



Hawai`i State Foundation on Culture & the Arts
Folk & Traditional Arts Program
Apprenticeship Grant Information and Instructions
for Fiscal Biennium 2016 & 2017

<p>PURPOSE OF THE GRANT:</p>	<p>To support the teaching of a master artist working within a folk or traditional art form/cultural practice that is important in Hawai`i. These grants fund only:</p> <ul style="list-style-type: none"> • The teaching of a master artist working with an advanced student. • Inter-island travel subsidy.
<p>ABOUT THE HSFCA:</p>	<p>Mission – To promote, perpetuate, preserve, and encourage culture and the arts, history and the humanities as central to the quality of life of the people of Hawai`i.</p> <p>The Apprenticeship Grants Program allows the HSFCA to:</p> <ol style="list-style-type: none"> (1) encourage leadership and education in culture and traditional arts by furthering the learning and mastery of folk and traditional arts, (2) increase access by making funding available statewide and encouraging neighbor island participation, and (3) support Native Hawaiian culture and arts.
<p>WHO CAN APPLY:</p>	<p>A master artist (teacher) teaching an advanced student (apprentice) of a folk/traditional art form practiced in Hawaii.</p> <ul style="list-style-type: none"> • The teacher & apprentice must apply together. • All applicants must be U.S. citizens and legal residents of the State of Hawai`i. • Apprentice must be at least 16 years old. • All grants must be conducted in the State of Hawai`i. <p>Apprenticeship grant applicants must be skilled in a folk or traditional art of Hawai`i. An apprenticeship team consists of a masterful and accomplished traditional teaching artist (teacher) and an experienced student (apprentice).</p> <p>The teacher should be recognized as an established and mature practitioner of his/her folk or traditional art form/cultural practice, and be able to demonstrate mastery and artistic excellence through supporting materials.</p> <p>The apprentice must have proven experience in the folk or traditional art to be studied, and be able to demonstrate commitment to actively sharing the knowledge learned.</p> <p>In rare cases, a master teacher can work with more than one apprentice during the two-year grant period, providing it is approved in advance by the HSFCA Arts Program Specialist overseeing the program.</p>



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GRANT PROJECT PERIOD:	July 1, 2015 through June 30, 2016 (year 1) and July 1, 2016 through June 30, 2017 (year 2)
APPLICATION POSTMARK DEADLINE:	<p>Monday, March 2, 2015 (postmarked date) – mail to:</p> <p>Denise Miyahana, Arts Program Specialist Hawai'i State Foundation on Culture and the Arts 250 South Hotel St., 2nd floor Honolulu, Hawai'i 96813</p> <p>Do not fax or email application. Required application materials not received or postmarked by the application due date will not be considered.</p> <p>You do not need to mail the application via express or private carrier. It is a postmark deadline, so you can use regular mail.</p>
CONTACT:	<p>It is strongly recommended you contact us as soon as possible before the deadline in order to discuss your application.</p> <p>Denise Miyahana, Arts Program Specialist Hawai'i State Foundation on Culture and the Arts Phone: 808-586-0771 Email: denise.miyahana@hawaii.gov</p> <p><i>Neighbor islands call toll free:</i> Hawai'i – 974-4000 ext 6-0771 Maui – 984-2400 ext 6-0771 Kaua'i – 274-3141 ext 6-0771 Lana'i/Moloka'i – 1-800-468-4644 ext 6-0771</p>
APPLICATION MATERIALS:	<p>Complete and submit the enclosed required application materials:</p> <ul style="list-style-type: none"> • Cover Sheet with Teacher and Apprentice signatures. • Project Description with the following sections: <ul style="list-style-type: none"> A. Questions for the Teacher to answer about his/her experience and qualifications. B. Questions for the Apprentice to answer about his/her experience and qualifications. C. Questions about the proposed apprenticeship project. • Artistic Evidence – Work Samples. • Letter of Support Form for Teacher. • Letter of Support Form for Apprentice. <p>Application materials are available on HSFCA website to download:</p>



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	<p>www.hawaii.gov/sfca</p> <p>You can also request application materials via email: denise.miyahana@hawaii.gov</p>
<p>MAXIMUM GRANT & ELIGIBLE EXPENSES:</p>	<p><u>Teaching Fee:</u> Each Apprenticeship Grant is \$4,000 for each of the two years. The grant is made to the teacher.</p> <p><u>Interisland Travel Subsidy:</u> For applications where the teacher and the apprentice live on different islands, a travel grant can also be requested. The maximum amount is \$2,500 for each year.</p>
<p>APPLICATION REQUIREMENTS:</p> <p><i>(applications not meeting these requirements will not be considered)</i></p>	<ul style="list-style-type: none"> • All application materials must be submitted by the postmark deadline. Anything missing by the postmark deadline means the application is incomplete. Incomplete applications will not be considered (see Application Materials above). • Only one application per teaching artist or apprentice. • Current and correct application forms must be used. Applicants using forms from previous years will not be considered. • Contemporary arts are not eligible. These may include but are not limited to contemporary visual or performing arts, filmmaking, popular arts, fusion practices, etc. • Occupational “folklife” or “folkways” such as massage therapy, use of medicinal herbs, cooking, farming and fishing are not eligible, unless the application focuses on an aesthetic aspect (for example the traditional making of tools/implements or traditional festive ceremonies related to the occupation).
<p>APPLICATION PACKAGE PREPARATION</p>	<p>This application is a Word.doc. The boxes expand as you type.</p> <p>Word processing: Use a legible font such as Times Roman or Arial, and font size 10 to 12.</p> <p>Since we need to make copies of your application for panel review:</p> <ul style="list-style-type: none"> • Do Not staple your materials. • Do Not bind your application and support materials, i.e. no 3-ring binder, folios, archival sleeves.
<p>APPLICATION INSTRUCTIONS:</p>	<p><u>Cover Sheet</u></p> <ul style="list-style-type: none"> • Provide a brief and concise project title. • Identify the traditional art form/cultural practice. (<i>For example, lauhala weaving, Filipino folk dance, etc.</i>)



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- Identify the culture to which the traditional art or practice belongs. (*For example, Hawaiian, Okinawan, etc.*)
- Provide contact and identifying information for the Teacher and the Apprentice. (Identifying information is also used for statistical and federal reporting).
- Identify any prior participation in the Apprenticeship Grant Program.
- Indicate your Teacher-Apprentice relationship, i.e. family relationship, working relationship, etc.).
- Teacher and Apprentice must sign the application cover sheet.
- If the Apprentice is a minor, signature from parent or guardian is required.

Project Description – Questions for the Teacher

- A-1. Briefly describe when and how you learned the traditional art form/cultural practice you wish to teach.
- A-2. Briefly describe your teaching experience with this traditional art form/cultural practice.
- A-3. List or briefly describe other teaching or public activities that you have done such as lecture-demonstrations, workshops, community events or festivals. You may list any awards or recognition you have received for your work. You may attach a brief resume or CV that directly relates to your involvement with this traditional art form/cultural practice.
- A-4. Briefly describe why you want to teach this apprentice and why you think this grant will help you teach this apprentice.
- A-5. Briefly describe what skills or cultural values you have already taught this apprentice, including how he/she may have assisted you with your teaching or traditional arts work.

Project Description – Questions for the Apprentice

- B-1. Briefly discuss how long you have been involved with this traditional art form/cultural practice and why it is important to you.
- B-2. Briefly describe how you have actively participated in this traditional art form/cultural practice. Include who you have studied with, what you studied and how long. You may include any awards or honors that you may have received related to this traditional art form/cultural practice. You may attach a brief resume or CV that directly relates to your involvement with this traditional art form/cultural practice.
- B-3. Briefly describe your working relationship with this teacher, including what you have learned from this teacher. If you are already a student with this teacher, how will this apprenticeship be different from your regular learning?



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	<ul style="list-style-type: none">• Briefly describe how you plan to continue with this tradition after your apprenticeship is completed and how the cultural community will benefit from your apprenticeship. <p><u>Project Description – Questions about the Project</u></p> <ul style="list-style-type: none">• Describe the proposed apprenticeship for both years.<ul style="list-style-type: none">○ Brief description of the expected progress over the two-year period.○ Brief description of any “teacher training”, if that is included in the apprenticeship.○ Brief description of any other cultural preservation work that might be included, such as oral history of the teacher, the teacher’s legacy or the teacher’s school.○ Brief description of any other cultural preservation documentation work that might be included, such as identifying and describing the teacher’s body of work, repertory, and related cultural assets.• If “teacher training” is included, provide a brief description of the expected outcome. What and who is the apprentice expected to be able to teach?• Brief description of the proposed community presentation for each year. Community presentations need not be complicated. Some possibilities include:<ul style="list-style-type: none">○ Participating in a community event or festival.○ Participating in the teacher’s school recital to share what was learned during the apprenticeship.○ Doing a lecture-demonstration.• Apprenticeships cannot begin before July 1, 2015 (year 1) or July 1, 2016 (year 2). <p><u>Project Description – Budget</u></p> <ul style="list-style-type: none">• Teaching Fee: Each Apprenticeship Grant is \$4,000 for each year and the grant is made to the teacher or the teacher’s organization.• Interisland Travel Subsidy: For applications where the teacher and the apprentice live on different islands, a travel grant can also be requested. The maximum amount is \$2,500 for each year. Indicate how many trips are planned, who will travel, and from what island to what island. <p><u>Artistic Evidence (Work Samples)</u></p> <ul style="list-style-type: none">• In order to determine the level of mastery of the applicant teaching artist and the readiness of the applicant apprentice, BOTH the
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teacher and apprentice must submit examples of their work. Label and identify teaching artist and/or apprentice clearly and correctly.

- If your tradition is a **CRAFT** please include **photographs, slides**, or a **DVD** of your work.
- If your tradition is a **PERFORMING ART**, please include an **audio cassette tape or audio CD** (for music or storytelling performing art), or a **DVD** (for music, dance or drama performing art).

PHOTO IMAGES:

Printed Photographs: You may submit color print copies of the photographs, instead of the actual photographs. Printed copies of the photograph should be of high quality.

CD Photographs: You may submit photographs on a CD.

AUDIO:

Audio cassettes and CDs: should include one musical selection of 3-10 minutes for the teaching artist and one musical selection of 3-10 minutes for the apprentice. Please identify the musical selections – who is playing the music, what is the title of the music. You may also include a short printed description of the musical selections.

VIDEO:

DVDs: should include one 3-10 minute performance of the teaching artist and one 3-10 minute performance of the apprentice OR one 3-10 minute performance of both. Label clearly and provide a sheet describing/explaining the performance and identifying the teaching artist and/or apprentice. Identify the DVD tracks.

WEBSITE LINKS:

If your support materials can be viewed on your website, youtube, vimeo etc that staff and panelists can access, please type in the website links.

Letters of Support

- Two Letters of Support are required; one for the Teacher and one for the Apprentice.
- Please Use the Letters of Support Form.
- Letters of Support must be obtained from persons who are qualified to speak about the tradition. Do not ask immediate family members.
- Letters of Support should not be obtained from HSFCA employees or contracted Staff, or current Commissioners.



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Folk & Traditional Arts Program
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	<ul style="list-style-type: none"> • Obtain letters from those who know and understand the value of your work. The letters should be written and signed by someone who can speak to the individual's specific traditional arts knowledge and skills, cultural community involvement, and involvement in preserving the tradition.
WE DO NOT FUND:	<p><u>Cost items that the HSFCA does not fund:</u></p> <ul style="list-style-type: none"> • Building, renovation, maintenance of facilities, or other capital expenditures • Activities completed prior to the project period • Fellowships, scholarships, theses, dissertations, tuition • Fund raising • Grant writing, grant management fees or indirect cost rates • Commissions for visual artists to execute professional works of art • Costs for food and/or refreshments • Perquisites (non-salary compensation or other employee benefits) • Equipment purchases and/or long-term equipment rentals • Enduring assets such as musical instruments, musical scores, books, costumes, and props • Foreign travel • Subgrants or regrants • Interest payments, insurance, or similar finance cost; audits • Utilities and communications costs (e.g. water, electricity, telephone) • Un-itemized miscellaneous • Maintenance or repair costs • Technology-related expenses, including but not limited to computer hardware or software, Internet, website, or E-mail, or contracted assistance to design or maintain such services <p><u>Projects that the Apprenticeship Grant does not fund:</u></p> <ul style="list-style-type: none"> • Festivals, community events, concerts, competitions • School programs, projects or residencies (see Artists-in-the-Schools arts residency grants) • Arts and culture grants to organizations (see Biennium Grants) • Conferences, symposia, lectures, workshops and classes, continuing education courses, and similar activities. • Out-of-state collaborations
HOW THIS PROGRAM IS FUNDED:	<p>The HSFCA Folk & Traditional Arts Program submits a grant application annually in October to the National Endowment for the Arts (NEA) for statewide cultural support. The amount of NEA grant received</p>



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	<p>is matched one-to-one with state general funds. A portion of the request is to fund these cultural grants.</p>
<p>GRANT PROGRAM TIMEFRAME:</p>	<p>These are the approximate benchmark dates for the Apprenticeship Grants Program:</p> <ul style="list-style-type: none"> • January 2015 – disseminate application information and materials for Fiscal Biennium 2016 & 2017 • March 2, 2015 – DEADLINE for all applications • April 2015 – panel meeting for review of applications to make funding recommendations • May 2015 – Board of Commissioners discuss and review funding recommendations; approve funding pending availability of funds • July 2015 – Begin new fiscal year; begin year one of Apprenticeship Grants; official notification to grantees • June 2016 – End fiscal year; end year one of Apprenticeship Grants • July 2016 – Year one final reports due; begin fiscal year; begin year two of Apprenticeship Grants; official notification to grantees • June 2017 - End fiscal year; end year two Apprenticeship Grants • July 2017 – Year two final reports due
<p>HOW APPLICATIONS ARE REVIEWED AND EVALUATED:</p>	<p><u>Receiving and Processing Applications</u></p> <ul style="list-style-type: none"> • Applications will be reviewed by staff for completeness and eligibility. • Applicants will receive written notification of the outcome of their application in July. <p><u>Reviewing and Evaluating Applications</u></p> <ul style="list-style-type: none"> • Applications will be reviewed and scored in a panel meeting and panelists will make funding recommendations to the HSFCA Board of Commissioners for apprenticeship grants funding approval. • Evaluation Criteria: <ul style="list-style-type: none"> ○ Proposal clarity; completeness of answers. ○ Teacher’s artistic excellence and mastery. ○ Apprentice’s experience, readiness and commitment. ○ Cultural need or urgency. • Additional considerations <ul style="list-style-type: none"> ○ The experience/skill requirements for an apprentice may be relaxed in cases where the number of prospective apprentices in a community is very limited, and/or an applicant demonstrates a special connection to the tradition. <p><u>Who are Panelists?</u> Panelists are community members with experience or expertise in a</p>



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	<p>traditional art form/cultural practice, or are knowledgeable about one or more cultural communities in the state.</p> <p>A panel pool of possible panelists in our state is regularly updated. Individuals in the panel pool include university teachers and administrators with expertise in traditional arts/cultural practices, previous apprenticeship grantees who successfully completed their projects, cultural specialists at other institutions, traditional artists and cultural practitioners.</p>
<p>AFTER GRANT IS FUNDED:</p>	<p><u>Requirements for Grantees</u></p> <ul style="list-style-type: none"> • Implement a minimum of 80 hours of instruction over a 6 to 8 month period within each of the two years. • Both the Teacher and the Apprentice must submit a Final Report after each year. The Apprentice’s final Report should also include evidence of work accomplished, such as photos, any printed materials, CD or DVD. • The Apprentice must keep a written log or journal of the lessons, which is to be submitted with the Final Report. • Conduct a community or public presentation at or towards the end of each year. For example, this can be a talk, performance or an exhibit at a school, library, community center, arts organization. • Inform staff about performances or community and public presentations so that staff and panelists/advisors can attend. • Successful completion of the first grant year is required in order for the second year to take place. • Folk & Traditional Arts grantees who fail to complete all grant requirements will jeopardize their opportunity to apply for another folk & traditional arts grant. • We recommend that grantees thank their own legislators for the public funding support – with a letter, or email or personal visit. <p><u>Public information and credits</u></p> <ul style="list-style-type: none"> • Apprenticeship teams must credit the Apprenticeship Program at their community or public presentation. • For printed materials, such as flyers and playbills, the HSFCFA logo is to be used. • Required language for credits & acknowledgements <i>“This program is supported in part by the State Foundation on Culture and the Arts through appropriations from the Legislature of the State of Hawai`i and by the National Endowment for the Arts.”</i>



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<p>HSFCA RESPONSIBILITIES:</p>	<ul style="list-style-type: none">• The grant for each year is dependent upon availability of funds. The Board of Commissioners approves the Folk & Traditional Arts Program annual budget which includes Apprenticeship Grants.• HSFCA reserves the right to continue or discontinue the project after the first year.• In the event that a teacher or student cannot continue the grant project, HSFCA reserves the right to discontinue the project.• An orientation meeting with grantees will take place early during the first grant year.• One or more site visits may take place during the grant period. The purpose of site visits is to better understand the apprenticeship project and the work of the apprenticeship team. Site visits may be conducted by staff and Folk & Traditional Program advisors.• Project documentation will involve photo, audio and/or video of interviews and project work or public presentations.
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