



APPRENTICESHIP PROGRAM

Guidelines

PROGRAM DESCRIPTION

The Alliance for California Traditional Arts (ACTA) Apprenticeship Program encourages the continuity of the state's traditional arts and cultures by contracting mentor artists to offer intensive, one-on-one training* to eligible apprentices.** Each contract will support a period of concentrated learning for apprentices who demonstrate a committed engagement with, and a talent for, a specific traditional art form or practice.

If selected, ACTA enters into a contract with the mentor artist and apprentice to implement the work plan proposed in the application. The apprenticeship program period may last between **six months to one year**, in which ACTA staff will work closely with the apprenticeship pair to gauge and document progress and offer assistance and support. Upon agreeing to the contract, the apprenticeship pair will be required to go through an **orientation**. Near the mid-point of the apprenticeship period, a **site visit** will be scheduled, in which ACTA staff documents the apprenticeship sharing through in-person video recording and photography or through an online videoconference. The resulting materials become part of ACTA's permanent archival collections, which is open to the public for educational purposes. Each apprenticeship team will be required to organize a **public presentation** (an in-person or online performance, exhibit, lecture demonstration, etc.) in consultation with ACTA staff in order to share the results of their intensive learning cycle. We also ask that each apprenticeship pair implement a **survey** at their public sharing, which ACTA will provide. Finally, submitting **written evaluations** of the mentor artist and apprentice's experiences completes the requirements of the Apprenticeship Program contract.

* In some artistic traditions, a one-on-one mentor-apprentice partnership may not fit the framework of the tradition. In specific cases, such as ensemble traditions, other models may be more effective. Please contact us to discuss proposals involving such alternatives before applying.

**Apprentices applying for this program should already have a background in the artistic tradition as a practitioner.

CONTRACT AMOUNT & DURATION

Contracts of **\$3,000** will be made with California-based mentor artists to cover their fees, supplies, and travel. The apprenticeship must total at least six months from the beginning of the contract period, but may last up to one year, depending on the conditions of the particular mentorship.

WHO IS A MENTOR ARTIST? WHO IS AN APPRENTICE? WHAT ARE TRADITIONAL ARTS?

A **mentor artist** is someone who is recognized as an exemplary practitioner of a traditional art form by their community and peers. An **apprentice** is someone who learns from a mentor artist. Prospective apprentices should demonstrate an intention to enhance their established skills and cultural understanding of the art form by working with a mentor artist. The mentor artist and apprentice must apply together with a mutual desire to work with each other.

Traditional arts are those art forms that are transmitted and engaged as part of the cultural life of a group of people whose members share a common heritage, language, religion, occupation, or region. These expressions are deeply rooted in and reflective of a community's shared standards of beauty, values, or life experiences. Traditional arts are often passed on from one generation to the next and express a collective wisdom, rather than an exclusively unique personal aesthetic.

Some traditional art forms have been brought to California from other countries or regions and have taken root here to become interwoven with the state's cultural landscape and identity, while others have prospered on the more than 130 tribal reservations and rancherias in this state. Cowboy poetry; Hmong reverse appliqué embroidery; Mexican corridos (ballads) and mariachi music; African

American quilts; Japanese bonsai; Native American basketry, ceremonial regalia construction and ritual music/dance; South Indian Bharata Natyam dance; Western saddle making; Chinese qin instrumental music; Portuguese fado singing; Native Hawaiian kahiko hula chant and dance; and Pilipino rondalla music ensembles are but a few of the many hundreds of distinctive forms found in this tremendously diverse and culturally rich state.

Information about past ACTA Apprenticeships is available at actaonline.org/apprenticeships

REVIEW CRITERIA

A panel of traditional arts specialists will review applications and make recommendations for approval by the ACTA Board of Directors, according to the following criteria:

- Traditionality of the art form
- Artistic quality of the mentor artist's work
- Demonstrated commitment and developed skill of the apprentice
- Shared membership of the mentor artist and apprentice in a cultural community (family, heritage, occupation, tribe, religion, etc.)
- Feasibility of the proposed work plan and timetable
- Urgency (for endangered art forms)

INELIGIBLE APPRENTICESHIPS

- Apprenticeship Program recipients who participated in the previous year's cycle. (All applicants must take 1 year "off" from applying after receiving an ACTA Apprenticeship.)
- Contemporary studio crafts or the reproduction of antiques
- Recreations of historic or village folk traditions that attempt to reenact lifestyles from the distant past

Please Note: Current employees at ACTA classified as "Temporary" (i.e., teaching artists in prisons) may apply and receive the Apprenticeship, however, those with ongoing employment classified as "Regular" employees are not eligible.

REQUIREMENTS

- Mentor artist and apprentice must apply together.
- Mentor artist must be authorized to work in the United States and be able to receive payments directly.
- Both applicants must be California residents.
- Only one application is allowed per mentor artist and/or apprentice (e.g., mentor artist is not allowed to submit multiple applications, each with a different apprentice, nor can a person apply as an apprentice in one application and then as a mentor artist in another).
- Applications must include work samples from both mentor artist and apprentice to demonstrate artistic quality and traditionality.
- Letters of support are required for both the mentor artist and apprentice from experts on the art form or from people who know about the applicant's commitment to the cultural community and to the traditional art form.
- **Hard copy applications making use of this PDF form must be printed and postmarked by the deadline announced on actaonline.org/apprenticeships.** Those postmarked after the announced deadline will not be accepted. (Note: The deadline changes each year, so please confirm on the website or with ACTA staff.)
- ACTA will not accept applications submitted by fax or email. **You may alternately apply online via Submittable.** Find the Submittable online application at actaonline.org.

REQUIRED WORK SAMPLES

Work samples that give evidence of the mentor artist's and the apprentice's artistic ability must accompany the application. Applications without work samples for both the mentor artist and the apprentice will not be eligible for consideration. Be sure to send examples that best demonstrate skills and details of work clearly.

Submit work samples online: You may submit work samples by email. All web-based work samples, including links to websites, YouTube, audio files, etc. should be sent with viewing instructions to: APworksamples@actaonline.org

If not submitting by email, all support material should be labeled with applicant's name. Please use a marker pen

to write directly upon disc media rather than using sticky labels. Use the Work Samples section of the application to provide a brief description of what the samples represent.

Please make sure that the links are active, documented correctly, and do not require a password to access. In your email subject line, please indicate the mentor artist and apprentice names.

When submitting documentation that includes ensemble work or other individuals, be certain that the mentor and the apprentice are clearly identified. For example, “The mentor artist is wearing a red shirt and is sitting second from the left,” or “The second voice at 0:45 is that of the apprentice,” or “The mentor’s basket is the tall one on the left.”

Craft and Material Artists (quilting, woodcarving, beadwork, etc.) Both mentor artist and apprentice must **each submit at least 5, but no more than 12 images** of their work. Please number each item in the order to be viewed, and use the Work Samples section of the application to include an index with a **brief description of each item** (name of artist, date made, dimensions, materials used, title if applicable, contextual information, etc.).

Performing Artists (musicians, dancers, storytellers, etc.) Musicians and storytellers must submit **up to 2 audio or video samples**, and dancers and other performing artists must submit **up to 2 video samples**. Use the Work Samples section of the application to provide a brief description of each selection (date, name(s) of featured performers, total running time, contextual information, etc.). Note that **a maximum of five minutes will be allotted** for the panel to review both the mentor and apprentice’s work sample, so please clearly indicate track/running time of a clip on a CD or DVD.

Do not send original or irreplaceable materials. If you are selected, ACTA will retain the support materials for publicity and a permanent file. If you are not selected and you would like your support materials returned to you, include a self-addressed shipping container and required postage. Work samples will otherwise not be returned.

In addition to the work samples, applicants may also submit a limited number of additional **support materials** (newspaper articles, brochures or booklets, etc.). **A maximum of two items in each category will be reviewed by the panel.**

LETTERS OF SUPPORT

Letters of support are required for both the mentor artist and the apprentice from experts in the art form and from people who know about your commitment to the art form and the cultural community. Provide a maximum of two letters each.

APPLICATION CHECKLIST

- Cover Sheet
- Application
 - Work Sample Form
 - Apprenticeship Description
 - Mentor Artist Form
 - Apprentice Form
 - Budget and Legal Responsibilities
- Letters of Support
- Work Samples

Do not bind or staple copies, or place in report covers.

Paper clips and binder clips are acceptable.

Submit two signed copies of the application and support materials and a single copy of work samples.

Send to:

Alliance for California Traditional Arts
Apprenticeship Program
744 P Street, Suite 307
Fresno, CA 93721

FOR MORE INFORMATION, CONTACT:

Jennifer Joy Jameson, Program Manager
760.805.8002
jjameson@actaonline.org

We strongly suggest that you call to discuss your proposal before applying.

The Alliance for California Traditional Arts' Apprenticeship Program is generously supported each year by public and private funders. To learn about this year's funders, go to actaonline.org/apprenticeships.

Application Cover Sheet

Apprenticeship year you are applying for: _____

MENTOR ARTIST

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

County: _____

Gender Pronouns (she, him, they, etc.): _____

Cell Phone: _____

Other Phone: _____

E-mail*: _____

Website: _____

Date & Place of Birth: _____

Places raised: _____

Past Participant of Apprenticeship Program? Yes No

If yes, which year(s) did you participate? _____

*By applying to the Apprenticeship Program you consent to be added to ACTA's monthly newsletter, the New Moon. You may unsubscribe at any time.

APPRENTICE

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

County: _____

Gender Pronouns (she, him, they, etc.): _____

Cell Phone: _____

Other Phone: _____

E-mail*: _____

Website: _____

Date & Place of Birth: _____

Places raised: _____

If minor, name of parent/guardian: _____

Phone and email of guardian: _____

Past Participant of Apprenticeship Program? Yes No

If yes, which year(s) did you participate? _____

CONTACT INFORMATION RELEASE

I give ACTA permission to include the above contact information in ACTA's database of folk and traditional arts.

Mentor's signature _____ Date _____

Apprentice's signature _____ Parent or guardian's signature (if apprentice is a minor) _____ Date _____

Application

PART I: WORK SAMPLES

To be filled out by MENTOR ARTIST and APPRENTICE. Any mailed material should be labeled with your name. Please use a marker pen to write upon disc media rather than using sticky labels. Please provide a self-addressed shipping container with sufficient postage if you want your work samples returned. Work samples will otherwise not be returned. If you are selected, ACTA will keep your work sample on file. **Submit work samples by email:** All web-based work samples that include links to websites, YouTube, audio files, etc. should be sent with viewing instructions to: APworksamples@actaonline.org. Please make sure that the links are active, documented correctly, and do not require a password to access. In your email subject line, please indicate the names of the mentor artist and apprentice.

Mentor Artist Work Sample Descriptions

Craft and visual artists submit **5 to 12** digital or print images.
Musicians and storytellers submit **up to 2** digital audio or video samples.
Dancers and other performing artists submit **up to 2** digital video samples.

Check all that apply:

- Images quantity: _____
- Audio samples quantity: _____
- Video sample quantity: _____

Additional Support Materials:
In addition to the work samples, you may also submit additional support materials (newspaper articles, brochures or booklets, etc.). A maximum of two items in each category will be reviewed by the panel.

- Newspaper articles (maximum 2 items)
- Brochures or booklets (maximum 2 items)
- Other:

Please provide a brief description of your audio, video or photo work samples. Include information such as dates, name/title and details of pieces, total time duration of sample(s), and context of documentation. Also be sure to identify yourself if in an ensemble and include any other information you deem significant. You may use and attach a separate sheet of paper if necessary. Note that a maximum of five minutes will be allotted for the panel to review both the mentor and apprentice’s work sample.

How do your work samples relate to your proposed apprenticeship?

Apprentice Work Sample Descriptions

Craft and visual artists submit **5 to 12** digital or print images.
Musicians and storytellers submit **up to 2** digital audio or video samples.
Dancers and other performing artists submit **up to 2** digital video samples.

Check all that apply:

- Images quantity: _____
- Audio samples quantity: _____
- Video sample quantity: _____

Additional Support Materials:
In addition to the work samples, you may also submit additional support materials (newspaper articles, brochures or booklets, etc.). A maximum of two items in each category will be reviewed by the panel.

- Newspaper articles (maximum 2 items)
- Brochures or booklets (maximum 2 items)
- Other:

Please provide a brief description of your audio, video or photo work samples. Include information such as dates, name/title and details of pieces, total time duration of sample(s), and context of documentation. Also be sure to identify yourself if in an ensemble and include any other information you deem significant. You may use and attach a separate sheet of paper if necessary. Note that a maximum of five minutes will be allotted for the panel to review both the mentor and apprentice’s work sample.

How do your work samples relate to your proposed apprenticeship?

PART II: APPRENTICESHIP DESCRIPTION

To be filled out by MENTOR ARTIST and APPRENTICE. Please keep responses concise, **answers must fit within the space provided.**

1. Describe the ways that you both share the same cultural community (for example, family, heritage, tribe, religion, occupation, etc.). Please be specific.
2. Describe in detail the goals, techniques, skills, and subject matter to be covered during the apprenticeship. If you will complete a specific project, please describe it.
3. Where will your lessons take place? How frequently? Over what period of time (provide start and end dates)?
4. Estimated total hours of direct one-on-one apprenticeship time between mentor artist and apprentice?
5. Estimated total hours apprentice works independently on material covered in apprenticeship? (if applicable)
6. What are your plans for sharing your project publicly? (Sharing events may take place in person at a public space, or online, via digital performances or offerings, like a livestream event, or an edited video of a performance or demonstration shared on YouTube, etc.)
7. If the apprentice has participated in the Apprenticeship Program in the past, please describe their progress during and since the last apprenticeship. How would this upcoming apprenticeship build upon their progress? How will this apprenticeship deepen their practice in the tradition?

PART V: BUDGET AND LEGAL RESPONSIBILITIES

To be filled out by MENTOR ARTIST and APPRENTICE.

Budget

Total costs must equal \$3,000. Contracts are made to cover mentor artist’s fees, supplies, and travel.

Mentor artist’s fee: \$ _____

Materials, supplies, tools (list each item and its cost):

_____ \$ _____

_____ \$ _____

_____ \$ _____

_____ \$ _____

_____ \$ _____

_____ \$ _____

_____ \$ _____

_____ \$ _____

_____ \$ _____

_____ \$ _____

_____ \$ _____

_____ \$ _____

Materials Subtotal: \$ _____

Travel (please explain; note that mileage is paid at \$0.58/mile):

_____ \$ _____

_____ \$ _____

_____ \$ _____

_____ \$ _____

_____ \$ _____

_____ \$ _____

_____ \$ _____

Travel Subtotal: \$ _____

GRAND TOTAL: \$ _____
(should equal \$3,000)

Legal Responsibilities & Assurances

The contract will be made directly with the mentor artist. Please indicate who will keep the supplies and products resulting from the apprenticeship:

1. The contract will be made directly with the mentor artist.
2. Please indicate who will keep the supplies and products resulting from the apprenticeship:

3. The applicants assure that, if contracted:
 - a) The activities and services proposed in the contract will be conducted by the mentor artist and will not be subcontracted.
 - b) Money received as a result of this application will be spent solely on the described apprenticeship and the budget line items. The mentor artist is responsible for managing and documenting expense items listed in the budget. ACTA reserves the right to audit expense records for a period of up to two years.
 - c) Statements made in this application are true and complete to the best of our knowledge and both parties have a shared understanding of, and consent to, the proposed project as they have described.

Mentor artist’s signature Date

Apprentice’s signature Date

Parent or guardian’s signature Date
(if apprentice is a minor)