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Traditional Arts Apprenticeship Grant

Program Description

The South Dakota Traditional Arts Apprenticeship Program encourages the continuation of South Dakota's folk and traditional arts and cultures by providing grants to master artists to teach qualified apprentices.

The funding category is designed to:

- Recognize the achievements of South Dakota traditional artists.
- Provide support for traditional artists in passing on their skills and knowledge to committed apprentices.
- Strengthen the commitment of South Dakota traditional artists to their long-term work.

Definitions

Traditional Arts (or Folk Arts): Artistic practices that have a community or family base and express that community's heritage. Most traditional arts have endured through several generations. Typical communities are ethnic, tribal, occupational, regional or religious groups. The skills are usually learned informally and passed on from one generation to the next by observation and imitation rather than through academic or formal means.

Apprenticeship: A time-honored system by which skills, techniques, values and artistry are learned under the guidance of a recognized master.

Master Artist: Someone who is recognized generally by his or her community and peers as an exemplary practitioner of a traditional art form.

Apprentice: Someone who learns under the guidance of a master artist. Prospective apprentices should have some prior experience in the traditional art form they wish to learn and have a serious long-term commitment to the continuity of the art form.

We Can Fund

The apprentice applicant must be a resident of South Dakota for at least one year prior to the designated grant period (fiscal year July 1 – June 30) and remain a resident throughout the project period within the designated grant period. The master artist may be a South Dakota resident or reside in a nearby state. Artists may apply for only one of the following grants per fiscal year: Artist Fellowship, Artist Project Grant, Artist Collaboration Grant, or Traditional Arts Apprenticeship Grant.

Examples of eligible art forms include, but are not limited to, cowboy saddlemaking, Native American and European style quilting, rawhide and buckskin work, quill work, traditional music and dance such as Czechoslovakian accordion music or pow wow songs and dances, basket weaving, wood carving, rug braiding, lace making and other needlework.

We Cannot Fund

- Funding will not be granted for academic research or formal study toward an academic or professional degree.
- Students pursuing graduate or undergraduate degrees are not eligible.
- **Arrangements with more than three apprentices are not eligible.** Apprenticeship Grants are not intended to support large classes, but rather, intensive individual teaching and learning experiences.
- South Dakota Arts Council board members, staff, and grant review panelists are not eligible to apply for Traditional Arts Apprenticeship Grants.
- Examples of art forms that are *not* eligible under this program include the work of professional teachers or contemporary studio craft workers, re-creations of antiques or past traditions like mountain man crafts, or contemporary interpretations of traditional art forms (for instance, a theater artist who wants to create a performance based on traditional storytelling or dance).

Deadline

Applications can be submitted by mail or online.
By mail: All materials must be postmarked by **March 1, 2019**. Late applications will not be accepted. Please keep in mind that many post offices will not postmark after 5 p.m. Contact your postmaster if you have any questions. Applications may be delivered in person to the South Dakota Arts Council office no later than 5 p.m. on March 1. Grant awards will be announced in May for the fiscal year starting the following July.
Online: Applicants can apply online at <https://sdac.gosmart.org/>. Online applications close at 11:59 p.m. CT on March 1, 2019.

Grant Amount

Grant amounts of up to \$4,000 will be awarded. It is anticipated that up to four apprenticeship arrangements will be funded each fiscal year. Each arrangement will consist of a master artist and 1 to 3 apprentices. Each prospective master and his or her apprentice(s) must apply together. Between \$2,500 and \$3,000 of the award funds will be designated for the master artist in recognition of his or her artistic expertise and commitment. Master's fees are figured at \$25 per hour. Additional funds of up to \$1,500 may be requested for supplies, materials, and travel costs of the master artist or the apprentice(s).

Fee payment will be made to the master artist in installments. Recipients should request funds as needed and should be no more than what can be expended in a 60-day period. Supplies, materials, and travel costs will be reimbursed to the master artist or the apprentice artist as appropriate. In the case of an out-of-state master artist, all payments will be made to the in-state apprentice, who is then responsible for paying the master's fee.

Apprenticeship Period

The apprenticeship must take place during the fiscal year which begins July 1, 2019, and ends June 30, 2020. Most apprenticeships in this program probably will include between 100 and 120 hours of guidance over a 6- to 12-month period. However, each art form has its own requirements, and the lengths of the apprenticeships are expected to differ. During the apprenticeship period, a representative of the South Dakota Arts Council will visit with the master artist and apprentice to document the learning process. Recorded interviews may be conducted and photographs taken.

Criteria for Awarding

All grant applications will be reviewed by a selection panel of individuals

Grants

knowledgeable in traditional arts. The selection panel will use the following criteria to evaluate and rank the applications:

- Traditional and artistic merit of the master artist's work.
- Extent of the apprentice's prior familiarity with the art form and artistic merit of their work.
- Significance of the art form to the community or group.
- Shared membership of the master artist and apprentice in the cultural community (family, ethnic, tribal, religious, occupational, etc.) where the traditional art form originates.
- Feasibility and thoughtfulness of the timetable and work plan.
- Degree to which the art form is endangered.

Application Procedure

BY MAIL:

The master artist and apprentice must apply together and submit:

1. **Application Form.** One copy of the application form (pages 5-11) of this publication.
 - Before completing the application form, read the Glossary (page 13) and Grant Application Codes (pages 14 - 16). Specific pages of the application must be signed by the appropriate master artist or apprentice(s).
 - Section I is to be filled out and signed by the master artist. Be sure to include a summary of the proposed apprenticeship in the space provided.
 - Section II is to be filled out and signed by the apprentice artist. (If there are 2-3 apprentices, each should fill out a Section II form. Make copies as needed.)
 - Section III is to be filled out by the master artist and apprentice(s) working together to describe how the apprenticeship will be carried out and specifying a budget.
 - Section IV, Artistic Documentation Forms, should be used to list the artistic documentation submitted by the master and apprentice artists. (If there are 2-3 apprentices, each should fill out a Section IV form. Make copies as needed.) Each list should correspond with the actual documentation submitted.
2. **Artistic Documentation.** Appropriate examples of both the master artist's and apprentice's (all apprentices if there is more than one) work. (See Artistic Documentation on pages 17 – 18 for complete individual documentation requirements.) Samples must consist of digital images, photographs, digital audio or video files, CDs, DVDs, newspaper stories, or other materials to support the application.
3. **Supporting Print Materials.** Up to 10 pages of additional documentation may be submitted including newspaper stories, other support materials, and letters of support from people knowledgeable about the work and the artists' commitment to the art form. Letters of support are encouraged.
4. **How to Submit.** Hard copy application forms, either filled out from this booklet or filled out online at www.artsCouncil.sd.gov/grants/traditionalarts.pdf and printed out, must be mailed in to the South Dakota Arts Council, 711 E. Wells Ave., Pierre, SD 57501. Support materials may be emailed to kathryn.vandel@state.sd.us; these can include digital photos, audio files, and videos, as well as links to online documentation such as YouTube videos and web sites.

Application Procedure

- 5. Return Mailer.** A self-addressed envelope with correct postage if you want Artistic Documentation returned; otherwise it will not be returned. You may pick up the material at the Arts Council within 30 days after the grant announcements.

ONLINE:

1. Applicants can apply online at <https://sdac.gosmart.org/>. Online applications close at 11:59 p.m. CT on March 1, 2019. Support for navigating the online grant system is available in the Applicant Portal (<https://artscouncil.sd.gov/grants/ApplicantPortal.aspx>).
2. Section I is to be completed by the master artist. Applicants can include their responses in the space provided. Applicants also have the option of uploading a single document with their responses or a short video (no more than 5 minutes) addressing the questions provided.
3. Section II is to be completed by the apprentice artist. Applicants can include their responses in the space provided. Applicants also have the option of uploading a single document with their responses or a short video (no more than 5 minutes) addressing the questions provided. (If there are multiple apprentices, please upload a document that includes responses from all apprentices.)
4. Section III is to be filled out by the master artist and apprentice(s). Applicants can include their responses in the space provided. Applicants also have the option of uploading a single document with their responses or a short video (no more than 5 minutes) addressing the questions provided. The master artist and apprentice(s) should work together to complete a pre-existing budget form specifying the projected use of grant funds.
5. Section IV, Artistic Documentation, both master artist and apprentice(s) should upload digital materials that illustrate, provide context for, and lend affirmation to artistic ability. Applicants should use the online grant system to bring in and attach the artistic documentation submitted by the master and apprentice artists.
6. **Artistic Documentation.** Appropriate examples of both the master artist's and apprentice's (all apprentices if there is more than one) work. (See Artistic Documentation on pages 17 – 18 for complete individual documentation requirements.) Samples must consist of digital images, photographs, digital audio or video files, digitized newspaper stories, or other materials to support the application.
7. **Supporting Print Materials.** Up to 10 pages of additional documentation may be submitted using the online grant system. We recommend including newspaper stories, other support materials, and letters of support from people knowledgeable about the work and the artists' commitment to the art form. Letters of support are encouraged.
8. **How to Submit.** Applicants can apply online at <https://sdac.gosmart.org/>. Online applications close at 11:59 p.m. CT on March 1, 2019.

Evaluation

Grant Evaluations will be sent to grant recipients and are due at the end of the apprenticeship period, no later than 30 days after the end of the fiscal year. In addition to completing the Grant Evaluation form, the applicant should write a brief description of work accomplished with grant funds during the grant period and a statement indicating the impact of the grant on the master's and apprentice's career development and the overall contribution to the arts of the applicant's community.

You must submit the evaluation in order to be eligible for future grants.

South Dakota Arts Council

711 E. Wells Avenue
Pierre, SD 57501
(605) 773-3301 or 800-952-3625

Traditional Arts Apprenticeship Grant Application

Before completing application, please read guidelines (pages 1-4), Glossary (page 13), and Support Materials (pages 17-18). Make a copy of the entire application packet for your files before submitting.

SECTION I: To be completed by the Master Artist.

(If more than one apprentice is applying, provide artist information on separate sheet for additional artists.)

Master Artist's Name (Please type or print)

Mailing Address

City/State/Zip

Home Phone

Cell phone

Email address

Website

Apprentice Artist's Name (Please type or print)

Mailing Address

City/State/Zip

Home phone

Cell phone

Email address

Website

Grant Application Codes (see pages 14 - 16):

Applicant Status _____
Applicant Institution _____
Applicant Discipline _____
Strategic Outcome _____
Project Discipline _____
Type of Activity _____
Arts Education _____

Grant Amount requested: _____

Total Project Cost: _____

Project Period:

Start Date July 1, 2019

End Date June 30, 2020

Number of Artists Participating: _____

Master/Apprentice Project Summary:

Agreement: I certify that the application information is true and complete to the best of my knowledge. It is agreed that the undersigned is authorized to abide by the relevant Terms, Conditions and Guidelines as printed in this publication and on the SDAC website. In addition, the undersigned gives SDAC permission to duplicate submitted documentation for use in the grant review process.

Master Artist Signature

Date

SECTION I (continued): To be completed by Master Artist.

(Please type or print your responses. You may use one extra sheet of paper if the provided space is not enough. If you use extra paper, please indicate which question you are answering.)

Master Artist's Name (Please print or type.)

Describe the traditional craft, music, art, dance or occupational skill you wish to teach.

Where, how, when and from whom did you learn this tradition?

Why have you chosen this (or these) apprentice(s) to receive your training?

What is the role or importance of this art in your community, ethnic group or region?

Master Artist's Signature

Date

SECTION II: To be completed by the Apprentice. (Copy this page if more than one apprentice is applying.)

(Please type or print your responses. You may use one extra sheet of paper if the provided space is not enough. Please indicate which question you are answering.)

Apprentice Artist's Name (Please print or type.)

Please describe the traditional craft, music, art, dance or occupational skill you wish to learn.

Why do you wish to study this art form?

When, where, how and from whom did you first learn this skill? What is your current level of ability?

What are your plans for working with this art form after the apprenticeship is complete?

Why have you chosen to learn from this master artist? Please describe how you know this person and in what capacity, if any, you have worked with him or her before.

Apprentice Artist's Signature

Date

SECTION III: To be completed by the Master and Apprentice(s) together.

(Please type or print your responses. You may use up to two extra sheets if the provided space is not enough. Please indicate which question you are answering.)

Please describe the ways in which you share the same cultural community...for example, tribal, family, religious, occupational or ethnic ties.

Apprenticeship Plan: a) Please describe exactly what will be taught during this apprenticeship. What specific skills and/or techniques will the apprentice learn? b) When and where will you work together, and how often will you meet? c) What do you expect to accomplish during this apprenticeship?

Please describe your schedule for the lessons.

Number of meetings per week _____ **OR** Number of meetings per month _____

Total number of meetings _____

SECTION III (continued): To be completed by Master and Apprentice together.

BUDGET

Master Artist's Fee:

A. **Multiply the number of lessons** (from previous page) _____
TIMES the number of hours for each lesson X _____

EQUALS total hours = _____
TIMES \$25 per hour X \$25 _____

EQUALS Master Artist's Fee (**not to exceed \$3,000**) = **(A)** _____

B. **Supplies and materials** (list each item and its cost):
(If you need more space to provide the proper detail, please use a separate sheet.)

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Total supplies and materials **(B)** _____

C. **Mileage:**
Figure the total number of miles to be traveled by either the Master or Apprentice(s) and multiply by .42 per mile.

Number of miles _____ X .42 = **(C)** _____

Explain: _____

D. **Other Travel:**
If there are other travel costs such as lodging, explain in detail and enter the total amount on Line D. Explain _____
_____ **(D)** _____

E. **Subtotal:** supplies, materials and travel (total of B,C and D), not to exceed \$1,500 **(E)** _____

F. **Total grant request:** (total A and E), not to exceed \$4,000 **(F)** _____

SECTION IV: ARTISTIC DOCUMENTATION FORM (Master Artist)

Support Materials: Artistic documentation of the master artist's work is necessary for the panel to evaluate the application. List below the materials you have included in support of your application. For digital images, list the number, title, and medium, and date of completion. Send no more than 10 digital images. *Identify DVDs and CDs* as to type, discipline, title, and date of completion of recorded work. Send no more than one recording of each type. **See Support Materials on pages 17-18 for a complete description of individual discipline requirements.**

Applicant Name: _____ **Art Form:** _____

DIGITAL IMAGES

Number	Title	Medium	Date of Completion
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____
6.	_____	_____	_____
7.	_____	_____	_____
8.	_____	_____	_____
9.	_____	_____	_____
10.	_____	_____	_____

Audio or Video Files

	Title of Recording	Discipline	Date Recorded
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____

Number and label each recording with the title you have listed on the application form.

SECTION IV: ARTISTIC DOCUMENTATION (Apprentice Artist)

(Make additional copies of this page if more than one apprentice is applying.)

Support Materials: Artistic documentation of the apprentice artist's work is necessary for the panel to evaluate the application. List below the materials you have included in support of your application. For digital images, list the number, title, medium, and date of completion. Send no more than 10 digital images. *Identify DVDs and CDs* as to type, discipline, title, and date of completion of recorded work. Send no more than one recording of each type. **See Support Materials on pages 17 – 18 for a complete description of individual discipline requirements.**

Applicant Name: _____ **Art Form:** _____

DIGITAL IMAGES

Number	Title	Medium	Date of Completion
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____
6.	_____	_____	_____
7.	_____	_____	_____
8.	_____	_____	_____
9.	_____	_____	_____
10.	_____	_____	_____

Audio or Video Files

	Title of Recording	Type (CD, DVD)	Discipline	Date Recorded
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____

Number and label each recording with the title you have listed on the application form.

TRADITIONAL ARTS APPRENTICESHIP GRANT CHECKLIST

HOW TO PACKAGE YOUR APPLICATION FOR SUBMISSION

Send one copy of the application form and attachments. Pages must be single-sided, 8 ½” x 11”; oversized materials and newspaper clippings must be photocopied or laid out to fit this format. Applications must be postmarked or hand-delivered by the deadline. Retain a copy for your records.

Illustrated below is the order in which application, attachments, and supplementary materials must be assembled. **To have documentation returned, you must enclose a self-addressed mailing package with adequate postage.**

Step 1. Checklist of Materials

- 1. Application Form
- 2A. Artistic Documentation form for Master Artist
- 2B. Artistic Documentation form for Apprentice(s)
- 3. Supporting Print Materials (i.e. printed reviews, programs, etc.)
- 4. Actual Artistic documentation (digital files may be emailed to kate.vandel@state.sd.us)
- 5. Self-addressed envelope with adequate postage to have documentation returned

Glossary

In completing the application forms, refer to guidelines and the glossary of terms below.

Master Artist. Someone who is recognized generally by his or her community and peers as an exemplary practitioner of a traditional art form. The Master Artist will be teaching his/her art form to an apprentice artist.

Apprentice Artist. Someone who learns under the guidance of a master artist.

County. The county in which the applicant resides.

Grant Application Codes. Refer to the supplementary materials on pages 14-16 to determine appropriate codes.

Grant Amount Requested. May not exceed \$4,000. The “grant amount requested” on the first page of the application and the dollar amount on Line F of the budget page should be the same.

Total Project Cost. The project cost and the grant amount requested should be the same.

Project Period. The project period refers to the South Dakota Arts Council’s fiscal year. The Start Date should be recorded as July 1, 2019. The End Date should be June 30, 2020.

Projected dates of mentor/apprentice meetings. List specific times when the Master and Apprentice will be meeting. If specific times are unknown at the date of application, record “various times throughout the Project Period.”

Artistic Documentation. When completing the Artistic Documentation portion of the application (pages 10 & 11), refer to the **Support Materials** on pages 17-18.

Grant Application Codes

The codes listed are to be used when completing your grant application. They have been included to meet standards set by the National Information Systems Project (NISP), a program of the state and regional arts agencies across the country and the National Endowment for the Arts. The purpose of NISP is to improve management and guarantee national compatibility in the collection, organization, and exchange of arts information. Your response is voluntary and confidential.

When using these codes to complete the application form, enter only one number per category. Choose the number that BEST describes you (if applying as an individual) or the organization.

APPLICANT STATUS

01	Individual	06	Government-Regional
02	Organization-Nonprofit	07	Government-County
03	Organization-Profit	08	Government-Municipal
04	Government-Federal	09	Government-Tribal
05	Government-State	99	None of the Above

APPLICANT INSTITUTION

01	Individual-Artist	27	Library
02	Individual-Non-artist	28	Historical Society/Commission
03	Performing Group	29	Humanities Council/Agency
04	Performing Group – College/University	30	Foundation
05	Performing Group – Community	31	Corporation/Business
06	Performing Group – Youth	32	Community Service Organization
07	Performance Facility	33	Correctional Institution
08	Museum – Art	34	Health Care Facility
09	Museum – Other	35	Religious Organization
10	Gallery/Exhibit Space	36	Seniors' Center
11	Cinema	37	Parks and Recreation
12	Independent Press	38	Government – Executive
13	Literary Magazine	39	Government – Judicial
14	Fair/Festival	40	Government – Legislative (House)
15	Arts Center	41	Government – Legislative (Senate)
16	Arts Council/Agency	42	Media – Periodical
17	Arts Service Organization	43	Media – Daily Newspaper
18	Union/Professional Association	44	Media – Weekly Newspaper
19	School District	45	Media – Radio
20	School – Parent-Teacher Organization	46	Media – Television
21	School – Elementary	47	Cultural Series Organization
22	School – Middle	48	School of the Arts
23	School – Secondary	49	Art Camp/Institute
24	School – Vocational/Technical	50	Social Service Organization
25	Other School	51	Child Care Provider
26	College/University	99	None of the above

Grant Application Codes (continued)

APPLICANT DISCIPLINE / PROJECT DISCIPLINE

01	Dance		07	Craft	
	A	Ballet		A	Clay
	B	Ethnic/Jazz		B	Fiber
	C	Modern		C	Glass
				D	Leather
02	Music			E	Metal
	A	Band		F	Paper
	B	Chamber		G	Plastic
	C	Choral		H	Wood
	D	New		I	Mixed Media
	E	Ethnic			
	F	Jazz	08	Photography	
	G	Popular			
	H	Solo/Recital	09	Media Arts	
	I	Orchestral		A	Film
03	Opera/Musical Theater			B	Audio
	A	Opera		C	Video
	B	Musical Theater		D	Technology/Experimental
			10	Literature	
04	Theater			A	Fiction
	A	General		B	Non-Fiction
	B	Mime		C	Playwriting
	D	Puppet		D	Poetry
	E	Theater for Young Audiences			
	F	Storytelling	11	Interdisciplinary	
05	Visual Arts		12	Folk/Traditional Arts	
	A	Experimental		A	Folk/Traditional Dance
	B	Graphics		B	Folk/Traditional Music
	D	Painting		C	Folk/Traditional Crafts & Visual Arts
	F	Sculpture		D	Oral Traditions (include folk/traditional storytelling)
06	Design Arts				
	A	Architecture	13	Humanities	
	B	Fashion			
	C	Graphic	14	Multidisciplinary	
	D	Industrial			
	E	Interior	15	Non-Arts/Non-Humanities	
	F	Landscape Architecture			
	G	Urban/Metropolitan			

Grant Application Codes (continued)

STRATEGIC OUTCOME

Indicate the one item that BEST describes the **PRIMARY** strategic outcome associated with this project. [Unless there is a good reason otherwise, the best choice is probably [C] Learning.

- A** Creation: The Portfolio of American Art is expanded
- B** Engagement: Americans Throughout the Nation Experience Art
- C** Learning: American of All Ages Acquire Knowledge or Skills in the Arts
- D** Livability: American Communities are Strengthened Through the Arts
- E** Understanding: Public Knowledge and Understanding about the Contributions of the Arts are enhanced

TYPE OF ACTIVITY

- | | | | |
|-----------|--|-----------|---------------------------------------|
| 01 | Acquisition | 20 | School Residency |
| 02 | Audience Services | 21 | Other Residency |
| 03 | Award/Fellowship | 22 | Seminar/Conference |
| 04 | Creation of a Work of Art | 23 | Equipment Purchase/Lease/Rental |
| 05 | Concert/Performance/Reading | 24 | Distribution of Art |
| 06 | Exhibition | 25 | Apprenticeship/Internship |
| 07 | Facility Construction, Maintenance, Renovation | 26 | Regranting |
| 08 | Fair/Festival | 27 | Translation |
| 09 | Identification/Documentation | 28 | Writing About Art |
| 10 | Institution/Organization Establishment | 29 | Professional Development/Training |
| 11 | Institution/Organization Support | 30 | Student Assessment |
| 12 | Arts Instruction | 31 | Curriculum Development/Implementation |
| 13 | Marketing | 32 | Stabilization/Endowment/Challenge |
| 14 | Professional Support – Administrative | 33 | Building Public Awareness |
| 15 | Professional Support – Artistic | 34 | Technical Assistance |
| 16 | Recording/Filming/Taping | 35 | Web Site/Internet Development |
| 17 | Publication | 36 | Broadcasting |
| 18 | Repair/Restoration/Conservation | 37 | Public Art/Percent for Art |
| 19 | Research/Planning | 99 | None of the above |

ARTS EDUCATION

- 01** 50% or more of the funded activities are arts education
- 02** Less than 50% of the funded activities are arts education
- 99** None of this project involves arts education

Support Materials

General Information

Artistic documentation submitted for review is an important component of your application. Keep in mind that review panels may not be familiar with the artist's work and base their decisions only on the material included in the application packet. Be sure to select material which best portrays artistic strengths.

- Panelists generally prefer to review work completed no more than two years prior to the application deadline. Sample work should be consistent with your application request.
- A self-addressed, stamped envelope must be submitted if you would like your artistic documentation returned. If you wish to pick up these supporting materials at the State Arts Council office, you must do so within 30 days after the grant announcements.

If you have any questions about the acceptability of support materials, call the Council office.

Dance

Dance includes choreography and performances in ballet, modern, jazz, tap and traditional dance.

Applicants must submit a video, 10-15 minutes in length, clearly labeled with the names of the performers, title and choreographer, duration of each work, date and location of taping. Video can be submitted as a DVD, an emailed video sample, or a link to a video. If submitting a DVD, be sure to indicate which track(s) are to be reviewed.

Traditional/Folk Arts

Folk arts are traditional artistic practices which have emerged and are shared within various groups or communities: ethnic, occupational, religious, family, and regional. Expressing aesthetics of a group or community, folk arts include language, literature, visual art, crafts, architecture, music, pageantry, dance, drama, and ritual. Folk arts are mainly learned orally, by imitation, or in performance, and are generally maintained without formal instruction or outside institutional direction. Folk arts are perpetuated informally within the community or group.

Applicants should refer to requirements in dance, music, visual arts, or other disciplines as appropriate for applicable documentation of a particular folk/traditional art. For disciplines that require digital images, actual photographs may be substituted.

Literature

Submit all material on 8 1/2" x 11" paper (one side only) and number the pages.

Poetry Submit one copy of poetry, with no more than one poem per page, or one narrative poem (or section of narrative poem) not to exceed 15 pages in length.

Prose Submit one copy of a minimum of 10 to a maximum of 30 pages (5,000 to 7,500 words) of short fiction, short stories, plays or screenplays, creative non-fiction or a novel excerpt in typescript, double-spaced. Applicants submitting novel excerpts may include one additional page at the beginning of their submissions in which they set the scene or offer a plot synopsis.

Support Materials (continued)

Music

The music category includes performance and composition in classical, traditional, choral, jazz, contemporary, experimental, popular music, and opera.

Performance Performance, applicants may submit a CD or DVD, email audio files, or provide links to audio or video performances on the web, 10-15 minutes in length, clearly labeled with name of performers, instruments (voice or otherwise), name of works and composers, duration of each work, and date of taping and/or composition. Be sure to indicate the track(s) that should be reviewed.

Visual Arts

Visual arts include drawing, painting, printmaking, sculpture, photography, holography, crafts, and mixed-media. Applicants should submit 10 JPG **digital images** on a CD or by email using the following guidelines:

- a JPG file;
- 300 ppi (5" x 7");
- formatted to open in the correct orientation (vertical or horizontal and right side up);
- saved at the highest quality available on your software on a PC formatted CD;
- saved and numbered in the viewing order you intend. (If you have detail images, keep them in sequence with the image of the complete work.);
- labeled with applicant's lastname, firstname, and the image number: e.g. DoeJane1.jpg, DoeJane2.jpg, etc. (Numbers on the application's Artistic Documentation Form should coincide with the image numbers.)

If possible, preview your images on a different computer once they are saved to the CD to make sure the images open and appear as you intend. Images that do not open or are improperly formatted will not be viewed.

Submit digital images and the Artistic Documentation Form with the application. Identify the images with the number, title, medium, size or scale, and date of completion for each corresponding image.

NOTE: Images should be of the highest quality possible. Professional photographs of your work are highly recommended. Experience indicates that it may not be to your advantage to submit images portraying a wide diversity of styles.