



# TRADITIONAL ARTS APPRENTICESHIP PROGRAM

Application and Guidelines

**Application Deadline: April 1st, 2018**

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**541-346-3820 or ofn@uoregon.edu**

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Traditional arts express a community's heritage and living cultural practices. The **Traditional Arts Apprenticeship Program (TAAP)** recognizes the knowledge and skills of excellent folk and traditional artists by assisting accomplished mentors to pass on their living traditions to promising apprentices of the same cultural heritage and community.

The Oregon Folklife Network (OFN) documents, supports, and celebrates traditional arts and cultural practices in Oregon. OFN makes a meaningful difference in communities and Tribes by empowering tradition keepers to pass on their skills and knowledge.

If you know qualified candidates for this program, please send us your recommendations.

*TAAP awardees working with minor (under 18 years of age) apprentices must undergo a background check, training, and submit a signed statement verifying that a third person will be present at all lessons. These steps will be conducted free of charge upon award, are required by University of Oregon, and protect both master and apprentice.*

*TAAP is funded in part by the National Endowment for the Arts (NEA) Folk & Traditional Arts Program, the Oregon Arts Commission, and by a grant from the Fred W. Fields Fund of the Oregon Community Foundation. The OFN is administered by the University of Oregon and is supported in part by grants from the Oregon Cultural Trust, the Oregon Historical Society, the Oregon Arts Commission, and the NEA.*

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**Please read carefully before filling out your application.**

## **1. TAAP Timeline**

- April 1st: Application deadline
- May: Panel review
- September: Applicant notifications
- November: First payment sent; Apprenticeship begins
- Nov-May: OFN video interview
- March-June: Public presentations; OFN sends final Evaluation Report forms
- June 30 or earlier: Final payment sent after artists submit Evaluation Report forms

## **2. Application Deadline**

ALL APPLICATION MATERIALS are DUE at the OFN office by **5:00pm, April 1, 2018—no exceptions!**

*Email submissions:* all materials received by [ofn@uoregon.edu](mailto:ofn@uoregon.edu) by 5pm PST

*Hard copy submissions:* all materials received by 5pm PST by:

**Emily West Hartlerode**  
**Oregon Folklife Network**  
**242 Knight Library**  
**6204 University of Oregon**  
**Eugene, OR 97403-6204**

This is NOT a postmark deadline. US Postal Service regular/priority mail delivery is NOT guaranteed. When in doubt, use a tracking service to ensure that your application materials reach OFN on or before the deadline.

*We do not accept faxed applications.*

The Oregon Folklife Network is dedicated to providing equal access to the TAAP application process. For help with your application or language translation please contact us!

#### 4. Application Information and Process

##### **Application Instructions**

- Please type or neatly write sections.
- Please proofread your application.
- Use checklist to make sure you have included all components.

##### **Selection Process**

A panel of cultural experts and professional folklorists will review all applications received. The panel discusses applications and makes recommendations to OFN's Executive Director, who makes the final determination.

##### **Evaluation Criteria**

*Applications must clearly demonstrate:*

1. traditional and artistic excellence of the mentoring artist;
2. value of the tradition to the community;
3. apprentice's proficiency with and commitment to the tradition;
4. that mentor and apprentice share the same cultural community (ethnic, tribal, religious, occupational) where the tradition originates;
5. a clear, reasonable, and effective lesson plan; and
6. a practical public presentation plan.

#### 5. Award Amount

Apprenticeship awards are \$3,000 each and primarily fund mentors' instruction fees (at least \$2,250). Remaining funding covers travel for mentors and apprentices plus necessary supplies (e.g., wood, grasses, leather, beads) but not **permanent equipment** (e.g., musical instruments, tools, electronic recording devices).

Awardees may request an additional \$250 to reimburse costs related to the required public performance/presentation.

#### 6. Application Guide

This application is divided into 6 sections:

1. Cover Sheet – page 3
2. Mentor Information – page 4-6
3. Apprentice Information – page 7-8
4. Mentor & Apprentice Combined Information – page 9
5. Consent for Fair Use – page 10
6. Application Checklist – page 11

***NOTE: Call OFN at 541-346-3820 for a consultation if your apprentice is a family member, a minor, or if you are applying with more than one apprentice (max 4). College students are not eligible.***

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#### Definitions

**Tradition:** A cultural skill (music, dance, craft, foodways, art, etc.) learned and shared among members of a cultural community or Tribe.

**Apprenticeship:** A time-honored system by which an accomplished artist or craftsperson passes on skills, techniques, values, and artistry over an extended period of time and through intensive training to a dedicated learner.

**Community:** A group of people with a shared common heritage such as ethnic, tribal, occupational, regional, or religious. Community members usually learn their culture's traditional arts over time, in face-to-face situations, and by observation and imitation.

**Mentor:** Someone recognized by community and peers as an exemplary practitioner of a tradition. Mentors should be members of the same cultural heritage of the tradition they teach.

**Apprentice:** Someone with significant skills who deepens his/her knowledge and ability under the guidance of a mentor. Apprentices must be from the same cultural community as the tradition that is being taught. If the tradition to be taught includes a formal ceremony denoting competency, the apprentice should have already completed this ceremony.

*THE OREGON FOLKLIFE NETWORK IS DEDICATED TO PROVIDING EQUAL ACCESS TO THE TAAP APPLICATION PROCESS. FOR HELP WITH YOUR APPLICATION OR LANGUAGE TRANSLATION PLEASE CONTACT US!*

**SECTION 1: Cover Sheet**

**Mentor Artist Information**

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State OR Zip \_\_\_\_\_ County \_\_\_\_\_

Day Phone (\_\_\_\_\_) \_\_\_\_\_ Evening Phone (\_\_\_\_\_) \_\_\_\_\_

E-Mail \_\_\_\_\_ Website \_\_\_\_\_

Date of Birth \_\_\_\_\_ Place of Birth \_\_\_\_\_

Are you a citizen of the United States?      YES      NO  
     

If not, are you authorized to work in the U.S.?

YES

*Please be prepared to show a copy of your green card or other legal proof.*

NO

*Sorry, you are not eligible to be a TAAP mentor.*

**Apprentice Information** (one form per apprentice, maximum 4 apprentices)

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State OR Zip \_\_\_\_\_ County \_\_\_\_\_

Day Phone (\_\_\_\_\_) \_\_\_\_\_ Evening Phone (\_\_\_\_\_) \_\_\_\_\_

E-Mail \_\_\_\_\_ Website \_\_\_\_\_

Date of Birth \_\_\_\_\_ Place of Birth \_\_\_\_\_

**Project Information**

Project Title \_\_\_\_\_ Tradition \_\_\_\_\_

Brief Description: \_\_\_\_\_

\_\_\_\_\_

**Agreement:** I hereby certify that the Mentor and Apprentice are legal residents of Oregon and that the application information is true and complete to the best of my knowledge. I agree to allow OFN to duplicate any materials submitted with the application for purposes of the selection process. I am willing to participate in the plans as outlined in this application. The award recipient will be responsible for any taxes due on received funds.

**Signatures**

Mentor \_\_\_\_\_ Date \_\_\_\_\_

Apprentice \_\_\_\_\_ Date \_\_\_\_\_

Parent/Legal Guardian \_\_\_\_\_ Date \_\_\_\_\_

*(if apprentice is under 18 years old)*

**SECTION 2: Mentor Artist Information** (*Mentor must complete*)

**Section 2A: Mentor Narrative**

**Please type or neatly print your answers to the following questions in the space below.**

**1. Describe the cultural tradition you will teach.** (500 words/3000 characters maximum)

When and where is it typically practiced or performed? Describe why this cultural tradition is important to your community. Is it a part of everyday life or is it reserved for ceremonies, rituals, and special occasions?

**2. Tell us about yourself and your history with this tradition.** (500 words/3000 characters maximum)

Where are you from and/or how did you come to Oregon? How is this tradition part of your culture? When, where, and from whom did you learn this tradition? How does the practice of this tradition enrich your life?

**3. Please list any awards, honors, or other forms of recognition that you have received for practicing your tradition.** (include dates, where possible)

**4. Describe ways you have taught or shared this tradition or other traditional arts in your cultural community.** (250 words/1500 characters maximum)

Have you taught people who are still practicing the tradition? If so, who and how? If you have lead workshops or classes, include dates, location, number of attendees, etc.

*\*\*\* If you already teach your tradition professionally, please explain why funding is necessary for your proposed project. What challenges prevent you/your apprentice from teaching/learning this tradition through your established practice?\*\*\**

**5. Why did you choose your apprentice/s?** (250 words/1000 characters maximum)

How do you know your apprentice/s and why did you choose him/her/them? What do they already know about the tradition and what do they still need to learn? How will you help them learn the needed skills? Will your apprentice continue this tradition in the future?

*\*\*\* If your apprentice is a family member, please explain why funding is necessary to carry on your tradition. What challenges prevent your family from passing on the tradition in the course of everyday life?\*\*\**

**6. Do you foresee any obstacles in teaching your tradition in this apprenticeship's time frame?**

For example, are there certain parts of the tradition that can only be done during certain parts of the year? Can you work around those obstacles? (250 words/1000 characters maximum)

*\*\*\* See Page 1: TAAP Timeline for start/end activity months for this award. \*\*\**

**Section 2B. Letters of Support:** (Two letters of support for the Mentor)

**Applications submitted without support letters are considered incomplete, and are not eligible for review.**

We require letters from people who know your work; they provide helpful information to the review panel. Letters may be from workshop attendees, former teachers, community members, arts agencies, Tribal leaders, etc. They should address your traditional knowledge and skills, your cultural ties to the community that the tradition represents, and why it is important to your cultural community/Tribe to continue this cultural tradition. **Signed** letters should be presented on sender's letterhead (if applicable), addressed to the Oregon Folklife Network (OFN), and must be submitted with your application form whether hard copy or digital/scan.

**Section 2C. Work Examples:** (Three work examples *maximum* for the Mentor)

*Work examples that feature both Mentor and Apprentice are acceptable, but the Mentor and Apprentice MUST have different work examples, for a total of five unique examples.*

The review panel needs to see or hear examples of the mentor's and apprentice's best work. Work examples – recordings, pictures, or videos – should show the mentor's mastery of the cultural tradition proposed for the apprenticeship. They should show excellence in the mentoring artist.

**Do not mail original artwork.** OFN prefers digital work examples (e.g., photos, audio/video recordings) submitted on USB drive, CD, DVD, or a list of web links to online materials. OFN will accept slides, tapes, or actual photos if necessary.

- Each individual photo, audio file, video, news article, etc. equals 1 support item
- Audio or visual clips – we will review no more than 3 minutes of any example
  - Indicate start and stop times for audio or video submissions over 3 minutes. If no segments are indicated, examples will be played for 3 minutes from the beginning.

Use the next page to list:

- Format (photo: jpeg, png, hard copy / audio: CD, mp3, wav, web link / video: DVD, web link)
- A brief description of each work example
- A brief note about the work example's relevance to the proposed apprenticeship. How does the example demonstrate skill or abilities?

**Make sure each digital or physical work example is numbered (1-3) and labeled with your name.**

*(To have support materials returned, please enclose self-addressed stamped envelope or packaging.)*

Work Example 1 Name: \_\_\_\_\_

Start/Stop times for audio/video: \_\_\_\_\_

Description: \_\_\_\_\_

Relevance to this apprenticeship: \_\_\_\_\_

\_\_\_\_\_

Work Example 2 Name: \_\_\_\_\_

Start/Stop times for audio/video: \_\_\_\_\_

Description: \_\_\_\_\_

Relevance to this apprenticeship: \_\_\_\_\_

\_\_\_\_\_

Work Example 3 Name: \_\_\_\_\_

Start/Stop times for audio/video: \_\_\_\_\_

Description: \_\_\_\_\_

Relevance to this apprenticeship: \_\_\_\_\_

\_\_\_\_\_

**Applications submitted without work examples are considered incomplete and not eligible for review.**

**SECTION 3: Apprentice Information** (*Apprentice must complete*)**Section 3A. Apprentice Narrative**

Please type or neatly print your answers to the following questions below.

**1. Tell us about yourself.** (150 words/1000 characters maximum)

What is your cultural background? What are some important things we should know about you as an emerging traditional artist?

**2. Tell us about your experience with the cultural tradition you will study?** (250 words/1500 characters maximum) When, where, and from whom did you first learn this tradition? If you are a beginner, describe any experience in another related cultural tradition.**3. How do you plan to continue this tradition in the future after this apprenticeship?** (150 words/1000 characters maximum)**4. Why have you chosen to work with this mentor? What new skills or knowledge are you hoping to learn from them?** (150 words/1000 characters maximum)**6. Please list any awards, honors, or other forms of recognition that you have received for practicing your tradition as well as any artistic workshops, performances, or services you have taken/given to your community or the public.****Section 3B. Letters of Support:** (One letter *minimum* of support for the Apprentice)

Include at least one and no more than three letters from people who know your work. These letters may be from teachers, community members, arts agencies, Tribal leaders, etc. They should address your work ethic, knowledge and skills of the tradition; your cultural ties to the community that the tradition represents; and why it is important to your cultural community/Tribe to continue this cultural tradition.

**Signed** letters should be presented on sender's letterhead (if applicable), addressed to the Oregon Folklife Network (OFN), and must be submitted with your application form whether hard copy or digital/scan. Applications submitted without support letters are not eligible for review. **A letter of support from the master artist is not acceptable.**

**Section 3C. Apprentice Work Examples:** (Two work examples for the Apprentice)

*We will accept work examples that feature both Mentor and Apprentice but the Mentor and Apprentice MUST have different work examples.*

Work examples are critical for the panel to evaluate the application. Work examples – such as recordings, pictures, or videos – should show evidence of significant experience with the cultural tradition proposed for this apprenticeship. They should show great promise in the apprenticing artist.

**Do not send original artwork.** OFN prefers digital work examples (e.g., photos, audio/video recordings) submitted on USB drive, CD, DVD, or web links to online examples. However, OFN will accept slides, tapes, or actual photos if need be.

- Each individual photo, audio file, video, news article, etc. equals 1 support item
- Audio or visual clips – we will review no more than 3 minutes of any example
  - Indicate start and stop times for audio or video submissions over 3 minutes. If no segments are indicated, examples will be played for 3 minutes from the beginning.

Use the next form to list:

- Format (photo: jpeg, png, hard copy; audio: CD, mp3, wmv, web link; video: DVD, web link)
- A brief description of each work example
- A brief note about the work example’s relevance to the proposed apprenticeship. How does the example demonstrate skill or abilities?

**Make sure each digital or physical work example is numbered (1-2) and labeled with your name.**

*(To have support materials returned, please enclose self-addressed stamped envelope or packaging.)*

Apprentice’s Name: \_\_\_\_\_

Work Example 1 \_\_\_\_\_

Format: \_\_\_\_\_

Start/Stop times for audio/video: \_\_\_\_\_

Description: \_\_\_\_\_

Relevance to this apprenticeship: \_\_\_\_\_

\_\_\_\_\_

Work Example 2 \_\_\_\_\_

Format: \_\_\_\_\_

Start/Stop times for audio/video: \_\_\_\_\_

Description: \_\_\_\_\_

Relevance to this apprenticeship: \_\_\_\_\_

\_\_\_\_\_

**Applications submitted without work examples are considered incomplete and not eligible for review.**



**SECTION 4: Mentor & Apprentice Information** (*Mentor and Apprentice must complete this together*)

**Section 4A. Project Plan**

**Please type or neatly print your answers to the following questions below.**

**1. What cultural communities do the apprentice and master artist share?** (50 words/500 characters maximum) Are you from the same Tribe, occupation, ethnic group, etc...? Please name what communities you have in common.

**2. What are the skills the apprentice will learn and how will they be taught?** (500 words/3000 characters maximum)

**3. What will your schedule be for the lessons?** (500 words/3000 characters maximum)  
How many meetings will you have, how long will they be, how many times do you plan to meet? If necessary, attach a detailed work plan.

**3. If travel is a necessary part of the apprenticeship, please explain who will be traveling where, why, and how far.** (100 words/500 characters maximum)

**4. What will the apprentice(s) be required to work on alone/between meetings?** (100 words/500 character maximum)

**5. What are your goals for the apprenticeship?** (100 words/500 characters maximum)

**6. Because apprenticeships MUST include a public presentation\* of the funded tradition, please describe your proposed presentation.** (300 words/1500 characters maximum)

Please discuss planned location, potential dates, and your plan for promotion. Public libraries, parks, and community centers can be good performance/demonstration places.

*\*\*\*Presentations may take a variety of forms but they must be accessible to the public.\*\*\**

**Section 4B. Optional additional support materials**

Each apprenticeship team may submit **five (5) pages** of additional support materials (program notes, brochures, news clips, flyers, etc.). OFN will review **only** the first five (5) pages and disregard any extra materials sent.

Please list any optional support items included, for example: 2 brochures, 1 flyer, 2 news clips.

- 1.
- 2.
- 3.
- 4.
- 5.

**SECTION 5: Consent to OFN for “Fair Use” of Application Materials**

Signing below allows the Oregon Folklife Network and its operational partners to use work examples you submit with this application in promotional and educational materials under the “fair use” clause of U.S. Copyright Law (title 17, U.S. Code).

If you **DO NOT** wish to have your work examples used in promotional and educational materials produced by the Oregon Folklife Network, please check the box below and **DO NOT sign** this page. *Your permission does not affect your application.*

Mentor \_\_\_\_\_ Date \_\_\_\_\_

Apprentice \_\_\_\_\_ Date \_\_\_\_\_

Parent/Legal Guardian \_\_\_\_\_ Date \_\_\_\_\_

*(if apprentice is under 18 years old)*

**I DO NOT give permission** for my work examples to be used in any online or printed promotional or educational materials produced by the Oregon Folklife Network or its designated associates.

**SECTION 6: Application Checklist**

Please submit this checklist with your application.

- 1. Application Checklist
- 2. Cover Sheet: Section 1
- 3. Mentor Narrative: Section 2A
- 4. Apprentice Narrative: Section 3A
- 5. Project Plan: Section 4A
- 6. Support Materials/Letters of Support: Sections 2B & 3B
  - Mentor's Letters of Support: number of letters \_\_\_\_\_
  - Apprentice's Letters of Support: number of letters \_\_\_\_\_
- 7. Support Materials/Work Examples: Sections 2C & 3C
  - Mentor's Work Examples: number of examples \_\_\_\_\_
  - Apprentice's Work Examples: number of examples \_\_\_\_\_
- 8. Optional Additional Support Materials: Section 4B
  - Number of Optional Support Materials \_\_\_\_\_
- 9. Self-addressed, stamped envelope (*only if requesting return of support materials*)

**Hard copy submissions:** send or hand-deliver a signed, hard copy of completed application (including ALL support materials) to the address below. Applications **must be received by 5:00pm on April 1st**. This is **not** a postmark deadline. Do not rely on the U.S. Postal Service to deliver anything by overnight mail by the due date. We recommend UPS or FedEx for that purpose.

**Email submissions:** sign, scan, and email completed application (including ALL support materials) as attachments to the address below. If your files are too large to email, please use WeTransfer, <https://wetransfer.com/>, to share up to 2GB for free. We do not use DropBox, One Drive, or other platforms.

**Emily West Hartlerode  
Oregon Folklife Network  
242 Knight Library  
6204 University of Oregon  
Eugene, OR 97403-6204  
ofn@oregon.edu**

**PLEASE KEEP A COPY OF THIS APPLICATION FOR YOUR RECORDS.**

*THE OREGON FOLKLIFE NETWORK IS DEDICATED TO PROVIDING EQUAL ACCESS TO THE TAAP APPLICATION PROCESS. FOR HELP WITH YOUR APPLICATION OR LANGUAGE TRANSLATION PLEASE CONTACT US!*