



Folklife Apprenticeship FY2024 Guidelines

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SUPPORT PERIOD: July 1, 2023 - June 30, 2024



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TTY: Maryland Relay 1-800-735-2258 or 711

This publication is available as a PDF file on the MSAC website: www.msac.org.

Maryland State Arts Council

Overview

The Maryland State Arts Council (MSAC) advances the arts in our state by providing leadership that champions creative expression, diverse programming, equitable access, lifelong learning, and the arts as a celebrated contributor to the quality of life for all the people of Maryland.

The Council comprises an appointed body of 17 citizens from across the state, 13 of whom are named by the Governor to three-year terms that may be renewed once. Two private citizens and two legislators are appointed by the President of the Senate and by the Speaker of the House. All councilors serve without salary.

To carry out its mission, MSAC awards grants to not-for-profit, tax-exempt organizations for ongoing arts programming and projects. MSAC also awards grants to individual artists and provides technical and advisory assistance to individuals and groups. MSAC reserves the right to prioritize grant awards.

MSAC receives its funds from an annual appropriation from the State of Maryland, grants from the National Endowment for the Arts, a federal agency. and, on occasion, contributions from private, non-governmental sources.

Authority

MSAC is an agency of the State of Maryland under the authority of the Department of Commerce, Division of Tourism, Film and the Arts.

Wes Moore, Governor
Aruna Miller, Lieutenant Governor
Kevin Anderson, Secretary
Signe Pringle, Deputy Secretary
Thomas B. Riford, Assistant Secretary
Steven Skerritt-Davis, Executive Director, MSAC

Mission and Goals

MSAC's mission is to advance the arts in our state by providing leadership that champions creative expression, diverse programming, equitable access, lifelong learning, and the arts as a celebrated contributor to the quality of life for all the people of Maryland.

MSAC's most recent strategic plan outlines five goals:

1. Increase Participation: Broaden MSAC's constituency, providing avenues designed to increase pathways to engagement.
2. Provide Intentional Support: Embrace thoughtful and targeted approaches to serving known and yet to be known MSAC constituents.
3. Build Capacity: Work strategically to further build organizational and governance capacity to ensure that MSAC is capable of vigorously delivering on its mission.
4. Leverage Connections: Further enhance current relationships and involve additional collaborators, and constituents who will benefit from and advance the work of MSAC.
5. Bolster Maryland Arts: Showcase the high caliber, diverse and relevant work of Maryland's artists and arts organizations; their contributions to community vitality and MSAC's role as a catalyst.

Visit the About Us page at msac.org to read the full strategic plan and learn more about implementation actions.

Equity and Justice Statement

The arts celebrate our state's diversity, connect our shared humanity, and transform individuals and communities. The Maryland State Arts Council (MSAC) and its supporting collaborators are committed to advancing and modeling equity, diversity, accessibility, and inclusion in all aspects of our organizations and across communities of our state.

MSAC and its grantees are committed to embracing equity and non-discrimination regardless of race, religious creed, color, age, gender expression, sexual orientation, class, language, and/or ability.

The driving goals of MSAC's granting processes are:

- To yield a greater variety of funded projects
- To eliminate biases that may be found in any part of the granting process (e.g., applications, panelist procedures, adjudication systems)
- To acknowledge positions of privilege while questioning practices, shifting paradigms of status quo arts activities, and taking more risks
- To expand deliberations to include criteria beyond current conventions or Western traditions

Accessibility Policy

The Maryland State Arts Council (MSAC) is committed to making sure all Marylanders can access our programs and services. Everyone is welcome, and all events and activities sponsored by or operated within MSAC must be fully accessible both physically and programmatically. MSAC complies with all applicable disability-related statutes and regulations and seeks to ensure meaningful participation by all Marylanders regardless of need or ability.

Feedback Procedures

If guests would like to provide general feedback to MSAC about accessibility for MSAC's programs or programs funded by MSAC, contact MSAC at msac.commerce@maryland.gov.

Grievance Procedures

For programs or services provided by MSAC

If a program or service operated by MSAC, facilities operated by MSAC, or public meetings conducted by MSAC are inaccessible to persons with a disability or is illegally discriminatory and you want to file a grievance:

- If you have any questions or would like to discuss the situation before filing a grievance, contact the Accessibility Coordinator.
- To file a formal grievance, contact Dan Leonard, Director of EEO & Fair Practices and ADA Coordinator: daniel.leonard@maryland.gov

For programs or services that are not provided by, but are funded by MSAC

- Communicate the grievance to the sponsoring organization.
- If you think your grievance was not handled appropriately by the sponsoring organization, or if you have not received a response from the organization within thirty (30) days, contact MSAC to file a formal grievance at 410-767-6555 or msac.commerce@maryland.gov.

MSAC will work with you to provide assistance as appropriate.

Accessibility Web Page

MSAC has a dedicated accessibility page on msac.org that includes contact information for the accessibility coordinator, federal and state regulations, the organization's Equity and Justice statement, grievance procedures, an emergency preparedness plan, accommodation policies, and other accessibility resources for artists and arts organizations, and PECS images.

Language Access

MSAC makes language accessibility services available. Services include making translations of grant materials, remote American Sign Language (ASL) interpretation, subtitles, braille translation, translation into languages other than English, and more. Please contact msac.commerce@maryland.gov for more information.

En Español/Spanish: MSAC pone a disposición servicios de traducción y accesibilidad de idiomas. Contacte msac.commerce@maryland.gov para más información.

中文普通话/Mandarin Chinese: 马里兰州艺术委员会(MSAC)提供翻译和语言无障碍服务。请联系 msac.commerce@maryland.gov 了解更多信息。

한국어/Korean: MSAC 는 한국어 지원을 돕고 있습니다. 자세한 문의사항은 msac.commerce@maryland.gov 로 연락 주시기 바랍니다.

Professional Grants Review Panels

To assist the Council in its decision-making, professionals in the arts are appointed to a variety of grants review panels. The function of panels is to evaluate applications from organizations and individuals and to offer policy recommendations to the Council. Each year, MSAC publishes an open call, and more than 100 individuals serve as grants review panelists for the Council's programs, including Grants for Organizations, Arts in Education, Independent Artist Awards, Public Art Across Maryland, Creativity Grants, Maryland Touring Grants, Maryland Touring Artist Roster, Maryland Traditions grants, and County Arts Development. Anyone wishing to serve should visit msac.org for detailed information and application forms for any open calls.

Staff

MSAC maintains a professional staff to administer its grants programs and Council-initiated programs. Staff members are available to provide technical assistance to the arts community.

Meetings

All Council and Grants Review Panel meetings are open to the public in accordance with the Open Meetings Act set forth in Title 3 of the General Provisions Article of the Annotated Code of Maryland. The dates, times, and locations of Council and Grants Review Panel meetings may be obtained from the MSAC website at www.msac.org or by contacting MSAC offices at (410) 767-6555.

Requirements For Grant Recipients

- Must comply with Title VI, Section 601, of the Civil Rights Act of 1964, which states that no persons, on the grounds of race, color, or national origin, shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination related to, the arts.
- Must comply with Title IV, Section 1681, of the Education Amendments of 1972, and the Age Discrimination Act of 1975, Section 6101, which prohibit discrimination on the basis of sex or age.
- Must maintain complete and accurate records of all activities connected with the grant.
- Must have filed a satisfactory reporting with MSAC for the most recently completed fiscal year.

- Must file a final report in alignment with the program requirements. Necessary reporting methods will be provided by MSAC in ample time to meet the deadline. Failure to report may jeopardize any future grant being received by the organization and may result in the organization being required to repay grant funds.
- Must give credit to MSAC in accordance with the [Recognition Guidelines](#) whenever and wherever credit is being given.
- Must notify the appropriate MSAC staff person in writing if a significant change is made in any MSAC-funded program or project.

Accessibility Requirements for Grant Recipients

Grantees must ensure that any programming remains accessible to all, and if needed, conduct programs in accessible venues other than their own organization in order to meet accessibility requirements. Grantees are required to:

1. Comply with Section 504 of the Rehabilitation Act of 1973, as amended, and the Americans with Disabilities Act of 1991, as amended.
2. Prohibit discrimination on the basis of: (a) political or religious opinion or affiliation, marital status, race, color, creed, sexual orientation, or national origin; or (b) gender expression, sex, or age, except when age or sex constitute a bona fide occupational qualification; or (c) the physical or mental disability of a qualified individual with a disability.
3. Designate an Accessibility Point of Contact to ensure compliance, receive accommodation requests, and document grievances, and publish direct contact information for the Point of Contact to the public.
4. Create and publicly share a grievance procedure to allow stakeholders to address any events or programs that are inaccessible.
5. Upon request, submit documentation of operations and compliance with the above.

Notice: Certain personal information requested by the Department of Commerce is necessary in determining eligibility for grants. Failure to disclose this information may result in the denial of one or all of these benefits or services. Availability of this information for public inspection is governed by the provisions of the Maryland Public Information Act, Title 4 of the General Provisions Article of the Annotated Code of Maryland. This information will be disclosed to appropriate staff of the Department, or to public officials, for purposes directly connected with administration of the program for which its use is intended. Such information is routinely shared with state, federal, or local government agencies.

Appeals Process

MSAC takes great care during the grant review process to ensure fair and equitable distribution of grant monies based on stated criteria. Therefore, dissatisfaction with the denial of an award or with the amount of an award is not sufficient reason for an appeal. However, a grant request may be reconsidered if a procedural impropriety or error has affected its review.

Grounds for such reconsideration are:

- A decision based on review criteria other than those stated in these guidelines.
- A decision based on material provided to panelists and/or Councilors that was substantially incorrect, inaccurate, or incomplete despite the applicant having provided the staff with correct, accurate, and complete application information.

Based on the above, if an applicant believes there is legitimate reason for an appeal, the following steps must be taken:

- The applicant must discuss the problem with the program director who handled the application.

- To pursue an appeal, the applicant must write a letter to the MSAC Executive Director within 60 days following receipt of the grant award or denial letter requesting a reconsideration of the Council's decision and stating the grounds for the request.
- The applicant will receive written notification on the determination of the appeal within 90 days of the receipt of the written request for reconsideration.

Constituent Opportunities

Maryland Arts Directory

All MSAC constituents are invited to create a profile on the Maryland Arts Directory, an online resource for promoting, selling, and raising the profile of the work of Maryland artists and arts organizations. Joining the directory is free and available to all Maryland residents and organizations with a connection to the arts. Browse the directory at msac.org and log in or create a profile [here](#).

Professional Development

MSAC maintains a regular schedule of virtual and in-person professional development offerings, including webinars, networking events, regional meetings, and a statewide symposium. Follow MSAC's [Eventbrite page](#) to learn more about upcoming professional development opportunities.

Overview

Purpose

The Folklife Apprenticeship funds the teaching of skills and knowledge from a master artist to an apprentice artist in the traditional arts. MSAC defines traditional arts as community-based living cultural traditions handed down by example or word of mouth. Grants are administered through the Maryland Traditions state traditional arts program and annually fund up to fifteen Folklife Apprenticeship teams.

During the study period, a master artist passes down their knowledge to an apprentice artist in an effort to support the vitality of traditional arts in Maryland. Typical apprenticeships focus on, but are not limited to:

- Performance-based traditional arts
 - Dance
 - Music
 - Storytelling
 - Theatre
- Material traditional arts
 - Costume
 - Craft
 - Food
 - Visual traditions
- Occupational traditional arts
 - Agricultural traditions
 - Architectural traditions
 - Maritime traditions

Folklife Apprenticeships support living cultural traditions and are distinct from registered apprenticeships offered through the Maryland Apprenticeship Training Program (MATP), which supports workforce development. For more information on MATP, visit <https://www.dllr.state.md.us/employment/apppr/>.

Grant Cycle

Funding

Folklife Apprenticeship grants are \$5,000 each and are disbursed annually. If awarded, the entirety of the funds will be disbursed to the individual listed as the primary contact of the application. The primary contact may be either the master artist or apprentice artist (if the apprentice artist is 18 years of age or older). If the apprentice artist is under 18 years of age, the master artist is required to be the primary contact of the application.

Support Period

Folklife Apprenticeships fund traditional arts activities occurring in the MSAC fiscal year (FY) following the most recently submitted application. The MSAC fiscal year runs from July 1 to June 30.

If awarded funds, grantee agrees to spend or obligate all funds by June 30, 2024. This means that the funds are expended, encumbered, or otherwise legally committed to be used, such that returning the unspent funds would cause the grantee legal harm.

Timeline

- Applications
 - Application publication: March 22, 2023

- Application deadline: April 30, 2023
- Panelist evaluation
 - Call for panelists opening: August 1, 2022
 - Call for panelists closing: August 31, 2022
 - Review of applications: June 2023
- Grant processing
 - Applicants notified of status: July 2023
 - Payment processing for successful grantees begins: payment can take approximately six to eight weeks after the Grant Agreement Form is fully executed.
- Final reports
 - Final report instructions released: June 2024
 - Final reports due: August 15, 2024

Eligibility

Eligible Folklife Apprenticeship grantees must be independent artists residing in Maryland, as defined by MSAC. A full definition is below.

Independent Artists:

- Must be Maryland residents.

Further eligibility guidelines are:

- Teams must consist of one master artist and one apprentice artist each.
- Individuals may receive the Folklife Apprenticeship more than once, though the following guidelines apply in every case:
 - There is no limit to the number of times a master artist may receive a Folklife Apprenticeship.
 - Apprentice artists may receive a Folklife Apprenticeship no more than three times in a single 10-year period.
 - A single individual may apply as either a master artist or apprentice artist in different Folklife Apprenticeship applications, in consideration of multiple, evolving skill sets.
 - Individuals may receive no more than one Folklife Apprenticeship (as either master artist or apprenticeship) per fiscal year (July 1 - June 30).
- Master artists must:
 - Be recognized as such by the members of their community.
 - Demonstrate a previous connection to traditional arts through vital contributions to a particular living cultural tradition geographically located in Maryland.
 - Be 18 years of age or older.
- Apprentice artists must:
 - Demonstrate basic skills in the proposed course of study.
 - Demonstrate a commitment to practicing the form of folklife at hand after the conclusion of the Folklife Apprenticeship.
- The master artist and apprentice artist may be relatives.
- The apprentice artist may be younger than 18 years of age; if this is the case, contact information and e-signature from the apprentice's parent/guardian will be required to acknowledge permission for the apprentice to participate in the program.

Contact Information

MSAC staff offers the following technical assistance throughout the application process:

- Traditional arts application strategy and programming or budgeting guidance
 - Ryan Koons, Folklife Specialist
 - ryan.koons@maryland.gov
 - 410.767.6568 (O); 443.536.8368 (C)
- Grants logistics and technological assistance
 - Catherine Teixeira, Grants Director
 - catherine.teixeira@maryland.gov
 - 443.799.7256 (O)
 - Tammy Oppel, Grants Management Associate
 - tammy.oppel@maryland.gov
 - 410.767.8851 (O)
 - Kirk Snow, Grants Management Associate
 - kirk.snow@maryland.gov
 - [410.767.8865 \(O\)](tel:410.767.8865)
- Professional development related to grant writing and program requirements
 - Professional Development Opportunity grant:
<https://www.msac.org/programs/professional-development>
 - Online offerings: <https://www.msac.org/events/virtual-events>

Application Process, Review, and Reporting

Process

Before You Apply

The purpose of the Folklife Apprenticeship is to support traditional arts education in Maryland. Maryland's traditional arts are defined as the body of living cultural traditions located in Maryland. Traditions that have been features of Maryland culture for many generations may be supported with Folklife Apprenticeship funds, as may traditions that have come to Maryland more recently through patterns of migration, immigration, or the movement of refugees. Those interested in applying for a Folklife Apprenticeship should contact the Folklife Specialist to discuss their ideas.

SmartSimple

All applications are submitted via the secure online grants management system SmartSimple. Log in or create a free account at marylandarts.smartsimple.com.

- Applicants are required to complete and submit their applications by electronic means, including the use of an electronic signature.
- Technical support for SmartSimple is available during regular office hours.
- Lost, misdirected or late applications are the sole responsibility of the applicant.
- Applicants must meet all revision deadlines after submission, as specified in writing, or the application will be declined.

Use of Funds

Folklife Apprenticeship funds may be used for:

- Expenses directly connected with the work plan set forth in the application and may include:
 - Compensation for the master artist's and/or apprentice artist's time.
 - Teaching materials.
 - In-state travel.

Folklife Apprenticeship funds may not be used for:

- Capital improvements or purchases of permanent equipment.
- Acquisition of capital assets.
- Contributions to any persons who hold, or are candidates for, elected office.
- Contributions to any political party, organization, or action committee.
- Activities in connection with any political campaign or referendum.
- Lobbying activities.

Application components

A completed application consists of the following components:

- Answers to prompts soliciting a description of the cultural history and current community practice of the traditional art that would inform the proposed Folklife Apprenticeship:
 - Name and briefly describe the form of folklife this apprenticeship would focus on. (100 words)
 - Describe the cultural history and culture of origin of the form of folklife this apprenticeship would focus on. (200 words)
 - Describe the current community participating in the form of folklife this apprenticeship would focus on. (200 words)
- Answers to prompts soliciting biographical information from the proposed master artist:
 - What is your experience participating in this form of folklife? (200 words)
 - Describe your skill set with this form of folklife. (200 words)
 - Describe the official or unofficial recognitions you have received for participating in this form of folklife. (200 words)
- Answers to prompts soliciting biographical information from the proposed apprentice artist:
 - What is your experience participating in this form of folklife? (200 words)
 - Describe your skill set with this form of folklife. (200 words)
 - Describe the official or unofficial recognitions you have received for participating in this form of folklife. (200 words)
 - Is the apprentice less than 18 years of age? If yes, please provide contact information of the apprentice's parent/guardian and the parent/guardian's signature on the electronic signature page acknowledging permission for the apprentice to participate in the program.
- A work plan including the logistical, financial, and cultural details of the proposed Folklife Apprenticeship:
 - Describe the work plan for this apprenticeship, with details on the type of activities taught, materials needed, and dates and locations of training. (500 words)
 - Briefly describe the expenses associated with this apprenticeship. (200 words)
 - How would this apprenticeship contribute to the cultural, practical, and artistic value of this form of folklife? (200 words)
 - Describe how this apprenticeship provides a direct benefit to the culture from which the tradition originated. (200 words)
- Optional supplemental materials that demonstrate the suitability of the applicants to complete the proposed Folklife Apprenticeship, including written materials (e.g., letters of recommendation, media coverage, or literary work samples) and audiovisual materials (e.g., audio or video work samples):
 - Written supplemental materials must be compiled into a single PDF not exceeding 10 pages.
 - Audiovisual supplemental materials must be linked in a single PDF. Each individual audiovisual sample should not exceed 2 minutes of review time; for longer samples, applicants must indicate which 2-minute portions panelists should review.

Recording option

Folklife Apprenticeship applications include the option of uploading an audio or video recording answering narrative questions. This option is intended to benefit applicants who feel more comfortable relaying information verbally than submitting written materials. Instructions for uploading application recordings are included in SmartSimple.

- Application recordings must be uploaded either as .mp3, .mp4, or .mov files not exceeding 20 minutes total.
- Applicants are responsible for formatting and producing application recordings in keeping with the technical specifications above; inaccessible or inaudible recordings are considered incomplete and will not be considered.

Review Criteria

The review of all Folklife Apprenticeship applications is based on the following five criteria. Panelists will score Folklife Apprenticeship applications according to the rubrics below. The questions accompanying each criterion are taken directly from the application form.

Criterion 1: Traditional nature of the proposed form of folklife

- Application questions:
 - Name and briefly describe the form of folklife this apprenticeship would focus on.
 - Describe the cultural history and culture of origin of the form of folklife this apprenticeship would focus on.
 - Describe the current community participating in the form of folklife this apprenticeship would focus on.

Excellent (17-20 points)	Good (13-16 points)	Fair (9-12 points)	Poor (8 or fewer points)
Form of folklife clearly demonstrates a strong connection with an easily identifiable cultural community over a generational period of practice	Form of folklife demonstrates a connection with a cultural community over a moderate period of practice	Form of folklife demonstrates a partial connection with an ambiguously-defined cultural community over a limited or unclear period of practice	Form of folklife's connection to culture, community, and past practice are negligible or not present

Criterion 2: Expertise of the master artist

- Application questions:
 - What is your experience participating in this form of folklife?
 - Describe your skill set with this form of folklife.
 - Describe any official or unofficial recognitions you have received for participating in this form of folklife.

Excellent (17-20 points)	Good (13-16 points)	Fair (9-12 points)	Poor (8 or fewer points)
Master artist's expertise is demonstrated through an extensive skill set and strong public and community recognition as a notable tradition bearer	Master artist's expertise is demonstrated through a complete skill set and clear public and community recognition as a notable tradition bearer	Master artist's expertise is demonstrated through a somewhat clear skill set and some public and community recognition as a notable tradition bearer	Master artist's expertise is negligible or not demonstrated

Criterion 3: Preparedness of the apprentice artist

- Application questions:
 - What is your experience participating in this form of folklife?
 - Describe your skill set with this form of folklife.
 - Describe any official or unofficial recognitions you have received for participating in this form of folklife.

Excellent (17-20 points)	Good (13-16 points)	Fair (9-12 points)	Poor (8 or fewer points)
Apprentice artist's preparedness is demonstrated through a strong, progressive trajectory of past accomplishments	Apprentice artist's preparedness is demonstrated through a clear trajectory of past accomplishments	Apprentice artist's preparedness is demonstrated through some indication of past accomplishments	Apprentice artist's preparedness is negligible or not demonstrated

Criterion 4: Potential impact of the apprenticeship on the continued vitality of the tradition

- Application questions:
 - How would this apprenticeship contribute to the cultural, practical, and artistic value of this form of folklife?

Excellent (17-20 points)	Good (13-16 points)	Fair (9-12 points)	Poor (8 or fewer points)
Apprenticeship is poised to provide strong cultural, practical, and artistic value to the tradition at large	Apprenticeship is poised to provide clear cultural, practical, and artistic value to the tradition at large	Apprenticeship is poised to provide some cultural, practical, and artistic value to the tradition at large	Apprenticeship's value to the tradition at large is negligible or not clear

Criterion 5: Feasibility of the work plan

- Application questions:
 - Describe the work plan for this apprenticeship, with details on the type of activities taught, materials needed and dates and locations of training.
 - Briefly describe the expenses associated with this apprenticeship.

Excellent (17-20 points)	Good (13-16 points)	Fair (9-12 points)	Poor (8 or fewer points)
Work plan is exceptionally clear and organized; scope is ideal given the stated time commitments	Work plan is clear and organized; scope is reasonable given the stated time commitments	Work plan is somewhat clear and organized; scope and time commitments are considered somewhat	Work plan is unclear, incomplete, or not present

Financial Requirements

The person listed as primary contact on the application will be the recipient of funds, if awarded; the primary contact is required to upload a current, signed [W-9 Form](#) within the application. The person listed as primary contact and recipient of funds must be 18 years or older. The name and address on the W-9 Form must match the name and address of the primary contact's SmartSimple profile. If awarded, funds will be payable to the name and address provided in the W9.

Review

MSAC convenes a group of panelists to evaluate applications. Each application is evaluated using the five-part rubric above. Panelists assign as many as 20 points and supply qualitative comments for each of the five parts:

- Traditional nature of the proposed form of folklife.
- Expertise of the master artist.
- Preparedness of the apprentice artist.
- Potential impact of the apprenticeship on the continued vitality of the tradition.
- Feasibility of the work plan.

Panelist Selection

Panelists are selected via a public application process. Applicants who are traditional artists, folklife specialists, arts administrators, and other cultural workers possess the necessary expertise to evaluate applications, though all potential panelists are given consideration.

Panelist Review

Panelists review Folklife Apprenticeship applications twice:

- Once remotely and independently, at which time an initial score is made.
- Once after conversation with other panelists at a meeting facilitated by MSAC staff, including the Folklife Specialist, at which time all panelists will discuss applications and have the opportunity to amend their score based on discussion.
- Final scores will be reviewed by the MSAC Council and Department of Commerce leadership for final approval, denial, or requests for further information.

In the event multiple applications with the same score are being considered, the Folklife Specialist will facilitate further panel discussion in accordance with scoring rubric guidelines until a final selection is made.

See Appendix B for a full overview of the review process.

Notification and Payment

The individual listed as the primary contact of the application will receive all notifications and grant funds; the recipient of funds must be 18 years of age or older. Notifications from SmartSimple will be sent from noreply@smartsimple.com. The grantee will receive payment within approximately six to eight weeks from the date of receipt of a fully executed Grant Agreement Form. More info on the payment processing timeline can be found [here](#).

To receive grant payments via direct deposit, please follow the instructions and complete the required forms from the [Comptroller of Maryland](#).

Reporting

Documentation

During the granting period, Folklife Apprenticeship recipients are able to receive site visits in which they and their tradition are documented with a photo and/or video shoot and interview session free of charge to the

artists. MSAC staff facilitate recipients' participation in documentation activities. See Appendix A for further details on documenting the work of Folklife Apprenticeship recipients.

Final Report

Successful completion of a final report is a required condition of receiving the Folklife Apprenticeship. A final report describes how grant funds were spent and collects information about the grant's impact on the grantee's traditional arts activities. The final report also collects narrative, fiscal, and demographic information in keeping with MSAC and National Endowment for the Arts (NEA) requirements. Successful completion of a final report is required for grantees to be eligible to apply for future MSAC funds. Final reports are completed in SmartSimple, the same online grants management system used for applications. Final reports are available at the end of each granting period. MSAC notifies grantees in writing when final reports are available and due.

Failure to submit reports may jeopardize current and/or future MSAC grants and may result in the required return of grant funds to the State of Maryland.

Appendix A

Documenting the work of Folklife Apprenticeships

To support artists and their careers, MSAC makes site visits available to Apprenticeship teams as a free service during the granting period. Site visits consist of professional photo, audio, and/or video recording to document the team and their tradition. Site visits are optional; waiving site visits will not negatively affect the status of the grant.

MSAC staff work directly with grantees to arrange site visits and strive to ensure that grantees are clear about the purpose of the visit, comfortable with the duration and nature of the documentation activities, and aware of their importance to the work of MSAC. Photo, audio, and video documentation collected during site visits is deposited in the Maryland Traditions Archives, a public archive of Maryland's living cultural traditions housed at the University of Maryland, Baltimore County, with MSAC oversight. Documentation is also used to promote MSAC's traditional arts work to the public.

Though each site visit is unique to the type of work being completed in the Folklife Apprenticeship, the following guidelines broadly describe the intention behind all site visits:

- Scheduled in accordance with dates and times of day that best illustrate Folklife Apprenticeship activities (e.g., arranging to document oystering during oyster season or Cambodian New Year music during the April New Year observed in Cambodian communities).
- Illustrate Folklife Apprenticeship activities in the contexts in which they would normally be occurring (e.g., arranging to document traditional Irish music performance at an Irish traditional music session or gospel quartet music at a Sunday church service).
- Photo documentation site visits last approximately 1-2 hours.
- Video documentation site visits last approximately 8 hours, and can be split up to occur on multiple days.

See msac.org for examples of previous Folklife Apprenticeship activities over the past five years.

Appendix B

Review process

- **Staff Review:** After an application is received, it is reviewed by staff for completeness and adherence to Council guidelines. Applicants will be notified whether their application is complete or if additional information or corrections are necessary. The applicant must meet all subsequent deadlines as specified in writing or the application will be considered withdrawn.
- **Grant Review Panel:** When the application is complete, it is assigned to members of a Grant Review Panel for evaluation. Grant Review Panels meet formally to evaluate the applications submitted.
- **Council Decision:** The full Council meets to reach funding decisions.
- **Department of Commerce Approval:** The Council's decisions are forwarded to the Department for review, analysis, and final approval by the Secretary of Commerce or a designee.
- **Notification:** All applicants are notified in writing of the Council's decision when final approval is obtained.
- **Payment:** Funds will be disbursed to the individual listed as the primary contact of the application. If awarded, Grant Agreement Forms must be signed by the primary contact and the grantee must meet all reporting requirements to remain in compliance with Agreement terms and remain eligible for future MSAC grants.