



# West Virginia Folklife Apprenticeship Program: 2022-2023 Application

Deadline:  
August 1, 2022

Thank you for your interest in the 2022-2023 West Virginia Folklife Apprenticeship Program!

For application instructions, see the **West Virginia Folklife Apprenticeship Program 2022-2023 Guidelines** document at <https://wvfolklife.org/folklife-apprenticeship-program/>

The master artist and their proposed apprentice must complete and submit the following application components. **Please refer to this checklist when submitting your application:**

- Part A: Application questions completed by the master artist
- Part B: Application questions completed by the apprentice
- Part C: Apprenticeship work plan
- Part D: Proposed apprenticeship budget
- Part E: Work samples of both master artist and apprentice
- Part F (Optional): Letters of support
  - While not required, we welcome letters written by experts on the art form who can speak to the master artist's skillset, commitment to their cultural community and traditional art form, and suitability for this apprenticeship program.
- Part G: Required signatures

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

Applicants are encouraged to contact State Folklorist Jennie Williams to discuss any questions in advance of the application deadline at [williams@wvhumanities.org](mailto:williams@wvhumanities.org) or at (304)346-8500

Applications must be submitted electronically as a Word document or pdf by **August 1, 2022** to Jennie Williams at [williams@wvhumanities.org](mailto:williams@wvhumanities.org). If you are unable to submit your application electronically, it must be postmarked by **August 1, 2022** and mailed to:

**Attn: 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

### *General Apprenticeship Information*

Apprenticeship Art Form/Cultural Expression	
Name of Master Artist & Apprentice	

### *Master Artist Information*

Name of Master Artist	
Preferred Gender Pronouns (Optional)	
Age	
Permanent Address	
City	
State	
Zip+4	
County	
Phone Number	
Email Address	
Website/Social Media (Optional)	
Year WV Residence was Established	



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## *Master Artist Application Questions*

Please type your responses below. You may submit your typed response on a separate sheet, but please limit it to 5 pages maximum in 12 pt. font, single-spaced. See Guidelines to learn how your responses will be evaluated.

- A1. 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?



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## *Master Artist Application Questions*

A2. Have you ever taught this tradition to anyone? If so, please describe the circumstances.



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## *Master Artist Application Questions*

A3. 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.



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## *Master Artist Application Questions*

A4. 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 reach their goals in the art form or cultural expression?



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## *Master Artist Application Questions*

- A5. What do you hope to accomplish through this apprenticeship and why do you wish to participate as a master artist? What impact do you hope the apprenticeship will have on your community and how will you inform them about this project?



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## Part B: Apprentice Information

### *Apprentice Information*

Name of Apprentice	
Preferred Gender Pronouns (Optional)	
Age	
Permanent Address	
City	
State	
Zip+4	
County	
Phone Number	
Email Address	
Website/Social Media (Optional)	
Year WV Residence was Established	





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## *Apprentice Application Questions*

Please type your responses below. You may submit your typed response on a separate sheet, but please limit it to 5 pages maximum in 12 pt. font, single-spaced. See Guidelines to learn how your responses will be evaluated.

- B1. 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?



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## *Apprentice Application Questions*

B2. 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.



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## *Apprentice Application Questions*

- B3. Describe your relationship with the proposed master artist. Have you worked together previously? If so, how? Why do you want to work with them?



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## *Apprentice Application Questions*

B4. What do you hope to accomplish with this apprenticeship? How will this apprenticeship help you reach your goals in the practice of this art form or cultural expression?



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## *Apprentice Application Questions*

- B5. 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

*Work Plan Questions: To be completed together by master artist and apprentice*

**Please type your responses below. You may submit your typed response on a separate sheet, but please limit it to 5 pages maximum in 12 pt. font, single-spaced. See Guidelines to learn how your responses will be evaluated.**

- C1. List the skills, techniques, and repertoire (tunes or styles learned, objects made, etc.) that will be taught during the apprenticeship, along with the estimated length of time necessary to teach each element.



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*Work Plan Questions: To be completed together by master artist and apprentice*

- C2. Include a schedule of the estimated dates, times, locations, and total number of sessions estimated for the apprenticeship. What will the apprentice be expected to do between sessions? Please be specific. *Tip: Each apprenticeship pair will determine their schedule based on their unique goals and availability.*



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*Work Plan Questions: To be completed together by master artist and apprentice*

- C3. Describe what you hope to accomplish together during the apprenticeship. What achievements or outcomes will indicate that this has been a successful apprenticeship?





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*Work Plan Questions: To be completed together by master artist and apprentice*

- C4. We encourage each apprenticeship pair to document their work together. Describe what documentation (photos, video, recordings, log book, etc.) will be collected. Explain how this documentation will support the continuation of your traditional art form in your cultural community. Be sure to include the costs of documentation in your budget.



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*Work Plan Questions: To be completed together by master artist and apprentice*

- C5. All apprentice pairs are required to share their work at a local public event. Describe your ideas for this event including any details (date, format, location, audience) and goals. Be sure to include expected event costs (up to \$300 of the \$3,500 award) in your budget.



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## Part D: Proposed Apprenticeship Budget

Master Artist and Apprentice Names: \_\_\_\_\_

<p>Total budget <b>MUST equal \$3,500</b> to cover expenses related to the apprenticeship.  <b>The apprenticeship pair will receive \$2,500 to begin: Master artists will be paid \$2,000 at the start and \$1,000 at the completion of the apprenticeship. Apprentices will receive \$500 for materials, travel, and documentation supplies at the start of the apprenticeship.</b>          When making purchases, please use this budget outline of estimated costs as a reference.          Please contact Jennie Williams at <a href="mailto:williams@wvhumanities.org">williams@wvhumanities.org</a> or call (304)346-8500 with any questions.</p>	
<b>Master Artist Materials</b>	<b>Apprentice Materials</b>
<i>List supplies, tools, etc. with estimate costs:</i>	<i>List supplies, tools, etc. with estimate costs:</i>
<b>Total Master Artist Materials: \$</b>	<b>Total Apprentice Materials: \$</b>
<b>Master Artist Travel</b>	<b>Apprentice Travel</b>
<i>List lodging, public transportation, mileage (.58 cents/mile), etc. with estimate costs</i>	<i>List lodging, public transportation, mileage (.58 cents/mile), etc. with estimate costs</i>
<b>Total Master Artist Travel: \$</b>	<b>Total Apprentice Travel: \$</b>
<b>Public Presentation (up to \$300)</b>	<b>Apprentice Documentation supplies</b>
<i>List any estimated costs for a public presentation in your community such as a venue reservation, etc.</i>	<i>List any costs associated with documentation such as printing, apprentice time, photography, editing, etc.</i>
<b>Total public presentation costs: \$</b>	<b>Total documentation costs: \$</b>
<b>Master Artist Fees</b>	<b>Subtotal Master Artist request: \$</b>
Number of sessions:	<i>Must equal \$3,000</i>
Estimated fee per session: \$	<b>Subtotal Apprentice request: \$</b>
<b>Total Master Artist Fee: \$</b>	<i>Must equal \$500</i>
	<b>TOTAL REQUEST: \$</b>
	<i>Must equal \$3,500</i>



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## Part E: Work Samples

See **Guidelines** for instructions on how to submit work samples and to learn how your work samples will be evaluated. **You may submit up to ten samples each.** Please organize and send work sample files via email or preferably a file sharing website such as Google Drive or DropBox and clearly label your work samples. Work samples may be mailed or dropped off in person, but please notify Jennie Williams at [williams@wvhumanities.org](mailto:williams@wvhumanities.org) or 304-346-8500 in advance if you choose to do so.

### *Master Artist Work Sample List*

	Type of media ("Photo", "Video", "Link", etc.)	Year created	Title and description of <b>master artist</b> work sample:
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			



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*Apprentice Work Sample List*

	Type of media ("Photo", "Video", "Link", etc.)	Year created	Title and description of <b>apprentice</b> work sample:
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			



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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

\_\_\_\_\_  
Parent/Guardian Signature                                      Date  
*If apprentice is under 18 years of age*

\_\_\_\_\_  
Printed name of Parent/Guardian



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## Part F (Optional): Letters of Support

While this component of the application is **optional**, we welcome letters written by those who can speak to the expertise and cultural knowledge of the master artist. To list a few examples, letter writers may include mentors, community leaders, colleagues or partners, or fellow practitioners of the traditional art form. Letters of support are helpful because they present important information about the master artist or their relationship with their proposed apprentice that may not be covered in the application questionnaires.

If you choose to include letters of support, **please limit to a max of three letters, each 1-2 pages in length.** Note: please be sure letter writers describe their relationship to the master artist and/or apprentice as well as their relationship to the traditional art form.

*List those who will be submitting letters of support on behalf of this application:*

	Name	Relationship to master artist and/or apprentice:
1.		
2.		
3.		

## Part G: Required Signatures

**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

\_\_\_\_\_  
Parent/Guardian Signature      Date  
*If apprentice is under 18 years of age*

\_\_\_\_\_  
Printed name of Parent/Guardian

Reminder: Applicants are strongly encouraged to discuss their proposed apprenticeship in advance of the deadline. Please contact State Folklorist Jennie Williams at [williams@wvhumanities.org](mailto:williams@wvhumanities.org) or call (304)346-8500.

*End of application.*