

State of Illinois
J. B. Pritzker, Governor

Illinois Arts Council Agency
Shirley R. Madigan, Chairman
Rhoda A. Pierce, Vice-Chairman
Joshua Davis-Ruperto, Executive Director

Ethnic and Folk Arts Master/Apprentice Program

Guidelines
Fiscal Year 2021
Deadline: November 16, 2020

**building a strong,
creative, and
connected Illinois
through the arts**

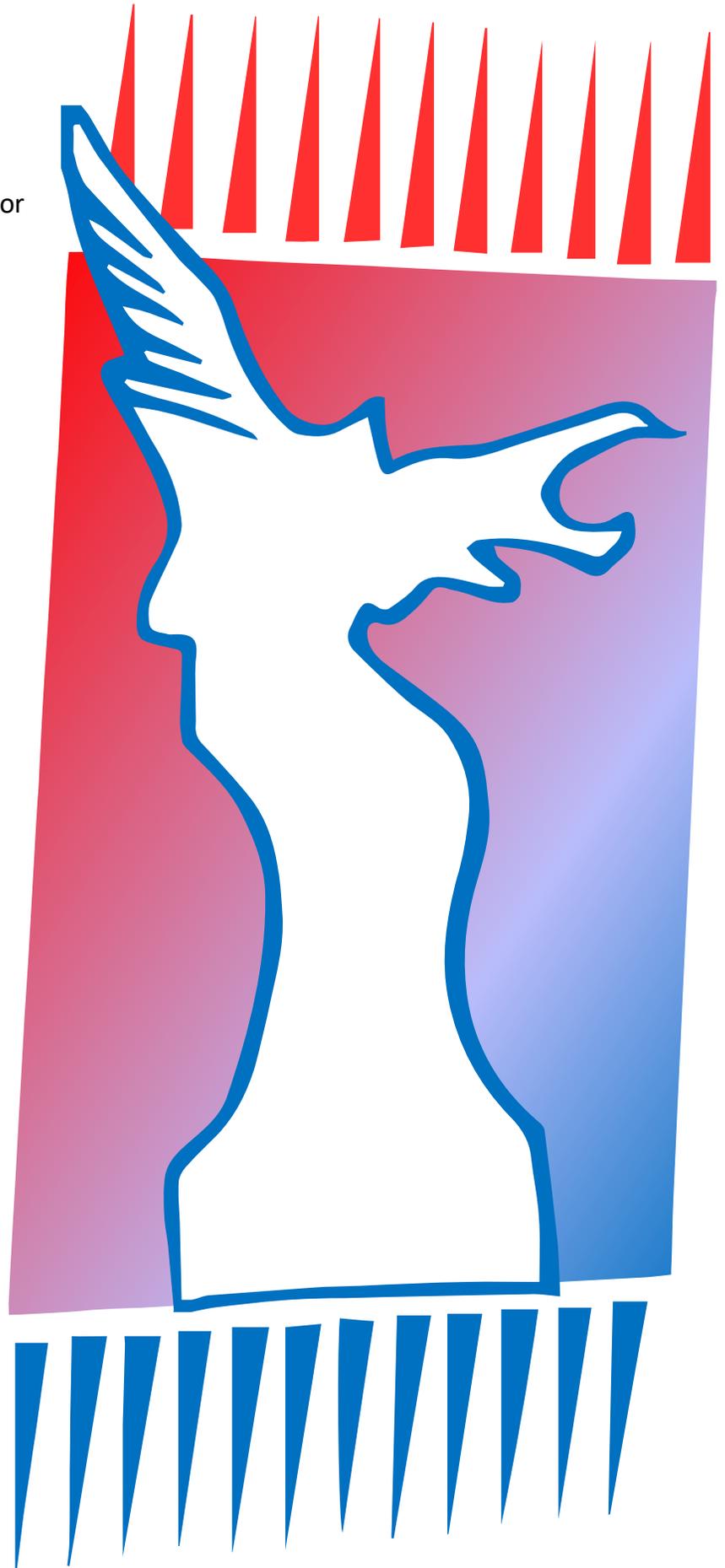


Table of Contents

Link [About the Illinois Arts Council Agency](#)
Link [Policies and Priorities](#)

3 Ethnic and Folk Arts Master/Apprentice Program
5 Definitions
6 Application Overview
7 Application Attachments
9 Work Samples
10 Review Criteria and Process
11 Notification and Compliance

Program Contact

For specific information on this program contact:

Susan Dickson
Program Director
Phone: +1 (312) 814-6740
Email: Susan.Dickson@illinois.gov

Accessible Guidelines

To obtain assistance regarding applications and written materials, contact the agency's ADA/504 Access Coordinator:

Teresa Davis
Phone: +1 (312) 814-6753
TTY: +1 (888) 261-7957
Email: Teresa.N.Davis@illinois.gov



The Illinois Arts Council Agency logo and cover image are a stylized version of a cast bronze sculpture, *Hybrid Muse*, created by renowned Illinois artist Richard Hunt.

Ethnic and Folk Arts Master/Apprentice Program

The Ethnic and Folk Arts Master/Apprentice Program (MAP) acknowledges and supports the mentoring relationship that develops between a master artist and their apprentice over time. MAP helps communities preserve their own culture by providing an opportunity for master traditional artists to pass on their skills to a qualified apprentice in a time-honored method. The master artist may select an apprentice who is considered a beginner with promise, or one who has studied with them for some time. However, novice apprentices (those with no experience in the art form to be studied) are considered low priorities for funding.

Past awards have supported apprenticeships in traditional folk or ethnic art forms as diverse as:

- Japanese shamisen and Taiko
- Classical Indian dance styles; Bharatanatyam, Odissi, Kuchipudi
- African American storytelling
- Hammered dulcimer

Program Goal UPDATED

A goal of MAP is to support one-to-one learning and relationship building between the master artist and the apprentice. At the end of the apprenticeship period, the apprentice must demonstrate the skills learned in a publicly available presentation compliant with Illinois Department of Public Health (IDPH) health and safety guidelines. Virtual presentations (e.g. hosted via YouTube, Vimeo, etc.) are acceptable.

Program Restrictions

MAP supports apprenticeships that perpetuate living arts that are practiced today. It does not support the teaching of art practices used in cultural revival or historical re-enactment ceremonies or festivals.

Not-for-profit organizations are ineligible to apply to this program. Priority will be given to apprenticeships that take place outside of institutional settings. Consequently, the MAP award may not be used to support an ongoing class or school. The Illinois Arts Council Agency (IACA) does not support an individual's academic study of any kind.

General Information

Illinois is home to an abundance of traditional art forms whether they are indigenous to a particular community or region, or reflect the traditions of recent immigrant

communities. While some traditional and ethnic arts have a deep-rooted history with little change, others are constantly evolving and adapting to their changing environment. The practices, customs, stories, and skills that are passed from one generation to the next influence how we live, what we value, and our personal and collective identities.

Thus, the strongest applications to this program are those between a master artist and an apprentice who are members of the same ethnic, cultural, religious, or occupational group. Apprenticeships, in which the master artist and the apprentice do not share any of these ties between themselves, or with the tradition to be studied, are a lower priority.

Successful applications benefit from an Apprenticeship Work Plan that establishes reasonable, attainable goals within the specified apprenticeship time period for work plan achievement. Without prior experience in the traditional art form to be taught, the apprentice's application will be considered a low priority.

Covid-19 Updates NEW

All apprenticeships must be able to be completed while following the Illinois Department of Public Health (IDPH) health and safety guidelines related to the COVID-19 pandemic. Applications for apprenticeships will not be accepted that would put the master artist, the apprentice, and/or community members at risk of contracting or spreading COVID-19. Despite COVID-19 restrictions, all grant funds should be expended by the end of the grant period. For more information or for specific questions and concerns, please email Program Director [Susan Dickson](#).

Deadline

The FY21 MAP application deadline is November 16, 2020. Applications must be successfully submitted to the IACA's [eGrant](#) system by 11:59 pm CST.

Grant Period

MAP applications for fiscal year 2021 are for apprenticeship activities that will occur May 1, 2021 – November 15, 2021.

Eligibility Requirements

I. Both the Master artist and the apprentice must be at least eighteen (18) years of age.

II. Both the master artist and the apprentice must be:

- Legal residents of Illinois for the twelve months prior to the application deadline and throughout the grant period.
- Citizens of the U.S. or holders of permanent resident alien status.
- Submit an application utilizing an eGrant account registered to the master artist. Applications submitted under an organizational eGrant account/name will be immediately disqualified.
- Submit all requested application materials by the deadline.
- Submit no more than one MAP application per fiscal year from either person named on the application, i.e. the master artist or the apprentice.

If awarded a MAP grant, both the master artist and the apprentice will be required to verify their U.S. citizenship or resident alien status by submitting their Social Security number or valid tax identification number. The master artists may also be required to meet additional Federal requirements.

Grant Amount & Use

The MAP award is a fixed amount of \$3,000 and is awarded in its entirety to the master artist. No cash match is required.

The master artist and the apprentice should work together to determine the budget for their apprenticeship. The majority of the \$3,000 award should be set aside for the master artist's teaching fee.

A portion of the budget should be set aside to cover the cost of:

- any supplies, materials, equipment or tools (valued at \$500 or less) required to carry out the apprenticeship
- for expenses related to setting up remote learning sessions in order to carry out the Apprenticeship Work Plan
- for expenses related to documenting the apprenticeship
- for expenses related to the final public presentation

- for travel expenses (not to exceed \$250 combined) related to transportation between the apprentice's home to the master artist's home for one-on-one lessons. All travel and lessons need to be compliant with IDPH guidelines for COVID-19.

IACA funds may not be used for:

- Food and beverage costs
- Benefits or fundraisers
- Other types of social functions
- Production costs for group activity/presentation where the master and the apprentice are not the focus of the event
- Out of state travel

Making the Project Accessible to All

Recipients of public funding are required to make reasonable efforts for projects to be accessible to the public. Applicants should consider physical and programmatic accessibility as an integral part of the planning and budgeting process. Accessibility involves both the location (the facility) and the content (the activity or product.) Thinking about accessibility issues (e.g. accessible websites, sign language interpreters, recordings of printed materials, audio-description describers, or large-print labeling) in the early planning stages of a project, is the key to ensuring that persons with disabilities will be able to participate.

For further information and resources see the [Grantee Requirements page](#) on the IACA website.

Definitions

Apprentice

An individual who has some experience in the art form to be learned, demonstrates significant promise in the opinion of the master artist, and is willing to commit significant effort over many years of study to attain mastery of the art form. The apprentice should possess a strong motivation to learn the nuances of the tradition in order to pass their own knowledge onto future generations. Since the period of time covered by this apprenticeship award is short, the apprentice should have enough experience in the art form to benefit from the intensive, one-on-one training sessions. For example, an apprentice santour player should have enough familiarity with the basics of the instrument and enough rudimentary playing skill to be able to work on more advanced techniques during the apprenticeship.

Apprenticeship Work Plan

The Apprenticeship Work Plan outlines the structure of what will take place during the apprenticeship. The Work Plan should allow for in-depth learning that encompasses the context of the culture and the development of the mentoring relationship as well as the acquisition of techniques and artistry. As each art form has its own requirements, the duration of each apprenticeship will differ depending on the art form.

Community

A community can be a group of people that share a common ethnic heritage, language, religion, occupation, or geographic region.

Documentation

Documentation can consist of photos, video, audio, journals, etc. Apprenticeship pairs are required to document the progress of the apprenticeship and submit samples of this documentation as part of the final report.

Ethnic, Folk & Traditional Arts

Traditional and ethnic arts are the shared aesthetics, practices and values of families, geographic communities, occupational groups, ethnic heritage groups, etc. These are arts that are learned orally, or by observation and imitation, often through a master artist instructing an apprentice. They are usually maintained without formal instruction or academic training and are passed on generation to generation from master artist to the apprentice in a time-honored method. While some traditional and ethnic arts have a deep-rooted history with little change, others are constantly evolving and adapting to their changing environment. The art forms and traditional practices are an essential part of the group's cultural heritage; therefore an established lineage shared between practitioners is fundamental to identifying these art forms.

Master Artist

An individual recognized within their community as an exemplary practitioner of their traditional folk or ethnic art form as well as being an important repository for the wisdom and knowledge of their ancestors. The master artist has developed their skill within a traditional context rather than through books or other means of formal instruction, and is regarded as a master by their peers and community.

Public Presentation

Near the end of the apprenticeship period the master artist and apprentice are expected to give a joint presentation for their community and the public. This public presentation must be offered free to the public. Examples of a presentation include, but are not limited to:

- Offering a master class wherein the apprentice assists in the demonstration of technique, style, etc.
- Hosting an open studio session.
- Presenting a public performance.
- Exhibiting at a local gallery, community center, or library.

Application Overview

The IACA utilizes [eGrant](#), an online application submission system. The MAP application consists of form field components and the uploading of required documents. Each component must be complete and submitted in the required format by the deadline. Go to the [Using eGrant](#) section of the IACA website for complete instructions.

How to Apply

- Read the program guidelines carefully and contact IACA staff for clarification. It is the responsibility of the applicant to be familiar with IACA [policies, priorities](#), and program requirements.
- Each section of the MAP application form must be completed by the appropriate person, i.e. “Master Artist” or “Apprentice”.
- Together, the master artist and the apprentice should determine the structure and length of their Apprenticeship Work Plan.
- Successfully submit the online application to the IACA’s eGrant system by the deadline.

Application Components

1. Applicant Information

- Master Artist name and contact information
- Specify the traditional, ethnic, or folk art form to be taught during this apprenticeship period
- Provide the start date and end date for the apprenticeship period as it is reflected in the Apprenticeship Work Plan
- Apprentice name and contact information
- Proof of Illinois residency – document upload (Refer to the IACA website, Proof of Eligibility, Individuals section for specific details and verification requirements)

2. Budget Form

- Provide details on the expenditures* (see note)

3. Descriptive Documents

Refer to the description for each of the following attachments:

- Master Artist Narrative
- Master Artist Work Sample Description
- Master Artist Work Sample Upload
- Apprenticeship Work Plan
- Apprentice Narrative
- Apprentice Work Sample Description
- Apprentice Work Sample Upload

*Budget Form Note

List the amount for each category on the budget form. Total cost of the apprenticeship must equal at least \$3,000. If apprenticeship costs exceed \$3,000, applicants will need to provide a statement within the Apprenticeship Work Plan that describes the cash resources available to them to cover the excess cost.

Application Attachments

Refer to the description for each of the following attachments:

- **Master Artist Narrative** (no more than 4 pages)
- **Master Artist Work Sample Information** (no more than 1 page)
- **Apprenticeship Work Plan** (no more than 4 pages)
- **Apprentice Narrative** (no more than 2 pages)
- **Apprentice Work Sample Information** (no more than 1 page)
- **Work Samples**

Formatting attachments

All attachments for which a template is not provided must:

- Be saved as PDF files
- Be 8 ½ " x 11" with at least a 1" margin all around
- Use a 12-point font or larger in black on a white background
- Have sequentially numbered pages
- Be labeled in the upper right corner with the master artist's first and last name and title of attachment/document, e.g.
 1. John Doe, master artist
Apprentice Narrative **OR**
 2. John Doe, master artist
Narrative for apprentice Jane Smith
- Be organized using the headings listed for each attachment
- Be named as follows: Last name_Artist Designation_Attachment Name, e.g.

Doe_MasterArtist_Work Plan
Doe_MasterArtist_Narrative
Doe_MasterArtist_ApprenticeSmithNarrative
Doe_MasterArtist_DoeW.S.Info
Doe_MasterArtist_ApprenticeSmithW.S.Info
Doe_MasterArtist_WorkSample

Master Artist Narrative

Organize the narrative using the following topics as headings in the order they appear. Respond to the bullets under each topic.

I. Describe the traditional art form to be taught during this apprenticeship.

- What is its origin and value in your community's culture?
- At what times, places, or events is this art form practiced?
- Who participates in the practice of this art form?
- Who comes to listen to or watch this art form being practiced?

II. Summarize your experience with this art form.

- How and when were you taught this art form?
- How long has it taken for you to achieve your current level of mastery?
- How has your mastery of this art form been recognized by your community – what "markers" does your community use to judge mastery?
- How does the practice of this art form enrich your life?

III. Provide information on previous mentorship experiences.

- Have you mentored other apprentices in this art form?
- How many apprentices have you mentored and what was the average length of those apprenticeships?

IV. Describe why you think the apprentice will make a good advocate for this art form in the future.

- Have you worked with this apprentice before? If yes, in what capacity?
- In your estimation, how much does the apprentice already know about the art form - if this is not the first time that you will mentor this apprentice, describe the growth previously achieved by the apprentice.
- What qualities does the apprentice possess that assure you that you can entrust your knowledge of your art form to them?

Apprenticeship Work Plan ^{UPDATED}

Though the relationship between the master artist and the apprentice may be ongoing, the Apprenticeship Work Plan submitted with this MAP application must be limited to activities that fall within the IACA grant period (May 1 – November 15, 2021).

If the art form is traditionally taught in group settings, such as ensemble dance, the master artist must choose one representative from the group to apply as the apprentice.

The Apprenticeship Work Plan must include one-on-one instruction between the master artist and the selected apprentice.

The Apprenticeship Work Plan should outline how remote learning sessions will take place should they be necessitated during the grant period per IDPH guidelines.

Within the 4-page limit, provide a session-by-session outline of the proposed apprenticeship plan that includes the information listed below.

- How many times do you plan to meet with your apprentice during the apprenticeship period?
- Where will the meetings take place?
- How long will each meeting last (approximately)?
- What level of ability and accomplishment can be achieved through this apprenticeship? Be as specific as possible – for example – indicate an object to be made, a body of songs to be learned, an instrumental technique or dance style to be taught, and if this apprenticeship will build on any prior accomplishments.
- What supplies and materials are needed and/or required to carry out this apprenticeship?
- Are these supplies and materials available to you to begin the apprenticeship immediately upon notification of this grant award?
- Will the apprentice have other responsibilities during this time, such as assisting the master with his/her own projects?
- How will you document the progress of the apprenticeship (video, photograph, recording, or other means)?
- Describe the type of public presentation being considered for the end of this Apprenticeship.

Apprentice Narrative – *to be prepared by apprentice*

Organize the narrative using the following questions as headings in the order they appear.

- Describe any cultural, community, or familial connection you share with the master artist.
- How, when, and where did you learn this traditional art form? Who are the people you observed, imitated, and interacted with who influenced you in this art form?
- What is the role and importance of this art form in your cultural community?
- In what places, or at what events, do you practice your traditional art?
- Why do you want to study with this master artist?
- What do you hope to accomplish during the apprenticeship?
- In the future, how do you plan to use the skills you will acquire as a result of this apprenticeship?
- How will your participation in this apprenticeship benefit your community?
- If you do not share a cultural, community, or familial connection to the art form to be studied, then describe why it is important to you to pursue this apprenticeship.

Work Samples

Both the master artist and the apprentice must present evidence of their own past work in the traditional art form to be studied during the apprenticeship period. Applicants are advised to take great care in the selection of work samples to be shared with the jury. The selected work samples should clearly demonstrate skill and technical ability.

We will no longer accept work samples of group activities (dance, music, performance, etc.). As this program is about one-on-one instruction, we need to see/hear the master artist and the apprentice as the sole performer.

If this application is a continuation of a previous apprenticeship between the master artist and the apprentice, the apprentice must include one work sample from the beginning of the most recent apprenticeship period and one sample from the conclusion of the most recent apprenticeship period. Both of these work samples should show competence with the traditional art form being studied.

Work Sample Information Documents

The master artist and the apprentice will each provide a Work Sample Information document for their own Work Samples as submitted to eGrant.

Each Work Sample document should list the following information for each work sample uploaded to eGrant;

- Title of work
- Year completed/premiere date
- Medium/Materials, if static art
- Brief description of entire work
- Date of performance being submitted for review, i.e. the taping or recording date

Work samples for the master artist:

- Have no date limitations.

When possible include audio or video of a “lesson” or demonstration of the master artist teaching the traditional art form. Of particular interest to the review jury is documentation that demonstrates the master artist interacting with the applicant apprentice.

Work samples for the apprentice:

- Cannot have been created more than three years prior to MAP application deadline.

Must demonstrate some competence with the traditional art form to be studied during the apprenticeship period.

Work Sample Formats

For craft, visual art, and material culture traditions

- Provide a link to an on-line gallery of images or to the artist’s own website.
- Both master artist and apprentice must show a minimum of four, up to a maximum of eight unique works of art

For music, dance, storytelling, and other performing arts traditions

- The master artist and the apprentice must each upload a minimum of one link, up to a maximum of two links to work samples that represent their work in the traditional art form to be studied during the apprenticeship.

About links for your work samples

- Links must lead to publicly accessible sites that do not require a password for viewing.
- If your work sample can only be viewed on a site that requires a password, then you will need to list the password for the site on the Work Sample Information sheet.
- As the review process may take up to six months (from application deadline to award decisions) make sure that if a password is required to review a work sample, it is not time-sensitive or expires.
- Ultimately, if work samples cannot be viewed, then the review of the application will be jeopardized which may result in elimination.

Review Criteria and Process

Evaluation Criteria

Applicants will be reviewed on the following criteria:

Excellence of the master artist

- Master artist practices a traditional art form learned in his or her community.
- Master artist demonstrates artistic excellence based on the community's aesthetics.
- Master artist understands the apprentice's potential and provides an effective teaching plan.

Excellence of the apprentice

- Apprentice has developed skills in the traditional art form and learned these skills in his or her community.
- Apprentice displays enough skill in the traditional art form to be studied to begin an apprenticeship.
- Apprentice exhibits a commitment to continuing to study the traditional art form beyond the apprenticeship period.
- Apprentice demonstrates the potential and the willingness to share the traditional art form within their immediate community and to the wider public.

Quality of the Apprenticeship Work Plan

- Apprenticeship Work Plan advances the apprentice toward mastery of the art form, and includes an appropriate schedule of sessions.
- Apprenticeship Work Plan addresses how the master artist will teach the techniques and history of the art form to the apprentice.
- Apprenticeship Work plan indicates at what point(s) the master artist and apprentice will document their progress during the apprenticeship experience.
- Apprenticeship Work plan outlines ideas for how the master artist and the apprentice will share the traditional art form with their community and the public.
- Apprenticeship Work Plan demonstrates consistent one-to-one interaction between the master artist and apprentice.

Program Priorities

- Application fills a cultural or geographic void not currently being met.
- Master and apprentice are working within their own cultural heritage.
- Apprenticeship is taking place outside an institutional setting.
- Apprenticeship will ensure the continuation of an art form within a community in which it is valued.

Review Process

- The application is received and assigned an application number that will be used in future communication regarding that application.
- Applications which have been ruled ineligible or incomplete will not be reviewed.
- Notification of the review meeting date will be posted on the IACA website at www.arts.illinois.gov.
- An advisory jury meets to review all eligible applications against the Evaluation Criteria.
- The public may listen to the discussion but are not allowed to participate.
- The final recommendations are presented to the Board for their consideration and approval.
- A record of the review process is maintained for all reviewed applications.
- Applicants are encouraged to call for review feedback after receiving decision notification.

Notification and Compliance

Notification

The IACA sends all correspondence regarding grant applications to the master artist's email address as it is listed on the application. If funded, notification will include required materials, which must be completed and returned to authorize payment. Once these documents and copies of other requested materials are returned to the IACA, it will take at least two months and up to six months for payment to be issued by the State Comptroller. Grantees may be required to provide additional documentation to verify residency status and to meet Federal requirements.

Work Sample Retention

Work samples of MAP grant recipients will be retained or copied by the IACA for its archives or submission to a public-use archive. By submitting work samples, applicants give permission to the IACA to use images and content in IACA produced publications and website.

Taxability of Grant

The Internal Revenue Code provides that the full amount of a MAP grant is taxable to its recipient. For questions regarding income-tax liability, contact the Internal Revenue Service or a personal tax advisor.

Site Visits

During the apprenticeship period, contracted folklorists working with the IACA may make a site visit to document the apprenticeship. Photographs of the session may be taken and interviews may be taped or video recorded. This documentation does not replace the documentation that the master artist and the apprentice are required to produce throughout the apprenticeship.

Final Report

MAP grant recipients must submit final reports within 30 days after the end of the grant period. Appropriate documentation (photos, tapes, or videos) of the accomplishments made during the apprenticeship must be included with the final report.

Crediting Requirements

Grant recipients must credit the IACA in all promotional material and public notices in the following manner:

This program is partially supported by a grant from the Illinois Arts Council Agency and by federal funds provided by the National Endowment for the Arts



For further information regarding usage of the IACA logo and to download a copy, go to the [logo page](#) of the IACA website.

For general information contact:

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Visit the [Illinois Arts Council Board Members](#) page on Appointments.Illinois.Gov for a complete list of current board members.



The IACA acknowledges continuous support from the National Endowment for the Arts.

It is illegal for the Illinois Arts Council Agency or anyone receiving assistance from the Illinois Arts Council Agency to discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity, non-binary and gender non-conforming employees, sexual harassment, national origin, ancestry, citizenship status, physical or mental disability, political affiliation, beliefs, age, order of protection status, any other non-merit status, marital status, pregnancy, arrest record, military status, veterans status or unfavorable discharge from military service. Any individual who has been subject to such discrimination may file a complaint with the Illinois Department of Human Rights at +1 (312) 814-6200 or TTY +1 (312) 263-1570.