



West Virginia  
Humanities Council



# West Virginia Folklife Apprenticeship Program: 2020-2021 Application

See the West Virginia Folklife Apprenticeship Program 2020-2021 Guidelines document for application instructions. The master artist and apprentice must complete the application form and submit it together. Complete applications should include:

- Application questions completed by both master (Part A) and apprentice (Part B)
- A detailed apprenticeship work plan (Part C)
- A proposed budget (Part D)
- Clear work samples of both master artist and apprentice (Part E)

**Incomplete applications may result in rejection of the application.**

Applications must be in a Word document or pdf and submitted electronically by **January 31, 2020** to [hilliard@wvhumanities.org](mailto:hilliard@wvhumanities.org). If you are unable to submit your application electronically, it must be postmarked by **January 31, 2020** and mailed to:

**WV Folklife Apprenticeship Program  
West Virginia Humanities Council  
1310 Kanawha Blvd. E  
Charleston, WV 25301**



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## Part A: General Information and Master Artist Information

<b>General Apprenticeship Information</b>	
Apprenticeship Art Form/Cultural Expression:	
Name of Master Artist & Apprentice:	
Amount Requested:	

<b>Master Artist Information</b>	
Name of Master:	
Gender [Optional]:	
Permanent Address:	
City:	
State:	
Zip+4:	
County:	
Phone Number:	
E-mail Address:	
Age [Optional]:	
Year WV Residence Established:	

**Master Artist Application Questions (Please answer the following on separate pages with your name on all pages. Your responses should preferably be typed and limited to 5 pages maximum in 12 pt. font, single spaced):**

1. Describe the traditional art form or cultural expression you will be teaching. Where, when, and how did you learn this tradition? What role does it play in your everyday life and the life of your community?
2. Have you ever taught this tradition to anyone? If so, please describe the circumstances.
3. How do you describe your cultural community? How have members of your community recognized you (formally or informally) as a master artist? Please include details of any connections to ethnic, religious, occupational, language-based, and/or regional communities of which you are a part.
4. Describe your relationship with the proposed apprentice. How long have you known them? If you have worked together previously, please describe the circumstances. Why do you want to work with them? How will this apprenticeship allow the apprentice to achieve a new level in the art form or cultural expression?
5. What do you hope to accomplish through this apprenticeship and why do you wish to participate as a master artist? If completed, what impact do you think the apprenticeship will have on your community and how will you inform them about this project?



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## Part B: Apprentice Information

<b>Apprentice Information</b>	
Name of Apprentice:	
Gender [Optional]:	
Permanent Address:	
City:	
State:	
Zip+4:	
County:	
Phone Number:	
E-mail Address:	
Age [Optional]:	
Year WV Residence Established:	

**Apprentice Application Questions (Please answer the following on separate pages with your name on all pages. Your responses should preferably be typed and limited to 5 pages maximum in 12 pt. font, single spaced):**

1. Describe the traditional art form or cultural expression you will be learning through this apprenticeship. Where, when, and how did you learn this tradition and what is your skill level? What role does it play in your everyday life and the life of your community?
2. How do you describe your cultural community? Please include details of any connections to ethnic, religious, occupational, language-based, and/or regional communities of which you are a part.
3. Describe your relationship with the proposed master artist. Have you worked together previously? If so, how? Why do you want to work with them?
4. What do you hope to accomplish with this apprenticeship? Why do you want to enhance your skills? How will this apprenticeship allow you to achieve a new level in the art form or cultural expression?
5. What do you hope will be the long-term impact of this apprenticeship on you and your community? How do you plan to work to sustain and develop this art form or cultural expression?



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## Part C: Work Plan

**To be completed together by master artist and apprentice. (Please answer the following on a separate page(s) with your name on all pages. Your responses should preferably be typed and limited to 2 pages maximum in 12 pt. font, single spaced):**

1. List the skills, techniques, and repertoire (tunes or styles learned, objects made, etc.) that will be taught during the apprenticeship, along with the length of time necessary to teach each element.
2. What will the apprentice be expected to do between sessions? Please be specific.
3. Include a schedule of the estimated dates, times, locations, and total number of sessions estimated for the apprenticeship.
4. Describe what you hope to accomplish with the apprenticeship. What will indicate that this has been a successful apprenticeship?
5. Describe what documentation (photos, video, recordings, log book, etc.) will be collected to demonstrate the success of the partnership. Be sure to include the costs of documentation in your budget (up to \$150 of the \$3,000 award).
6. All apprentice pairs are required to share their work at a local public event. Describe your ideas for this event including details (date, format, location, audience) and goals. Be sure to include any expected event costs (up to \$300 of the \$3,000 award) in your budget.

**I certify, represent, and warrant that the information contained herein and in all attachments and supporting materials is true and correct.**

\_\_\_\_\_  
Master Artist Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Apprentice Signature

\_\_\_\_\_  
Date



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## Part D: Apprenticeship Budget

<b>Master Artist and Apprentice Names:</b>	
<b>Master Artist Fees</b>	
1. Fee per hour:	
2. Hours per session:	
3. Total fee per session:	
4. Number of sessions:	
<b>5. Total Master Fees:</b>	
<b>*Travel (mileage @ .58 cents/mile, public transportation, housing, etc.)</b>	
6. Master Artist Travel	
7.	
8. *Apprentice Travel	
9.	
<b>10. Total Travel:</b>	
<b>*Supplies (please list below)</b>	
11. Master Artist Supplies	
12.	
13. *Apprentice Supplies	
14.	
<b>15. Total Supplies:</b>	
<b>Documentation</b> (printing reports, photography, video, etc. up to \$150)	
16.	
17.	
18.	
<b>19. Total Documentation:</b>	
<b>Public Presentation</b> (up to \$300, please describe below)	
20.	
21.	
22.	
<b>23. Total Public Presentation:</b>	
<b>Total Request (not to exceed \$3,000)</b>	
Total Master Fees (Line 5):	
Total Travel (Line 10):	
Total Supplies (Line 15):	
Total Documentation (Line 19):	
Total Public Presentation (Line 23):	
<b>Total Request to West Virginia Folklife (not to exceed \$3,000):</b>	

\*Total *Apprentice* travel and supplies not to exceed \$300.



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## Part E: Work Samples

### Work Sample Guidelines:

- Both master artist and apprentice are urged to submit work samples (images, video, and/or audio) of the most recent date and highest quality available, presenting the work to its best advantage for panel evaluation. Work should have been completed within the past 5 years.
- Information about each work sample must follow the format described below.\* Clearly label whether the sample is from the master artist or apprentice.
- Applicants are highly encouraged to submit work samples electronically—either as an email attachment, link to a site such as YouTube or a personal website, or a link to a file sharing site such as DropBox or Google Drive. Support materials will be returned only upon request.

### \*Work Sample Labeling Instructions:

- Assign a number [1, 2, 3...] to each sample
- Artist name
- Master/Apprentice (indicate which artist is represented)
- Title of work(s)
- Media format: online links, CD/DVD track number, etc.
- Length of work(s) and where panel should start reviewing
- Additional information about the work, including artist's role in development of work, location(s) and date(s) recorded, artistic style, form, content, and/or process. Please include any contextual information that will help the review panel understand the work samples.

### Work Sample Specifications:

- **For audio and video samples:** Individual samples should not exceed 10 minutes (if clip exceeds 10 minutes, indicate which portion  $\leq$ 10 minutes the panel should review).
- **For image work samples:** Please submit no more than 10 images per artist.



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## For Master Artist Work Samples:

Please select one option with respect to your work samples:

Return my physical work samples to me. I have enclosed a self-addressed envelope with postage for their return.

By signing this form, I give my permission for the application and accompanying work samples to be entered into the publicly accessible West Virginia Folklife Archives. I understand these archives are for educational and research use only. Any commercial use must be approved in advance by me on a case-by-case basis.

I do not wish my work samples to be returned and authorize their disposal.

\_\_\_\_\_  
Master Artist Signature

\_\_\_\_\_  
Date

## For Apprentice Work Samples:

Please select one option with respect to your work samples:

Return my physical work samples to me. I have enclosed a self-addressed envelope with postage for their return.

By signing this form, I give my permission for the application and accompanying work samples to be entered into the publicly accessible West Virginia Folklife Archives. I understand these archives are for educational and research use only. Any commercial use must be approved in advance by me on a case-by-case basis.

I do not wish my work samples to be returned and authorize their disposal.

\_\_\_\_\_  
Apprentice Signature

\_\_\_\_\_  
Date