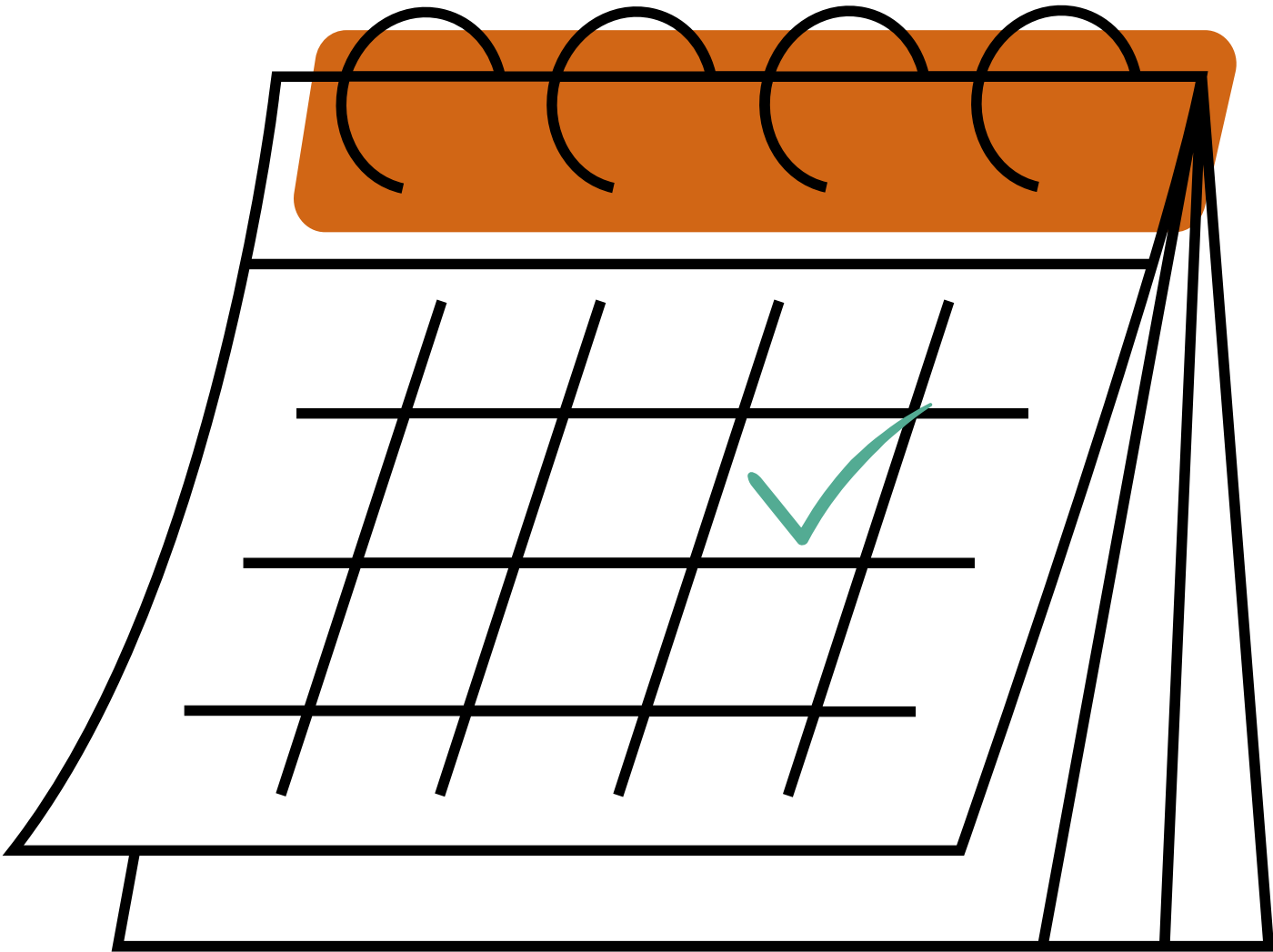
New Mexico Arts
407 Galisteo St. Suite 270
Santa Fe, NM 87501

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 financial assistance through New Mexico Arts must comply with the federal acts as detailed in the FY26 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.

Submission/Postmark Deadline

Friday, December 13, 2024, by 5:00pm MT



Folk Arts Apprenticeship Program

1. Application Form

Postmark Deadline: Friday, December 13, 2024

Email or Hand Delivery Deadline: Friday, December 13, 2024, at 5:00pm MT

For questions or to request a fillable PDF version of this application contact:
Amy Mills at Amy.Mills@dca.nm.gov or 505-490-1872 (voice and text).

Master Artist Information

Name _____

Address _____

City State Zip _____

Main Phone # _____ Alternate Phone # _____

Email Address _____

Year of Birth _____ Place of Birth _____

Self-identified ethnic background or cultural affiliation _____

Apprentice Information

Name _____

Address _____

City State Zip _____

Main Phone # _____ Alternate Phone # _____

Email Address _____

Year of Birth _____ Place of Birth _____

Self-identified ethnic background or cultural affiliation _____

Traditional art form being taught _____

Time Frame

This apprenticeship will be long-term (6-11 mos) _____ short-term (2-5 mos) _____

We plan to meet for approximately _____ hours total over the apprenticeship period.

Apprenticeship Dates

Starting date (no earlier than July 1, 2025) _____

End Date (not later than May 31, 2026) _____

Total Amount Requested (from budget form) \$ _____

Signatures (ink or digital)

I am willing to take _____
(Apprentice's full name)

as an apprentice according to the plans outlined in this application.

Signature of Master Artist *Date*

I am willing to work with _____
(Master's full name)

as my teacher according to the plans outlined in this application.

Signature of Apprentice *Date*

2. Application Questions

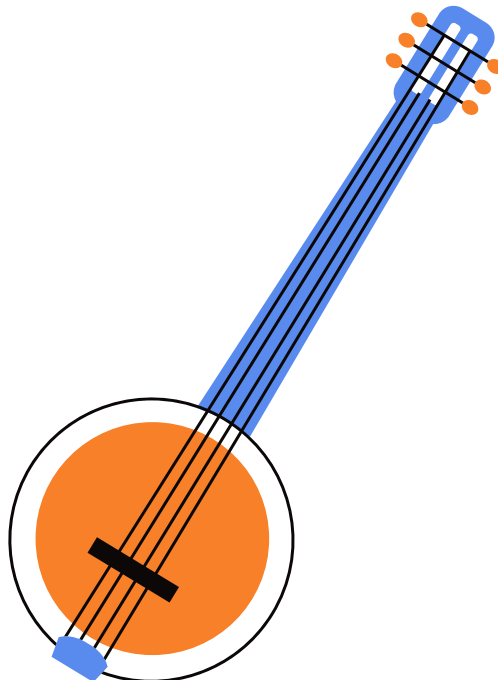
On a separate document respond to the questions listed below.

The Master Artist should respond to the following questions:

1. Please provide a description of the tradition or art form you will be teaching.
2. How did you learn this art form? What is your background and experience in practicing it?
3. How has your artistic quality and mastery of the artform been recognized by your peers or community?
4. Have you served as a mentor or teacher in this art form before? If so, for how long?
5. Why do you wish to take on this particular person as your apprentice?
6. What is the cultural significance of the art form to your own community? Why do you believe it is important to continue this art form? 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, for how long?
3. What is your current level of ability in this art form?
4. Why are you interested in learning the art form more deeply?
5. What do you expect to learn or accomplish during the apprenticeship?
6. What plans do you have to continue with the art form and/or use the knowledge from the apprenticeship? How will your continuing practice positively impact your community?



3. Work Plan

The purpose of the work plan is to demonstrate that you have considered how your time together will be structured. The work plan outlines what specific skills and techniques will be passed on and how you will measure growth over the apprenticeship.

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

On a separate document, please include the following information and other details that will help reviewers understand your work plan.

- How often, when, and where will you meet with your apprentice?
- What topics or themes do you plan to cover in your time together?
- What do you expect the apprentice to learn during this time? How will you note progress over the course of the apprenticeship?
- If you are requesting travel funds, please explain why the travel is important to your apprenticeship.

4. Budget

Please complete the Apprenticeship Budget Form on the following page 18.

A. Master Artist Fee

If you are doing a short-term project, enter \$1500 for the master artist fee. If you are doing a long-term project, enter \$3000 for the master artist fee.

B. Supplies and Materials

List the supplies and materials you will need with their estimated costs. On each line, enter one item, its unit cost, and how many you will need. Multiply the unit cost by the quantity to get the total cost per item. Add all totals per item and enter on the Total Supplies and Materials line. Remember that we cannot fund major equipment purchases or capital expenditures. Please contact New Mexico Arts if you are unsure about an item.

C. Travel

List all travel that is necessary for the apprenticeship. List each itinerary on a separate line (e.g. Albuquerque to Truchas) and note how many times that trip will need to be made. Add all the miles from all lines and enter this number. Multiply the total miles by \$0.45 per mile. For overnight trips, you may add a per diem of \$155 per person, per day. Add all travel expenses together and enter on the Total Travel line. Remember to explain why this travel is a relevant expense in your Work Plan (see above).

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

5. Artistic Samples

Prepare Your Samples

Artistic samples are your opportunity to demonstrate the artistic quality and cultural importance of your work. You must provide samples for **both** the master artist and the apprentice.

You may submit any combination of the sample types below. Note the **maximum** number and length of artistic samples allowed. Your samples must be either (1) on a thumb drive or (2) via a link to online material. No printed photographs or DVDs will be accepted.

- Digital images – up to 10 images each for Master and Apprentice, for a total of 20 images – Formats accepted: PDF or JPG
- Audio – maximum 10 minutes total, up to 5 separate tracks – Formats accepted: MP3.
- Video – maximum 10 minutes total, up to 5 separate recordings – Formats accepted: MP4, MOV, YouTube, or Vimeo.

See pages 9-10 for more guidelines and hints on providing good artistic samples.

Artistic Samples Information

On a separate document, please list the artistic samples you have included with the application. Include any links as well as any descriptive information you want the reviewers to know about the samples. For each sample, include key information to direct the attention of the reviewers, such as artist names, art form, year created, context, and cultural significance. If submitting a link to online materials, please ensure that the link is active through June 2025.

6. Optional Support Materials

Image Release – *Optional*

If you are willing to allow us to use some of your photographs for use in New Mexico Arts' print material, social media, or website, please fill out the Image Release form. We appreciate your help in sharing the incredible folk and traditional arts happening in New Mexico, and your photographs help us to do that in a powerful way.



Letters of Support – Optional

You may include up to three letters of support for the master artist in your application. Letters can address the mentor's level of knowledge and experience, their impact on and relationship with the cultural community represented, and why it is important that this tradition be passed on. Signed letters should be addressed to New Mexico Arts and should include information about what role the letter writer plays in the community.

Plans for Public Presentation – Optional

If there is a plan for the master artist and apprentice to share their art form with the community or general public, please share details of your plans. A public presentation is not a requirement of the folk arts apprenticeship program, but it can demonstrate how your project together will positively impact your community. The Folk Arts Coordinator also travels to meet artists and experience events, so we love hearing how you are sharing your traditions!

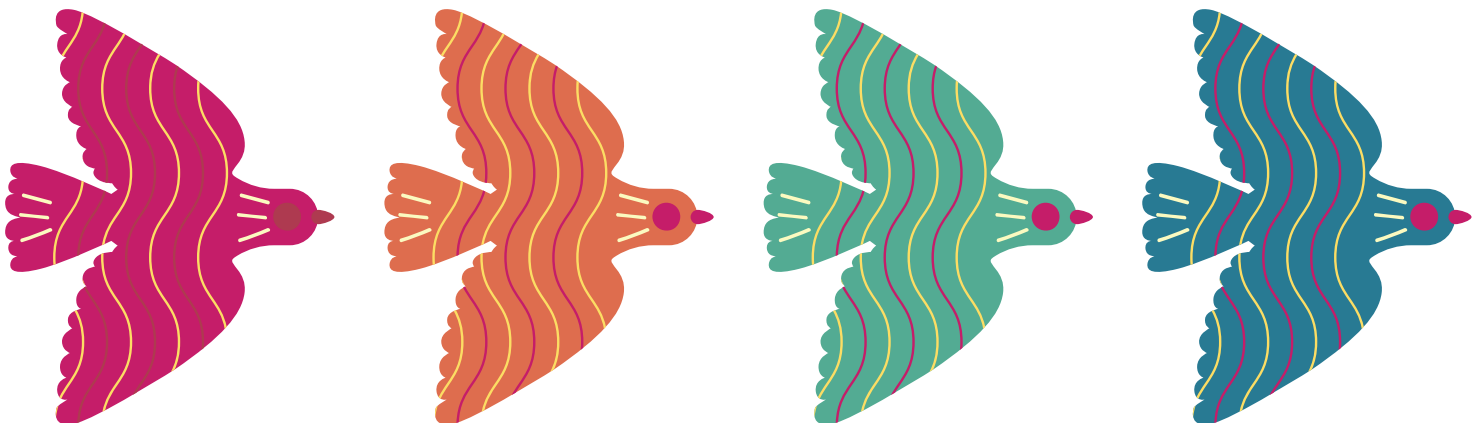
Application Checklist – Optional

On the last page of this document, we have provided a checklist for all the materials you need in your application. This is for your convenience. You may include it with your application if you wish.

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.



Budget Form

Please round figures to the nearest dollar.

A.	Master Artist Training Honorarium (\$1500 short-term; \$3,000 long-term)	\$							
	Supplies and Materials <i>(Please detail Item, Cost per Item, Number of Items, Total Cost)</i> <table border="0" style="width: 100%;"> <tr> <td style="text-align: left;"><u>Item</u></td> <td style="text-align: center;"><u>Cost per item</u></td> <td style="text-align: center;">x</td> <td style="text-align: center;"><u>Quantity</u></td> <td style="text-align: center;">=</td> <td style="text-align: center;"><u>Total cost</u></td> </tr> </table>	<u>Item</u>	<u>Cost per item</u>	x	<u>Quantity</u>	=	<u>Total cost</u>		
<u>Item</u>	<u>Cost per item</u>	x	<u>Quantity</u>	=	<u>Total cost</u>				
B.	Total Supplies and Materials	\$							
	Travel <i>(Please detail Number of Trips, Starting Point, Destination, Number of Miles)</i> <table border="0" style="width: 100%;"> <tr> <td style="text-align: left;"><u>starting point</u></td> <td style="text-align: left;"><u>destination</u></td> <td style="text-align: center;"><u>miles/trip</u></td> <td style="text-align: center;">x</td> <td style="text-align: center;"><u># of trips</u></td> <td style="text-align: center;">=</td> <td style="text-align: center;"><u>Total miles</u></td> </tr> </table> <div style="text-align: right;">Total # of miles (add all lines above): _____</div> <div style="display: flex; justify-content: space-between;"> <div>Total # of miles _____</div> <div>x \$0.45 per mile = _____</div> </div> <div style="display: flex; justify-content: space-between;"> <div>Total # of overnight per diems _____</div> <div>x \$155 per overnight = _____</div> </div>	<u>starting point</u>	<u>destination</u>	<u>miles/trip</u>	x	<u># of trips</u>	=	<u>Total miles</u>	
<u>starting point</u>	<u>destination</u>	<u>miles/trip</u>	x	<u># of trips</u>	=	<u>Total miles</u>			
C.	Total Travel (mileage + per diem)	\$							
D.	Total Budget (honorarium + total supplies/materials + total travel)	\$							



Folk Arts Apprenticeship Program

Image Release

New Mexico Arts and the Folk Arts Program are looking for quality images to share the incredible folk and traditional arts happening in New Mexico. To submit photographs for use in print materials, social media, website, and other informational purposes, please fill out this form and sign at the bottom. We will keep any submitted images on file so that we may draw from them when we want to highlight the wonderful things happening in the arts in New Mexico. Use as many copies of this page as you need.

Photo Title/Description _____

Art Form: _____ Year: _____

Photo Credit: _____

Brief description (names, context, cultural significance, etc.):

Photo Title/Description _____

Art Form: _____ Year: _____

Photo Credit: _____

Brief description (names, context, cultural significance, etc.):

Photo Title/Description _____

Art Form: _____ Year: _____

Photo Credit: _____

Brief description (names, context, cultural significance, etc.):

Sign Below

I give permission for use to New Mexico Arts for the submitted artistic samples listed above. I understand that this material will be used solely for informational, social media, and other not-for-profit purposes and credit will be given to the person listed above. I have taken responsibility for any copyrights associated with the use of images.

Signature: _____ Date: _____

Print Name: _____ Phone: _____



Folk Arts Apprenticeship Program

Application Checklist

Required Application Materials

- ☐ Application Form
- ☐ Application Questions – Master
- ☐ Application Questions – Apprentice
- ☐ Work Plan
- ☐ Budget Form
- ☐ Artistic Samples – Master Artist (via thumb drive or link to online materials)
- ☐ Info about Artistic Samples – Master Artist
- ☐ Artistic Samples – Apprentice (via thumb drive or link to online materials)
- ☐ Info about Artistic Samples – Apprentice

Optional Support Materials

- ☐ Image Release
- ☐ Letters of Support
- ☐ Plans for Public Presentation

Submission Information

Application materials must be postmarked, emailed, or hand delivered on or before **Friday, December 13, 2024, at 5:00pm MT**. Materials can be addressed to Amy Mills, Folk Arts Coordinator, New Mexico Arts.

Email to:

Amy.Mills@dca.nm.gov

Mail or deliver to:

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

