



Hawai'i State Foundation on Culture & the Arts (HSFCA)
Folk & Traditional Arts Program
Apprentice Mentoring Grant Application Information and Instructions
Fiscal Biennium 2020 & 2021

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BASIC INFORMATION

ABOUT THE HSFCA AND CULTURE GRANTS

HSFCA Mission – *To promote, perpetuate, and preserve culture and the arts in Hawai'i*

HSFCA Vision – *"We envision a thriving and vibrant Hawai'i enriched by culture and the arts"*

Purpose of HSFCA Culture Grants - *To support building cultural capacity of living cultures in the State of Hawai'i*

Purpose of Apprentice Mentoring Grants – *To support advanced sustained training and mentoring of next-generation cultural practitioners, especially cultural practitioner teachers*

Apprentice Mentoring Grants meet the HSFCA Strategic Priorities for 2019-2023:

- Culture – Support, foster, and celebrate the artistic expressions of Hawaii's diverse cultures and communities
 - Honor and support Native Hawaiian culture, arts, artists, and cultural practitioners
 - Advance cultural arts education and creation
- Engagement – Enhance public engagement in culture and the arts
 - Increase access to diverse arts and cultural programs
- Education – Strengthen arts education for all learners
 - Expand community-based education programs and opportunities

ELIGIBILITY

Applicant eligibility at the time of application

- Individual applicants are U.S. citizens or U.S. permanent residents.
- Individual applicants are State of Hawai'i residents.
- Individual apprentice applicants are at least 16 years of age.

Grant project eligibility at the time of application

- Projects must be implemented entirely in the State of Hawai'i.
- Projects must be for folk and traditional cultural arts and practices of living traditions that are relevant to cultural communities in the State of Hawai'i. Relevant means that they are practiced, taught, learned and/or shared within the cultural community to which the folk or traditional art or practice belongs.
- Only one application per individual applicant (individual teacher or apprentice).

Applicants or applications that are not eligible at the time of application will not be accepted.

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APPLICATION POSTMARKED DEADLINE EXTENSION:

Thursday March 7, 2019 by 11:59 pm HST - postmarked due date and time for mail or email.

Mail address for mailing:

Denise Miyahana, Arts Program Specialist
Hawai'i State Foundation on Culture and the Arts
250 South Hotel St., 2nd floor
Honolulu, Hawai'i 96813

Email address for emailing:

denise.miyahana@hawaii.gov

Complete set of application materials per these grant instructions are required. Any required application materials not received or postmarked by the application due date and time will not be accepted.

You do not need to mail the application via express or private carrier. It is a postmarked deadline, so you can use regular mail.

Do Not fax any of your application materials. Faxed materials will not be accepted.

Applications received after the deadline will not be accepted.

STAFF CONTACT:

Applicants are advised to contact Staff to discuss the proposed applications. This helps ensure that the application conforms to the program guidelines, and that all of the application requirements are properly addressed.

Draft applications (optional) - It is useful to submit your application for review ahead of the deadline, so that Staff can review it and give you feedback. This will give you time to make any needed changes before you submit your application.

Denise Miyahana, Arts Program Specialist
Hawai'i State Foundation on Culture and the Arts
Phone: 808-586-0771 Email: denise.miyahana@hawaii.gov

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GRANT PROJECT PERIOD:

The grant period is one state fiscal biennium consisting of two fiscal years. A fiscal biennium coincides with State of Hawai'i budgeting.

Fiscal Biennium 2020/2021:

July 1, 2019 through June 30, 2020 (**year 1**) and
July 1, 2020 through June 30, 2021 (**year 2**)

GRANT PROGRAM TIMEFRAME:

These are the approximate benchmark dates:

- December 2018 – Disseminate application information and materials
- February 21, 2019 – Postmarked DEADLINE for all applications
- April 2019 – Panel meeting for review of applications for funding recommendations
- May 2019 – Board of Commissioners meeting - discuss and review funding recommendations; approve funding pending availability of funds
- *July 1, 2019 – Begin new fiscal year; begin Year One of Apprentice Mentoring Grants*
- July 2019 - Official notification to grantees, pending availability of funds
- July to September 2019 – Grantee orientation with Staff
- *June 30, 2020 – End fiscal year; end Year One of Apprentice Mentoring Grants*
- *July 1, 2020 –Begin new fiscal year; begin Year Two of Apprentice Mentoring Grants*
- July 31, 2020 - Year One final reports deadline; official Year Two notification to grantees, pending availability of funds
- *June 30, 2021 - End fiscal year; end Year Two of Apprentice Mentoring Grants*
- July 31, 2021 – Year Two final reports deadline

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APPRENTICE MENTORING APPLICANTS

WHO CAN APPLY:

- Teachers must be active practitioners who are exceptionally skilled cultural artists/practitioners, recognized in their cultural communities as experts with experience in teaching and sharing with the public.
- Apprentices must be active practitioners who are skilled and committed cultural artists/practitioners, preferably at the advanced level.
- Teacher & Apprentice(s) must apply together as a team. Generally, Teachers select the Apprentice(s) for this grant application.



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- A Teacher may apply with one to three Apprentices.

APPRENTICE MENTORING TEAMS:

Teacher and Apprentice applicants are deeply rooted in their cultural heritage with a high level of skill and experience. The most successful teams are those with enduring relationships that are respectful and caring.

The Teacher should be recognized as an established and mature tradition bearer and an active practitioner of his/her folk or traditional art form/cultural practice, with demonstrated mastery and artistic excellence. The Teacher should be able to train and mentor advanced students as next-generation cultural teachers.

The Apprentice must have proven experience in the folk or traditional art for further training, and be able to demonstrate commitment to the practice and the culture.

Teacher and Apprentice applicant team may be family members. The intent is to embed the cultural knowledge of family legacies within nuclear or extended families, or to lessen the risk of declining family skill and knowledge.

PRIORITY GRANTS PROJECTS:

Traditional arts/cultural practices that are underserved or are not robust due to:

- Few active masterful or skilled cultural practitioner teachers.
- Few active practitioners.
- Limited access to train or learn (geographic or economic barriers).

Traditional arts/cultural practices that are underserved or not served by HSFCA programs.

Traditional arts/cultural practices of masterful cultural practitioner teachers who may not be teaching much longer due to age or health.

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ABOUT FUNDING

HOW THE APPRENTICE MENTORING GRANTS PROGRAM IS FUNDED:

The HSFCA Folk & Traditional Arts Program receives an annual federal grant allocation each state fiscal year from the National Endowment for the Arts (NEA) for statewide cultural support. The amount of NEA federal grant funds received is matched one-to-one with state general funds appropriated by the Legislature of the State of Hawai'i. A portion of these monies is allocated to fund the Apprentice Mentoring Grants.

Public monies for each fiscal year must be available in order for Apprentice Mentoring Grants that are approved to be funded.

MAXIMUM GRANT AMOUNT:

The Teaching Grant is the **primary grant amount which is \$4,000** for each year of the fiscal biennium. It subsidizes the teaching fee.



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An optional **travel subsidy** may also be requested for each year of the fiscal biennium. The applicant must justify the need for the travel subsidy.

- A \$2,500 travel request is only for grant teams that live on different islands and must travel throughout the year for their regular lessons.
- A \$500 travel request per traveling team member is to assist teams to conduct a Native Hawaiian project cultural learning huaka'i. It assumes a one-night stayover.
- A \$400 travel request per traveling team member is to assist teams to conduct a presentation on a different island than their home island. It assumes same-day travel.

Applicants may request more than one type of travel subsidy for either or both years.

Apprentice Mentoring Grants are in limited supply and therefore do not pay for every cost that might be incurred by the Apprentice Mentoring Project. These public funds support the project by subsidizing teaching fees, supplies and materials, and travel costs. Grants are paid to the Teacher. Apprentices do not receive grants.

WE DO NOT FUND:

Cost items that the HSFCA does not fund:

- 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 costs, audits
- Utilities and communications costs (e.g. water, sewage, 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

Projects that the Apprentice Mentoring Grant does not fund:

- Contemporary arts - 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,



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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).

- Festivals, community events, concerts, competitions
- School programs, projects or residencies (see HSFCA website for Artists-in-the-Schools arts residency grants)
- Arts and culture grants to organizations (see HSFCA website for Biennium Grants)
- Conferences, symposia, lectures, workshops and classes, continuing education courses, and similar activities
- Out-of-state collaborations or projects

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APPLICATION REQUIREMENTS

REQUIRED APPLICATION MATERIALS:

The **required application materials** are listed as follows:

- Project Form (about the apprentice mentoring project).
- Certification Form (one from each Teacher and Apprentice applicant).
- Applicant Form (one from each Teacher and Apprentice applicant).
- Work Sample Form and Work Samples (one form and set of work samples from each Teacher and Apprentice applicant).
- Letter of Reference Form (one from each Teacher and Apprentice applicant).

Application materials are available on HSFCA website to download (December 2018):

<http://sfca.hawaii.gov/grants-programs/folk-traditional-arts/>

You can also request application materials via email:

denise.miyahana@hawaii.gov

APPLICATION CONDITIONS:

(applications must meet the following conditions to be accepted)

- All application materials must be submitted by the postmarked deadline of Thursday February 21, 2019, or emailed by 11:59 pm HST on Thursday February 21, 2019. Any missing information or materials that are required by this deadline means the application is incomplete. Incomplete applications will not be accepted (see *Required Application Materials* above).
- All applicants and applications must be eligible.
- FB 2018/2019 grantees who have not completed their first year public presentation and final report, and have not submitted their complete final report materials by September 30, 2018, cannot apply for this Fiscal Biennium 2020-2021 Apprentice Mentoring Grant.
- Current and correct application forms and instructions must be used. Application forms from previous years will not be accepted. Substitutions are not allowed.



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APPLICATION PACKAGE PREPARATION:

The application forms are all Word.doc. The boxes expand as you type.

Word processing: Use a legible font such as Times Roman or Arial, and font size 10 to 12.

Since we need to make copies of your application for panel review:

- **Do Not** staple your application and support materials.
- **Do Not** bind your application and support materials, i.e. no 3-ring binders, folios or pockets, plastic sleeves, etc.

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INSTRUCTIONS FOR FILLING OUT APPLICATION FORMS

PROJECT FORM:

- **Project Title.** Brief and concise. It should fit on one line. It should make sense to anyone who sees your project title in a list of projects (e.g. in the HSFCA annual report, report on grants and projects to the state legislature or our federal funder, Board of Commissioners approval of grants recommended for funding, etc.)
- **Traditional Art/Practice.** Identify the specific traditional art form/cultural practice. (*For example: Kumiwudui, `Ukeke, etc.*)
- **Culture.** Identify the culture to which the traditional art or practice belongs. (*For example: Hawaiian, Okinawan, Burmese, etc.*)
- Indicate **how many apprentices** the teacher will be teaching and mentoring.
- **Project Summary.** Write a brief description of your proposed grant project. No more than 2 or 3 sentences. It should be clear and concise for the review panel and the Board of Commissioners to know what your project is about.
- **Continuing grant project from last fiscal biennium.** Check Yes or No if you are applying again to continue your project. If Yes, you must explain why it is important for you to continue the project. What is the benefit for your cultural art form/practice, your legacy, your student practitioners, etc.?
- **What will the proposed apprentice mentoring project cover and what will the apprentice(s) achieve during the apprenticeship?** Include the various skills (including leadership, protocols, teaching skills, etc.), techniques, processes, materials that you plan to work on. What are the specific goals, completed work, or skill level to be achieved? What is the expected progress over the two-year period? How will you know? If teacher training is included, what will that be and how you will know that it is effective. For example, what and who is the apprentice expected to be able to teach?
- **NOTE:** *If the project will also have a focus on preserving the teacher's legacy – for example including oral history of the teacher's life as it relates to the his/her cultural practice; identifying and describing the teacher's body of work, learning about and documenting the*



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teacher's early history as a cultural artist/practitioner, learning about and documenting repertory and related cultural assets that pertain to the cultural practice – please discuss your proposed project with the HSFCA Staff.

- **Why do you want to teach the apprentice(s)?** Why is this grant necessary? If your proposed apprenticeship includes more than one apprentice, why is it necessary to teach more than one apprentice? If you already have group classes, how will this be different?
- **What is your proposed public presentation for each year?** How is it part of the teaching plan for the apprentice(s)? What will the apprentice(s) be expected to do?
- **Proposed Schedule.** Provide estimated details concerning your regular learning sessions (i.e. start and end dates, frequency, type of lessons, etc.) Year 1 project implementation period is within July 1, 2019 through June 30, 2020. Year 2 project implementation period is within July 1, 2020 through June 30, 2021.
- **Grant Request.**
 - The teaching grant amount is \$4,000. It assumes no interisland travel is necessary. This is pre-filled on the form.
 - Optional travel subsidy for regular lessons – ONLY for Teacher and Apprentice who live on different islands and will be traveling interisland throughout the year for regular lessons, then enter \$2,500 for either or both years. Identify what it is for (e.g. round trip airfare Honolulu-Hilo, car rental).
 - Optional travel subsidy for Native Hawaiian cultural learning huaka`i - IF your Native Hawaiian project can greatly benefit from a cultural learning huaka`i to a different island, then enter \$500 per traveling team member, for either or both years. Assumes your team might need to stay over one night. Identify what it is for (e.g. round trip airfare Honolulu-Hilo, car rental, lodging). Write a brief reason of what the huaka`i is and why it is necessary for your project.
 - Optional travel subsidy for presentation - IF your project can benefit from doing a presentation on a different island, \$400 per traveling team member, for either or both years. Assumes same-day travel. Identify what it is for (e.g. round trip airfare Honolulu-Hilo, car rental, lodging). Write a brief reason of what the presentation is and why it is important for your project.
 - Enter the Grant Request Total for each year. Add your teaching grant to your optional travel subsidy/subsidies for each year and enter the total for each year.

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CERTIFICATION FORM:

- Each Teacher and Apprentice must submit this form.
- Who Can Apply – Individual Teacher or Apprentice. Teachers and Apprentices must fill this section on their own form.
- State of Hawai'i payments to the Teacher – Only the Teachers fills out this section on the Teacher's form.
- If the apprentice is under 18 years of age, then a parent or guardian approval and signature is required on the Apprentice's form.
- Esignatures or pdfs of signed Certification Signature Forms are acceptable.

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APPLICANT FORM:

- Each Teacher and Apprentice must submit this form – be sure to fill in your profile and contact information.
- Check the box for Teacher Applicant or Apprentice Applicant.
- Check **only one** for Grantee Race/Ethnicity. This is for federal reporting and these are their labels.
- Check **only one** for Grantee Age Group. This is for federal reporting and these are their labels.
- Check if and identify how the Teacher and Apprentice are related to each other.
- Check the appropriate box(es) for Applicant's Prior Participation with Apprentice Mentoring Grants (also formerly Apprenticeship Grants. Provide explanations where required.
- About the Applicant. On your Grant Applicant Form, all Applicants must answer this question. How did you learn, and how long have you been practicing, this traditional art form/cultural practice? Who were your teachers? *You may attach your resume or CV, and/or any articles that specifically describe your experience and skill in your traditional art form/cultural practice.*
- About the Teacher. On the Grant Applicant Form that the Teacher fills out, the Teacher must answer these questions. What is your teaching experience with this traditional art form/cultural practice? How long have you been teaching? Briefly describe your teaching methods. How long have you been working with the apprentice(s)? Briefly describe what you have already taught the apprentice(s). If the apprentice(s) helped you with your work (e.g. teaching, presenting, etc.), please discuss this as well.
- About the Apprentice. On the Grant Applicant Form that each Apprentice fills out, the Apprentice must answer this question. Briefly describe what you have learned from this



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teacher. How will this apprenticeship project be different from your other lessons with this teacher?

WORK SAMPLE FORM:

- Each Teacher and Apprentice must submit this form – be sure to fill in your name.
- Check the box for Teacher Applicant or Apprentice Applicant.
- Check the box next to the kind of work sample that you are submitting.
 - If you are submitting an **audio sample**, provide the title of your song or audio selection. If it is a weblink, type in the web address. Provide a short and succinct explanation of this audio in relation to your project.
 - If you are submitting an **video sample**, provide the title of your video selection. If it is a weblink, type in the web address. Provide a short and succinct explanation of this video in relation to your project.
 - If you are submitting an audio or video sample and you would also like to submit photos, no more than **5 photos**. Identify what they are and why you are including them with your audio or video sample.
 - If you are submitting only photo images, you are limited to **20 photo images**. Be selective and provide the best examples that relate to your project. Identify the photos and provide a short and succinct explanation about these images in relation to your project.
- See the work sample sections below for more information and instructions about work samples.

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WORK SAMPLES:

(see *Grant Work Sample Form* in the section above and *Instructions For Preparation Of Work Samples* in the section below)

- **Each Teacher and Apprentice** applicant must submit examples of his/her work.
- Each applicant must fill out a **Work Sample Form** to accompany the work samples.
- Work samples must relate to the grant project's application. Be purposeful in selecting your work samples.
- Panelists will carefully review your work samples – as examples of excellent artistry, skill, technique, relevance to the grant application.
- Label or identify work samples with the applicant name clearly and correctly.
- If you are an **artisan** of a traditional art form/cultural practice (such as weaving, carving, printing, etc.), you may submit EITHER:



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A maximum of twenty (20) photo images of your work, OR

One (1) video example of your work and five (5) photo images.

- If you are a **performer** of a traditional art form/cultural practice (such as music, dance, chant, etc.), you may submit:

For music, chant or other aural forms – One (1) audio or video example of your work.

For dance, dance/drama, puppetry/storytelling, or other movement forms – One (1) video example of your work.

Performers may also submit maximum of five (5) photo images. Photos that clearly depict, for example, performance, full performance dress, relevant costuming and instruments, are useful if it relates to the grant project.

Work Sample Examples:

Hawaiian Featherwork – Submit color photographs of feather work finished items or relevant work process. Photos should depict the whole item. If details are not readily apparent, a close-up photo of an item to show details is helpful. The applicant may have a video clip that clearly depicts the items. A teacher may have a video clip in which he/she is teaching feather work – it should include some close-ups to show technique.

Okinawan Dance or Music – Submit video clip to show dance artistry and technique. Submit video or audio clip for music artistry and technique. Preferably, if there is a particular technique or style of genre that is central to the grant project, then the video/audio clip should depict that. Quality of the video should allow for easy identification of the applicant.

INSTRUCTIONS FOR PREPARATION OF WORK SAMPLES:

FOR PHOTO IMAGES

- Maximum twenty (20) images for artisan applicants.
- Maximum five (5) images for applicants who are submitting an audio or video sample.
- If you choose to **mail** your images, submit single images on a photo CD/DVD, or on a thumb drive, or as a color contact sheet of printed photographs. If you are submitting a color contact sheet of printed photographs, no more than two to four on a page, so that photos are large enough for panelists to see the image details.
- If you choose to **email** your images, submit single images as jpg files. If you are submitting a color contact sheet of printed photographs, no more than two to four on a page, so that photos are large enough for panelists to see the image details. Submit your contact sheet as a pdf.



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- Make sure that the quality of your images is Good to Excellent. If you are submitting a print out of your photo(s), make sure that the quality of the printing is good to excellent. This is what panelists will look at to gauge the quality of your work.
- **Do Not** submit a powerpoint or a slide show. These will not be used for panel review.
- **Do Not** submit photos or copies of your awards, certificates, or other activities that do not specifically relate to your grant application project. These will not be use for panel review.

FOR AUDIO OR VIDEO CLIPS

- Maximum one (1) video example or one (1) audio example.
- Length of time for each audio or video example should be between two (2) to five (5) minutes long.
- If you choose to **mail** your audio/video clips, submit them on a CD/DVD, or on a thumb drive.
- If you choose to **email** your audio/video clips, submit individual files (for audio – mp3, m4a. for video – mp4, mov).
- If your audio or video example is **on a website**, such as YouTube, provide the link on your Grant Work Sample Form. This audio or video clip must conform to the specifications in the table below. Make sure that the quality on the web is good to excellent.
- Make sure that the entire work is within the time limit allowed. If there is an exception where your piece is longer than 5 minutes, please discuss this with Staff.
- No commercials or interviews or other content that does not specifically relate to your grant application project. These will not be used in panel review.
- Audio and/or Video samples can be submitted by any applicant, not just those applying for support of a performing art/cultural practice. For example, a video that clearly shows how the applicant carves or weaves.
- If you must submit a commercially recorded CD album, please identify the one song that you are selecting as a work example for your application.
- Make sure that the quality of your audio or video sample is Good to Excellent. This is what panelists will look at to gauge the quality of your work. If there is an exception, such as old video footage as evidence of a teacher's classical work, please discuss this with Staff.

We will accept the following types of items:

Type	Video	Audio	Images
Maximum Time for Each Sample	2 to 5 minutes	2 to 5 minutes	N/A



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Maximum File Size for Each Sample	250 MB	5 MB	5 MB
File Types	mov, mp4	mp3, m4a	jpg (300 dpi)

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LETTER OF REFERENCE FORM:

- Use the Letter of Reference Form.
- One Letter of Reference is required from each Teacher and each Apprentice applicant.
- Letters of Reference must be obtained from persons who are qualified to speak about the applicant's cultural practice accomplishments in the tradition; 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 experience, knowledge and skills, cultural community involvement, and involvement in preserving the tradition.
- **Do Not** ask family members to write you a Letter of Reference.
- Letters of Reference from current HSFCA employees, contracted Staff or Commissioners **are prohibited and will not be accepted.**
- Letter of Reference Forms may be submitted by the Applicants or by the Applicants' referee. Letter of Reference Forms that are submitted separately must still meet the application due date and time.
- Esignatures or pdfs of signed Letter of Reference Forms are acceptable.

ADDITIONAL INFORMATION

HOW APPLICATIONS ARE REVIEWED AND EVALUATED:

Receiving and Processing Applications

- Applications received by the deadline will be reviewed by Staff for eligibility and completeness. Applications that are not eligible or that are not complete will not be accepted. Applicants will be notified about their application status.
- Applicants will receive official written notification of the outcome of their application in July 2019.

Reviewing and Evaluating Applications

- Applications will be reviewed and scored by panelists for a panel meeting. Panelists will make funding recommendations, in priority order, to the HSFCA Board of Commissioners for approval to fund these grants. Depending on the number of applications that are received and/or recommended for funding and because funds are limited, it is possible that some applications might not receive funding.
- Evaluation Criteria:



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- Excellence – Evidence in the project plan and implementation, including good use of public funds. Evidence of the applicants' skills, knowledge and experience.
- Teaching and Learning – Evidence of deepening, embedding and grounding cultural skills, knowledge and values.
- Access – Evidence of underserved access. Evidence of sharing and inspiring within cultural communities and the general population.
- Additional considerations:
 - 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.

Who are Panelists?

- Panelists are community members with experience and/or expertise in traditional art forms/cultural practices or are knowledgeable about one or more of the living cultures in the State of Hawai'i.
- 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 folk & traditional arts culture grantees who successfully completed their projects (experienced cultural artists/practitioners; experienced in teaching and sharing their work in different venues), cultural specialists at other institutions, traditional artists and cultural practitioners. The Board of Commissioners approves the panel pool.

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GRANTEE RESPONSIBILITIES:

- Grants payments must be in compliance with State procurement procedures. Therefore, grant recipients (for Apprentice Mentoring grants, it is the Teacher) must be compliant with all of their tax obligations (i.e. federal and state income taxes, state general excise tax).
- Implement 80 hours of instruction over a 6 to 12 month period within each of the two years.
- Each grantee team must attend an orientation with Staff early in the first year.
- Staff and/or Panelists may conduct site visits and document grant activities.
- Each Apprentice Mentoring grant team must submit a complete Grant Project Report after each year. The Apprentice's Report should include evidence of work accomplished, such as photos, any printed materials, audio or video examples.
- The Apprentice should keep a notebook of his/her own learning and study. The Apprentice must submit a List of Lessons Form as part of his/her Grant Project Report.
- Conduct a presentation at or towards the end of each year. The presentation must relate to the grant project and can take many forms. For example, this can be a talk, performance or a display/exhibit at a school, library, community center, arts organization, festival event,



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conference. You may discuss possibilities with Staff.

- Presentations must accommodate physical access – i.e. parking or drop-off; entry for wheelchairs, walkers or crutches; seating arrangements at the event or activity.
- 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 culture grantees who fail to complete all grant requirements will not receive their final grant payment and may jeopardize their opportunity to apply for another Folk & Traditional Arts Culture Grant.
- We recommend that grantees thank their own legislators for the public funding support – with a letter, or email or personal visit.

Public Information and Credits

- The Apprentice Mentoring team must credit the Apprentice Mentoring Grant Program at their presentation.
- For printed materials, such as flyers and playbills, the HSFCA logo is to be used.
- Required language for credits & acknowledgements *“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.”*

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HSFCA RESPONSIBILITIES:

- 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 Apprentice Mentoring 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 apprentice mentoring project and the work of the apprentice mentoring team. Site visits may be conducted by staff and Folk & Traditional Program panelists/advisors.
- Project documentation will involve photo, audio and/or video of project work, presentations and/or interviews. Documenting grant activities and presentations either by Staff or the grantee is necessary and useful for HSFCA reporting purposes and the NEA grant that the HSFCA receives to support this program.



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- Staff can assist the grantees with promotion of any activities or presentations that the public can attend (e.g. HSFCA enews, emails, dissemination of flyers).

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