

The Southern New England Apprenticeship Program (SNEAP) helps communities preserve their cultural knowledge by supporting teaching relationships between a mentor and apprentice. The program provides funding to cross-state apprenticeship teams from Rhode Island, Massachusetts, or Connecticut. The teaching and learning of traditional arts, trades, practices, or crafts helps sustain culture that is important to a community.

Primary funding for the program comes from the National Endowment for the Arts, the Connecticut Office of the Arts/DECD, and other partner organizations.

APPLICATION SCHEDULE*

Application window open	May 1, 2022
Application deadline	July 31, 2022
Notification date**	September 1, 2022
Time period covered (Including Public Presentation)	September 2022 – June 30, 2023
Mentor & apprentice final report due**	June 30, 2023

*Please note that dates are subject to change

**Awards will be distributed in two payments. The first at the signing of contracts, and the second after the submission of the final report to the SNEAP Manager.

TO APPLICANTS:

This application requires information and documents from both the mentor and the apprentice; we recommend gathering all materials and preparing answers before filling out this application.

Before filling out this application, it is important for both mentor and apprentice to talk about their ideas for this apprenticeship. Without shared understanding of what you plan to do issues can arise. Please note, SNEAP staff does not pair apprentices and mentors.

NOTE: If you need assistance or have any questions, please contact SNEAP Manager, Philitha Stemplys-Cowdrey at philitha_stemplys-cowdrey@chs.org or call 860.236.5621 ext. 201. If you prefer to complete the application in-person or virtually with the SNEAP staff, please contact us to arrange an appointment.

PART 1: MENTOR APPLICANT INFORMATION

Name of Mentor:

Cultural Affiliation:

Address:

Telephone (main):

Other (when):

E-Mail:

Website (optional):

Birth date:

Part 2: APPRENTICE APPLICANT INFORMATION

Name of Apprentice:

Cultural Affiliation:

Address:

Telephone (main):

Other (when):

E-Mail:

Website (optional):

Birth date:

If apprenticeship is a group, list the names and information of additional applicants:



PART 3: CULTURAL FORM & TEACHING PLANS - TO BE COMPLETED BY MENTOR

Please respond to each question in a few brief sentences or short paragraph:

1. Please describe your traditional art form (trade, practice, or craft):

2. Where, when, how, and whom did you learn this from?

3. What community(ies) does your practice relate or belong to? (heritage, ethnicity, tribe, language, religion, region.)

4. Have you taught this previously? If so, briefly explain.

5. Describe your relationship to your proposed apprentice. Have you worked together before? If so, when? What did they learn?

6. Apprenticeship Schedule:

Note: It must begin after September 1, 2022, and end before June 30, 2023.*

Start Date: ____/____/____ End Date: ____/____/____

Approximate number of lessons: _____ Length of each lesson: _____

Estimated Hours of proposed apprenticeship: _____

Proposed Meeting Place: _____

What do you want to teach your apprentice (skills, techniques, and subject matter your plan to cover)?

7. Why is it important to teach your skills? (What effect will it have on you and your community?)

8a. If necessary, do you have access to virtual or alternate modes of teaching? (For example, record demonstrations on cell phone video; video-chat instruction through Zoom or FaceTime; pre-recorded examples uploaded through a computer.) Yes () No ()

8b. If you do not feel comfortable with distance-learning technology now, are you willing to work with SNEAP program staff to learn how to use it? Yes () No ()



PART 4: ART FORM & LEARNING PLANS - TO BE COMPLETED BY APPRENTICE(S)

For multiple apprentices, please attach additional pages.

1. Please describe your experience with this traditional art form (trade, practice, or craft):

2. What community(ies) does your practice relate or belong to? (heritage, ethnicity, tribe, language, religion, region.)

3. Why have you chosen to work with this mentor and what do you hope to accomplish?

4. What are your plans for continuing with what you learn in the future?

5. Why is this important for you to learn? (What effect will it have on you or your community?)

6a. If necessary, do you have access to virtual or alternate modes of teaching? (For example, record demonstrations on cell phone video; video-chat instruction through Zoom or FaceTime; pre-recorded examples uploaded through a computer.) Yes () No ()

6b. If you do not feel comfortable with distance-learning technology now, are you willing to work with SNEAP program staff to learn how to use it? Yes () No ()



PART 5: PUBLIC PRESENTATION PLANS - TO BE COMPLETED BY MENTOR AND APPRENTICE(S)

PUBLIC ACTIVITIES

All apprenticeships **MUST** present their work at a public event, such as a community festival, a demonstration, a performance, or an exhibit. Please describe your plans for this event and give potential dates:

(Note: this public presentation must occur before June 30, 2023. If you need help with ideas, please contact SNEAP staff.)

PART 6: BUDGET

The apprenticeship grant tends to be around \$3000, no more than \$3500 and no less than \$2000. Each year around six to eight mentor/apprentice pairs are selected. Most of this fee should go towards paying the mentor artist for their time. Modest materials and/or travel costs may be allowable. CHS manages contracts and carefully monitors all contracted work.

Please complete the questions relating to the project budget below. Mentor and apprentice should discuss this before filling it out. If you need assistance, please contact SNEAP staff.

Maximum \$3500 (Note: Award amounts may vary)

1. Mentor Artist Fees	Amount:
 (ex. hours × number of meetings × rate)	Subtotal: \$_____

2. Supplies and Materials (Please itemize, describe)

Item:	Description:	Amount:
_____	_____	\$_____
_____	_____	\$_____
_____	_____	\$_____
_____	_____	\$_____

3. Travel Costs (Please itemize)
trips of # miles at \$0.58 per mile

Item:	Description:	Amount:
_____	_____	\$_____

4. Other Costs (ex. cost for public presentation)

Item:	Description:	Amount:
_____	_____	\$_____

GRAND TOTAL \$_____

PART 8: OWNERSHIP

If any items are produced as a result of the apprenticeship, who will own them?

PART 9: SUPPORT MATERIALS - TO BE COMPLETED BY MENTOR AND APPRENTICE(S)

1. **Work Samples.** Mentors and Apprentices must both submit work samples. Apprentices with no prior experience do not need to submit work samples. Please label each item and provide any information we might need to understand it. Types of materials can include digital images, photographs, video recordings, or audio recordings.
2. **Biographical Statement.** Please submit Mentor artist's resume or biographical statement; Apprentice's resume or biographic statement. (Biographical statement can be a brief paragraph about yourself.)
3. **Letters of Support.** One or two letters of support from members of your community, describing the mentor's work and its importance to the community.
4. **Optional items.** Brochures, links to websites, copies of publications that describe your work, or additional letters of support from community or family members.

Digital files or links to online materials are preferred. Anyone unable to submit materials should contact your state's folklife coordinator or SNEAP Manager to discuss a possible site visit. However, if you submit physical or hardcopy support materials and wish to have them returned to you, please include a self-addressed, stamped envelope with your application, and materials will be returned to you after the review panel meets.

Please list your work samples with brief descriptions below:

Descriptions should include information such as dates, details of the piece, and contextual information. Please list the URL if applicable.

List of mentor artist support materials:

List of apprentice artist support materials:

PART 10: CERTIFICATION - TO BE COMPLETED BY MENTOR AND APPRENTICE(S)

I certify that the information contained in this application, including all supporting documents and attachments, is true and correct to the best of my knowledge. (Typed signature acceptable.)

MENTOR ARTIST SIGNATURE

Name: _____

Date: _____

APPRENTICE ARTIST SIGNATURE

Name: _____

Date: _____

PARENT SIGNATURE

(If apprentice is under 18 years old)

Parent Name: _____ Date: _____

Parent email: _____

Parent phone number: _____

Submit application by email or by mail to:

Connecticut Cultural Heritage Arts Program
Connecticut Historical Society
1 Elizabeth St.
Hartford, CT 06105
philitha_stemplys-cowdrey@chs.org

**Connecticut Historical Society
museum & library**



This program is funded in part by the National Endowment for the Arts and supported by the Connecticut Historical Society, the Connecticut Office of the Arts (DECD), Connecticut Humanities, and the Mass Cultural Council.

APPLICATION CHECKLIST

- Application
 - Mentor Information
 - Apprentice Information
 - Art Form & Teaching Plans
 - Mentor Section
 - Apprentice Section
 - Public Presentation Plans
 - Proposed Budget
 - Certification
 - Mentor Signature
 - Apprentice Signature

- Supporting Material
 - Work Samples + Descriptions
 - Mentor Samples
 - Apprentice Samples (if applicable)
 - Biographical Statement, Resume, or CV
 - Mentor
 - Apprentice
 - Letters of Support