Traditional arts express a community's heritage and living cultural practices. The Traditional Arts Apprenticeship Program (TAAP) recognizes the knowledge and skills of excellent folk and traditional artists by assisting accomplished mentors to pass on their living traditions to promising apprentices of the same cultural heritage and community.

The Oregon Folklife Network (OFN) documents, supports, and celebrates traditional arts and cultural practices in Oregon. OFN makes a meaningful difference in communities and Tribes by empowering tradition keepers to pass on their skills and knowledge.

If you know qualified candidates for this program, please send us your recommendations.

TAAP is funded in part by the National Endowment for the Arts (NEA) Folk & Traditional Arts Program, the Oregon Arts Commission, and by a grant from the Fred W. Fields Fund of the Oregon Community Foundation. The OFN is administered by the University of Oregon and is supported in part by grants from the Oregon Cultural Trust, the Oregon Historical Society, the Oregon Arts Commission, and the NEA.

Please read carefully before filling out your application.

1. TAAP Application Timeline

- April: Application deadline
- May: Panel review
- June: Applicant notifications, contracts
- August-Sept: First payment sent; Apprenticeships begin
- Sept-Mar: OFN video interview; Final Evaluation Reports sent
- March-May: Public presentation; Apprenticeships end
- June 30 or earlier: Final payment sent after artists submit final report

2. Application Deadline

ALL APPLICATION MATERIALS are DUE at the OFN office by 5:00pm, April 1, 2016—no exceptions! This is NOT a postmark deadline. Do not rely on the US Postal Service’s regular mail service or priority mail; delivery is NOT guaranteed. Make sure to use a tracking service to ensure that your application materials reach OFN on or before the deadline.

Send to:

Emily West Hartlerode
Oregon Folklife Network
242 Knight Library
6204 University of Oregon
Eugene, OR 97403-6204

We do not accept faxed applications.

The Oregon Folklife Network is dedicated to providing equal access to the TAAP application process. For help with your application or language translation please contact us!
4. Application Information and Process

Application Instructions
- Please type or neatly write sections.
- Please proofread your application.
- Use checklist to make sure you have included all components.

Selection Process
A panel of cultural experts and professional folklorists will review all applications received. The panel discusses applications and makes recommendations. OFN staff reviews recommendations, and the OFN Director makes the final determination.

Evaluation Criteria
Applications must clearly demonstrate:
1. traditional and artistic excellence of the mentoring artist;
2. value of the tradition to the community;
3. apprentice’s proficiency with and commitment to the tradition;
4. that mentor and apprentice share the same cultural community (ethnic, tribal, religious, occupational) where the tradition originates;
5. a clear, reasonable, and effective lesson plan; and
6. a practical public presentation plan.

5. Award Amount

Apprenticeship awards are $4,000 each and primarily fund mentors’ instruction fees (at least $3,400). Remaining funding covers travel for mentors and apprentices plus necessary supplies (wood, grasses, leather, beads, etc.) but not permanent equipment (musical instruments, tools, electronic recording devices, etc.).

We have reserved an additional $1,000 to reimburse costs related to the required public performance/presentation.

6. Application Guide
This application is divided into 6 sections:
1. Cover Sheet – pg 3
2. Mentor Information – pg 4-7
3. Apprentice Information – pg 8-10
4. Mentor & Apprentice Combined Information – pg 11-12
5. Consent for Fair Use – pg 13
6. Application Checklist – pg 14

**NOTE:** Call OFN for a consultation if you are applying with more than one apprentice, if your apprentice is a family member, or if you or your apprentices are a University of Oregon staff or affiliate.

Definitions

**Tradition:** A cultural skill (music, dance, craft, foodways, art, etc.) learned and shared among members of a cultural community or Tribe.

**Apprenticeship:** A time-honored system by which an accomplished artist or craftsperson passes on skills, techniques, values, and artistry over an extended period of time and through intensive training to a dedicated learner.

**Community:** A group of people with a shared common heritage such as ethnic, tribal, occupational, regional, or religious. Community members usually learn their culture’s traditional arts over time, in face-to-face situations, and by observation and imitation.

**Mentor:** Someone recognized by community and peers as an exemplary practitioner of a tradition. Mentors should be members of the same cultural heritage and tradition they teach.

**Apprentice:** Someone with significant skills who deepens his/her knowledge and ability under the guidance of a mentor. Apprentices must be from the same cultural community as the tradition that is being taught.

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SECTION 1: Cover Sheet

Mentor Artist Information
Name ________________________________________________________________
Address _______________________________________________________________________
City __________________ State OR Zip ___________ County ______________________
Day Phone (_____) __________________ Evening Phone (_____) ______________________
E-Mail ______________________________________ Website _____________________________
Date of Birth ____________________ Place of Birth _________________________
How many apprentices will be working with you? (up to 4 maximum) ____
Are you a citizen of the United States? YES NO
If not, are you authorized to work in the U.S.? YES NO
Please be prepared to supply proof if awarded an apprenticeship.

Apprentice Information
Name ________________________________________________________________
Address _______________________________________________________________________
City __________________ State OR Zip ___________ County ______________________
Day Phone (_____) __________________ Evening Phone (_____) ______________________
E-Mail ______________________________________ Website _____________________________
Date of Birth ____________________ Place of Birth _________________________

Project Information
Project Title ______________________________ Tradition _______________________
Brief Description: ____________________________________________________________

Agreement: I hereby certify that the Mentor and Apprentice are legal residents of Oregon and that the application information is true and complete to the best of my knowledge. I agree to allow OFN to duplicate any materials submitted with the application for purposes of the selection process. I am willing to participate in the plans as outlined in this application. The award recipient will be responsible for any taxes due on received funds.

Signatures
Mentor _____________________________ Date __________________
Apprentice __________________________ Date __________________
Parent/Legal Guardian __________________________ Date __________________
(if apprentice is under 18 years old)

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SECTION 2: Mentor Artist Information (*Mentor must complete*)

Section 2A: Mentor Narrative

Please type or neatly print your answers to the following questions in the space below.

1. Describe the cultural tradition you will teach and when and where it is practiced or performed. (250 words/1500 characters maximum) Is it a part of everyday life or is it reserved for ceremonies, rituals, and special occasions?

2. Why is this cultural tradition important to you and your community? (250 words/1500 characters maximum) What part has the tradition played in your community’s history and culture? Is the tradition practiced as it has always been or have you or others in your community introduced more modern innovations or modifications (materials, methods, instruments, etc.).

3. Tell us about yourself (150 words/1000 characters maximum) Where are you from and/or how did you come to Oregon? How does this tradition reflect your cultural heritage or identity?

4. How long have you practiced this tradition? (250 words/1500 characters maximum) When, where, and from whom did you learn this tradition? How does the practice of this tradition enrich your life?

5. Please list any awards, honors, or other forms of recognition that you have received for practicing your tradition. (include dates, where possible)

________________________________________  ______________________________________
________________________________________  ______________________________________
________________________________________  ______________________________________

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6. Describe ways you have taught or shared this tradition or other traditional arts in your cultural community. (250 words/1500 characters maximum) If applicable, include dates, location, number of attendees, etc.

Have you taught other people before? YES ☐ NO ☐

If yes, list them and note if they are still practicing the tradition.

__________________________________________________________________________ Practicing? YES ☐ NO ☐

__________________________________________________________________________ Practicing? YES ☐ NO ☐

7. Is your apprentice a family member? YES ☐ NO ☐

8. Tell us about your apprentice/s. (250 words/1000 characters maximum)
Consider how you know him/her/them and why you chose him/her/them to receive your training.

• What do they already know about the tradition and what do they still need to learn?
• How will you help them learn the needed skills?
• Will your apprentice continue this tradition in the future?

***If your apprentice is a family member, please explain why funding is necessary to carry on your tradition. What challenges prevent your family from passing on the tradition in the course of everyday life?***

9. Are there languages other than English that are important for conveying knowledge about this art form?

YES ☐ NO ☐

If yes, list them

__________________________________________________________________________

__________________________________________________________________________

10. Do you require any reasonable adjustments, due to a disability, health condition, or seasonal requirements which you wish us to take into account when considering your application?

YES ☐ NO ☐

☐ ☐ Optional note: _____________________________________________________________

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Section 2B. Letters of Support: 1 to 3 letters of support for the Mentor

Applications submitted without support letters are considered incomplete, and are not eligible for review.

Letters from people who know your work are required, and are helpful to the review panel when judging your application. These letters may be from workshop attendees, teachers, community members, arts agencies, tribal leaders (etc.) and should address your knowledge and skills of the tradition; your cultural ties to the community that the tradition represents; why it is important to your cultural community/Tribe to continue this cultural tradition. Signed letters should be addressed to the Oregon Folklife Network (OFN) and must be submitted with this application form. Do not email support letters to the OFN.

Section 2C. Work Examples: 3 work examples maximum for the Mentor

Mentor and Apprentice MUST have different work examples.

Work examples are critical for the panel to evaluate the application. Work examples – such as recordings, pictures, or videos – should show mastery of the cultural tradition proposed for this apprenticeship. They should show excellence in the mentoring artist and great promise in the apprenticing artist.

Do not send original artwork. OFN prefers digital work examples (e.g., photos, audio/video recordings) submitted on CD, DVD, or a list of links on an additional page (no flash drives, please). OFN will accept slides, tapes, or actual photos if necessary.

Do not email work examples to the OFN. Applications submitted without work examples are considered incomplete and not eligible for review.

- Each individual photo, audio file, video, news article, etc. equals 1 support item
- Audio or visual clips – no more than 3 minutes in length
- Indicate start and stop times for audio or video submissions over 3 minutes. If no segments are indicated, examples will be played for 3 minutes from the beginning.

Use the next page to indicate:

- Format (photo: jpeg, png, hard copy; audio: CD, mp3, wmv, web link; video: DVD, web link)
- A brief description of each work example
- A brief note about the work example’s relevance to the proposed apprenticeship. How does the example demonstrate skill or abilities?
Make sure work examples are clearly labeled with your name, what the work sample is, and refer to the item number.

(To have support materials returned, please enclose self-addressed stamped envelope or packaging.)

Mentor's Name: ___________________________________________________________

Work Example 1: __________________________________________________________
Format: __________________________________________________________________
Start/Stop times for audio/video: ____________________________________________
Description: __________________________________________________________________
Relevance to this apprenticeship: ____________________________________________

Work Example 2: __________________________________________________________
Format: __________________________________________________________________
Start/Stop times for audio/video: ____________________________________________
Description: __________________________________________________________________
Relevance to this apprenticeship: ____________________________________________

Work Example 3: __________________________________________________________
Format: __________________________________________________________________
Start/Stop times for audio/video: ____________________________________________
Description: __________________________________________________________________
Relevance to this apprenticeship: ____________________________________________
SECTION 3: Apprentice Information (Apprentice must complete)

Section 3A. Apprentice Narrative

Please type or neatly print your answers to the following questions below.

1. Tell us about your experience with the cultural tradition you will study? (250 words/1500 characters max) Consider how, when, and where you started to learn this tradition. Who were the people you observed, imitated and interacted with who influenced you in this cultural tradition? If you are a beginner, do you have experience in another related cultural tradition? If so, which one?

2. How do you currently practice your cultural tradition? (250 words/1500 characters max) Consider at what times, places, or events you practice or perform and who else participates with or supports you? Describe the role it plays in your life and in the life of your community or group.

3. How do you plan to continue this tradition in the future? (150 words/1000 characters maximum)

4. Why have you chosen to work with this mentor? What new skills or knowledge are you hoping to learn from them? (150 words/1000 characters maximum)

5. Tell us about yourself. (150 words/1000 characters maximum)
What is your cultural background? What are some important things we should know about you as an emerging traditional artist?
6. Please list any awards, honors, or other forms of recognition that you have received for practicing your tradition as well as any artistic workshops, performances, or services you have provided your community or the public.

_____________________________________.
_____________________________________.
_____________________________________.

7. Do you require any reasonable adjustments, due to a disability, health condition, or seasonal requirements which you wish us to take into account when considering your application?

YES ☐ NO ☐ Optional note: ____________________________

Section 3B. Letters of Support: 1 letter minimum of support for the Apprentice

Letters from people who know your work are required, and are helpful to the review panel when judging your application. These letters may be from workshop attendees, teachers, community members, arts agencies, tribal leaders (etc.) and should address your knowledge and skills of the tradition; your cultural ties to the community that the tradition represents; why it is important to your cultural community/Tribe to continue this cultural tradition. Signed letters should be addressed to the Oregon Folklife Network (OFN) and must be submitted with this application form. Do not email support letters to the OFN. Applications submitted without support letters are considered incomplete, and are not eligible for review.

Section 3C. Apprentice Work Examples: 1 or 2 work examples for the Apprentice

We will accept work examples that feature both Mentor and Apprentice but the Mentor and Apprentice MUST have different work examples.

Work examples are critical for the panel to evaluate the application. Work examples – such as recordings, pictures, or videos – should show evidence of mastery of the cultural tradition proposed for this apprenticeship. They should show excellence in the mentoring artist and great promise in the apprenticing artist. Do not send original artwork. OFN prefers digital work examples (e.g., photos, audio/video recordings) submitted on CD, DVD, or a list of links on an additional page (no flash drives, please). However, OFN will accept slides, tapes, or actual photos if need be. Do not email work examples to the OFN. Applications submitted without work examples are considered incomplete and not eligible for review.

Make sure work examples are clearly labeled with your name, what the work sample is, and refer to the item number.

(To have support materials returned, please enclose self-addressed stamped envelope or packaging.)

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Apprentice’s Name: _______________________________________________________

Work Example 1  _________________________________________________________
Format: _________________________________________________________________
Start/Stop times for audio/video: _________________________________________
Description: _____________________________________________________________
Relevance to this apprenticeship: __________________________________________

Work Example 2  _________________________________________________________
Format: _________________________________________________________________
Start/Stop times for audio/video: _________________________________________
Description: _____________________________________________________________
Relevance to this apprenticeship: __________________________________________
SECTION 4: Mentor & Apprentice Information (Mentor and Apprentice must complete this together)

Section 4A. Project Plan

Please type or neatly print your answers to the following questions below.

1. What cultural communities do the apprentice and master artist share? Check all that apply:

- [ ] Family
- [ ] Social Club
- [ ] Religion
- [ ] Tribe
- [ ] Ethnic Group
- [ ] Racial Group
- [ ] Region
- [ ] Town
- [ ] Neighborhood
- [ ] Occupation
- [ ] Other (please specify):

2. Describe or list the skills the master will teach during the apprenticeship and how will they be taught? (500 words/3000 characters)

Consider the specific skills, techniques, dances, songs, stories, or knowledge that will be taught. What will your schedule be for the lessons – how many meeting will you have, how long will they be, how many times do you plan to meet? If necessary, attach a detailed work plan,

3. If travel is a necessary part of the apprenticeship, please explain who will be traveling where and why. (100 words, 500 characters)

4. What will the apprentice(s) be required to work on alone/between meetings? (100/500 character maximum)

5. What will the apprentice(s) have accomplished by the end of the apprenticeship? (100 words/500 characters max)
6. Because apprenticeships MUST include a public presentation* of the funded tradition, please describe your proposed presentation. (150 words/1000 characters maximum)

Consider details such as its location, potential dates, and your plan for promotion. Public libraries, parks, and community centers can be good performance/demonstration places.

*NOTE:

1. Presentations may take a variety of forms but they must be accessible to the public.

2. OFN requires you to write a letter to your state legislators inviting them to your presentation or informing them about the work you do. OFN can provide technical assistance with this letter upon request. You must include copies of those letters with your final report.

Section 4B. Optional additional support materials

Each apprenticeship team may submit five (5) pages of additional support materials (program notes, brochures, news clips, flyers, etc.). OFN will review only the first five (5) pages if any extra materials are sent.

Please list any additional items included, for example: 2 brochures, 1 flyer, 2 news clips.

1.

2.

3.

4.

5.

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SECTION 5: Consent to OFN for “Fair Use” of Application Materials

Signing below allows the Oregon Folklife Network and its operational partners to use work examples you submit with this application in promotional and educational materials under the “fair use” clause of U.S. Copyright Law (title 17, U.S. Code).

If you **DO NOT** wish to have your work examples used in promotional and educational materials produced by the Oregon Folklife Network, please check the box below and **DO NOT sign** this page. Your permission does not affect your application.

Mentor _________________________________________ Date __________________

Apprentice ______________________________________ Date __________________

Parent/Legal Guardian_____________________________ Date __________________
*(if apprentice is under 18 years old)*

☐ I **give permission** for my works examples to be used in any online or printed promotional or educational materials produced by the Oregon Folklife Network or its designated associates.
SECTION 6: Application Checklist

Please submit this checklist with your application.

☐ 1. Application Checklist
☐ 2. Cover Sheet: Section 1
☐ 3. Mentor Narrative: Section 2A
☐ 4. Apprentice Narrative: Section 3A
☐ 5. Project Plan: Section 4A
   o Mentor’s Letters of Support _____ Number of Letters _____
   o Apprentice’s Letters of Support _____ Number of Letters _____
☐ 7. Support Materials/Work Examples: Section 2C & 3C
   o Mentor’s Work Examples ____ Number of Examples ______
   o Apprentice’s Work Examples ____ Number of Examples ______
☐ 8. Support Materials/Optional Additional Materials: Section 4B
   o Number of Optional Materials ______
☐ 9. Self-addressed, stamped envelope for the return any support materials (Optional)

Send or hand-deliver a signed, hard copy of completed application (including ALL support materials) to the address below. Do not rely on the U.S. Postal Service to deliver anything but overnight mail by the due date. We recommend UPS or FedEx for that purpose.

Applications must be received by 5:00pm on April 1st. This is not a postmark deadline.

Emily West Hartlerode
Oregon Folklife Network
242 Knight Library
6204 University of Oregon
Eugene, OR 97403-6204

PLEASE KEEP A COPY OF THIS APPLICATION FOR YOUR RECORDS.