

State of Illinois  
JB Pritzker, Governor

Illinois Arts Council Agency  
Nora Daley, Board Chair  
Joshua Davis-Ruperto, Executive Director

# Ethnic & Folk Arts Master/Apprentice Program

Guidelines for Fiscal Year 2024  
Deadline: December 1, 2023

*building a strong, creative and  
connected Illinois through the arts*



ILLINOIS  
**ARTS**  
COUNCIL  
AGENCY

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# Illinois Arts Council Agency Contact

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For specific information on this grant contact:

**Susan Dickson**

Program Director

Email: [Susan.Dickson@illinois.gov](mailto:Susan.Dickson@illinois.gov)

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## Accessible Guidelines

To obtain assistance regarding applications and written materials, contact the agency's ADA/504 Access Coordinator:

Teresa Davis

Phone: +1 (312) 814-6753

TTY: +1 (888) 261-7957

Email: [Teresa.N.Davis@illinois.gov](mailto:Teresa.N.Davis@illinois.gov)

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Cover artwork:



Margaret Gonzalez

# Webinar & Drop-in Sessions

We have several opportunities for you to connect with IACA Programs staff for questions on the Ethnic & Folk Arts Master / Apprentice Program

During the Ethnic & Folk Arts Master / Apprentice Program webinar, we will discuss best practices and how to use the agency's online Salesforce grant platform. The webinar will be recorded, posted to the agency's website, and be available for download.

Ethnic & Folk Arts Master / Apprentice Program **Application Webinar, pre-registration is required**:

- **Friday, October 6, 1:00 PM**
  - [Click Here to Register](#)

Drop-in sessions are one-hour sessions that have no agenda. Participants may ask questions of the participating Programs staff and get answers in real time. Pre-registration is not available.

**To join click on the link at the meeting time:**

- **Drop-In #1 - Friday, October 27, 3:00 PM**
  - [Click Here to Join](#)
- **Drop-In #2 – Friday, November 15, 3:00 PM**
  - [Click Here to Join](#)

## In-Person MAP Workshop

Galena Center For The Arts

November 3, 2023 at 6pm

971 Gear Street

Galena, Illinois 61036

Contact IACA Ethnic & Folk Arts/MAP consultant John Gardner for more information:

[John@companyoffolk.org](mailto:John@companyoffolk.org)

# Ethnic and Folk Arts Master/Apprentice Program

The Ethnic and Folk Arts Master/Apprentice Program (MAP) acknowledges and supports the mentoring relationship that develops between a master artist and their apprentice over time by supporting these individuals as they seek to preserve traditional practices important to their community, heritage, and identity. Ethnic, folk, and traditional arts and practices are the bedrock of artistic and cultural communities. They provide meaningful ways for individuals to connect with their past and build bridges to others and their surroundings in the present.

**Past awards have supported apprenticeships in traditional folk or ethnic art forms as diverse as:**

- Guatemalan marimba
- Classical Indian dance styles; Bharatanatyam, Odissi, Kuchipudi
- Tribal regalia-making
- Hammered dulcimer playing
- Ukrainian pysanky egg decoration

## **Program Goal**

A goal of MAP is to support one-to-one learning and relationship building between the master artist and the apprentice. At the end of the apprenticeship period, the apprentice must demonstrate the skills learned in a publicly available presentation compliant with Illinois Department of [Public Health \(IDPH\)](#) health and safety guidelines. Virtual presentations (e.g., hosted via YouTube, Vimeo, etc.) are acceptable.

## **Program Restrictions**

MAP supports apprenticeships that perpetuate living arts that are practiced today. It does not support the teaching of art practices used in cultural revival or historical re-enactment ceremonies or festivals.

Not-for-profit organizations are ineligible to apply to this program. Priority will be given to apprenticeships that take place outside of institutional settings. Consequently, the MAP award may not be used to support an ongoing class or school. The Illinois Arts Council Agency (IACA) does not support an individual's academic study of any kind.

## **General Information**

Illinois is home to an abundance of traditional art forms whether they are indigenous to a particular community or region or reflect the traditions of recent immigrant communities. While some traditional and ethnic arts have a deep-rooted history with little change, others are constantly evolving and adapting to their changing environment. The practices, customs, stories, and skills that are passed from one generation to the next influence how we live, what we value, and our personal and collective identities.

Thus, the strongest applications to this program are those between a master artist and an apprentice who are members of the same ethnic, cultural, religious, or occupational group. Apprenticeships in which the master artist and the apprentice do not share any of these ties between themselves, or with the tradition to be studied, are a lower priority.

Successful applications benefit from an Apprenticeship Work Plan that establishes reasonable, attainable goals within the specified apprenticeship grant. Without prior experience in the traditional art form to be taught, the apprentice's application will be considered a low priority.

## **Eligibility Requirements**

I. Both the master artist and the apprentice must be:

- At least eighteen (18) years of age.
- Legal residents of Illinois for the twelve months prior to the application deadline and throughout the grant period.
- Citizens of the U.S. or holders of permanent resident alien status.
- Submit an application to the IACA's online grant system utilizing an account registered to the master artist. Applications submitted under an organizational account/name or under the apprentice's name, will be immediately disqualified.
- Submit all requested application materials by the deadline.
- Submit no more than one MAP application per fiscal year from either person named on the application, i.e., the master artist or the apprentice.

If awarded a MAP grant, both the master artist and the apprentice will be required to verify their U.S. citizenship or resident alien status by submitting their Social Security number or valid tax identification number. The master artists may also be required to meet additional Federal requirements.

### **The following individuals are not eligible to apply**

- Individuals enrolled in any degree or certificate granting program (including high school, bachelor, or masters-degree programs) at the time of application or during the award period. (Ph.D. candidates need to have completed their course work by the application deadline to be eligible.)
- A parent may not apply as the master artist to mentor their child as an apprentice.

### **Grant Amount & Use**

The MAP award is a fixed amount of \$3,000 and is awarded in its entirety to the master artist. No cash match is required.

The master artist and the apprentice should work together to determine the budget for their apprenticeship. The bulk of the \$3,000 award should be set aside for the master artist's teaching fee.

A portion of the budget should be set aside to cover the cost of:

- any supplies, materials, equipment, or tools (valued at \$500 or less) required to carry out the apprenticeship
- for expenses related to setting up remote learning sessions required to carry out the Apprenticeship Work Plan
- for expenses related to documenting the apprenticeship
- for expenses related to the final public presentation
- for travel expenses (not to exceed \$250 combined) related to transportation between the apprentice's home to the master artist's home for one-on-one lessons. All travel and lessons need to be compliant with IDPH guidelines for COVID-19.

IACA funds may not be used for:

- Food and beverage costs
- Benefits or fundraisers
- Other types of social functions
- Production costs for group activity/presentation where the master and the apprentice are not the focus of the event
- Out of state travel

**Making the Project Accessible to All**

Recipients of public funding are required to make reasonable efforts for projects to be accessible to the public. Applicants should consider physical and programmatic accessibility as an integral part of the planning and budgeting process. Accessibility involves both the location (the facility) and the content (the activity or product.) Thinking about accessibility issues (e.g., accessible websites, sign language interpreters, recordings of printed materials, audio-description describers, captioning or large- print labeling) in the early planning stages of a project, is the key to ensuring that persons with disabilities will be able to participate. For further information and resources see the [Grantee Requirements page](#) on the IACA website.

**Deadline**

The FY24 MAP application deadline is December 1, 2023. Applications must be successfully submitted to the IACA's [Salesforce](#) system by 11:59 pm CST.

**Grant Period**

MAP applications for fiscal year 2024 are for apprenticeship activities that will occur from May 1, 2024, to November 15, 2024.

# Process, Notification, and Compliance

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## Review Process

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- The application is received and assigned an application number that will be used in future communication regarding that application.
  - Applications which have been ruled ineligible or incomplete will not be reviewed.
  - An advisory review committee meets to review all eligible applications against the Evaluation Criteria.
  - The final recommendations are presented to the Board for their consideration and approval.
  - A record of the review committee’s proceedings is maintained for all reviewed applications.
  - Applicants are encouraged to call for review feedback after receiving decision notification.
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## Notification

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The IACA sends all correspondence regarding grant applications to the master artist’s email address as it is listed on the application. If funded, notification will include required materials, which must be completed and returned to the IACA in order for the payment authorization process to begin. **Once all requested documents are returned to the IACA, it will take at least two months and up to six months for payment to be issued by the State Comptroller.** Before funds are released, grantees may be required to provide additional documentation that verifies residency status for at least one year prior to the application deadline. Refer to the Proof of Eligibility page on the IACA website for specific details and verification requirements

## Work Sample Retention

Work samples of MAP grant recipients will be retained or copied by the IACA for its archives or submission to a public-use archive. By submitting work samples, applicants give permission to the IACA to use images and content in IACA produced publications and website.

## Taxability of Grant

The Internal Revenue Code provides that the full amount of a MAP grant is taxable to its recipient. For questions regarding income-tax liability, contact the Internal Revenue Service or a personal tax advisor.

## Site Visits

During the apprenticeship period, contracted folklorists working with the IACA may make a site visit to document the apprenticeship. Interviews with the master artist and apprentice may be taped or video-recorded and photographs may be taken. This documentation does not replace the documentation that the master artist and the apprentice are required to produce throughout the apprenticeship.

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## Compliance

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### Grant Acceptance

- For MAP awards to be processed, all grant acceptance paperwork must be submitted to the IACA via the agency’s online grant system. The grant acceptance paperwork will include:
  - Grant agreement signed and dated by Master Artist.
  - Legal Status Disclosure Certificate (LSDC) signed and dated by the authorizing official.
  - Federal Funds Addendum
  - Completed and signed W-9 form, [W9](#)



Please note the grant agreement, legal status disclosure, and federal funds addendum will be emailed as Formstack documents for electronic signature. The W9 will need to be completed and uploaded in Salesforce. Further instructions will be provided with the grant agreement.

### **Final Report**

MAP grant recipients must submit a final report within 30 days after the end of the grant period.

Notification to file the Final Report will be emailed to the Master Artist at least thirty days prior to the submission deadline. This email will include instructions for filing the Final Report and online links to the required forms.

Appropriate documentation (photos, tapes, or videos) of the accomplishments made during the apprenticeship must be included with the final report.

### **Crediting Requirements**

Grant recipients must credit the IACA and the National Endowment for the Arts in all promotional material and public notices in the following manner:

**This program is partially supported by a grant from the Illinois Arts Council Agency.**



For further information regarding usage of the logo and to download a copy, go to the [logo page](#) of the IACA website.

# Definitions

## **Apprentice**

An individual who has some experience in the art form to be learned, demonstrates significant promise in the opinion of the master artist, and is willing to commit significant effort over many years of study to attain mastery of the art form. The apprentice should possess a strong motivation to learn the nuances of the tradition so that in time they can pass their own knowledge to future generations. Since the length of time covered by this apprenticeship award is short, the apprentice should have enough experience in the art form to benefit from the intensive, one-on-one training sessions. For example, an apprentice santour player should have enough familiarity with the basics of the instrument and enough rudimentary playing skill to be able to work on more advanced techniques during the apprenticeship.

## **Apprenticeship Work Plan**

The Apprenticeship Work Plan outlines the structure of what will take place during the apprenticeship. The Work Plan should allow for in-depth learning that encompasses the context of the culture and the development of the mentoring relationship as well as the acquisition of techniques and artistry. As each art form has its own requirements, the duration of each apprenticeship will differ depending on the art form.

## **Community**

A community can be a group of people that share a common ethnic heritage, language, religion, occupation, or geographic region.

## **Documentation**

Documentation can consist of photos, video, audio, journals, etc. Apprenticeship pairs are required to document the progress of the apprenticeship and submit samples of this documentation as part of the final report.

## **Ethnic, Folk & Traditional Arts**

Traditional and ethnic arts are the shared aesthetics, practices and values of families, geographic communities, occupational groups, ethnic heritage groups, etc. These are arts that are learned orally, or by observation and imitation, often through a master artist instructing an apprentice. They are usually maintained without formal instruction or academic training and are passed on generation to generation from master artist to the apprentice in a time-honored method. While some traditional and ethnic arts have a deep-rooted history with little change, others are constantly evolving and adapting to their changing environment. The art forms and traditional practices are an essential part of the group's cultural heritage; therefore, an established lineage shared between practitioners is fundamental to identifying these art forms.

## **Formstack**

A trademarked workflow platform that helps organizations manage documents and forms that require signatures and other legal marks.

## **State Comptroller**

The State Comptroller's Office is a branch of the Executive division of Illinois state government. By law, the Comptroller is the state's Chief Fiscal Control Officer, responsible for the legal, efficient, and effective operations of state government. All payments issued by any state agency are sent from the State Comptroller's Office. Grantees can check the status of the grant payment through the [Comptroller's vendor website](#), or sign-up to be notified about the payment via email, text or both. Grantees can also [sign up for direct deposit](#) from the Illinois Comptroller. If you have questions about direct deposit you will need to contact the Illinois Comptroller's office as the IACA cannot answer questions about direct deposit.

**Master Artist**

An individual recognized within their community as an exemplary practitioner of their traditional folk or ethnic art form as well as being an important repository for the wisdom and knowledge of their ancestors. The master artist has developed their skill within a traditional context rather than through books or other means of formal instruction and is regarded as a master by their peers and community.

**Material Arts**

Includes the disciplines of craft, visual art, and material culture traditions.

**Performing Arts**

Includes the disciplines of music, dance, storytelling, and other performing arts traditions.

**Public Presentation**

Near the end of the apprenticeship period the master artist and apprentice are expected to give a joint presentation for their community and the public. This public presentation must be offered free to the public. Examples of a presentation include, but are not limited to:

- Offering a master class wherein the apprentice assists in the demonstration of technique, style, etc.
- Hosting an open studio session.
- Presenting a public performance.
- Exhibiting at a local gallery, community center, or library.

**Salesforce**

The online grants management platform used by the Illinois Arts Council Agency. The lifecycle of the application is managed in Salesforce (submission, review, notification, official correspondence, etc.).

# Application Overview

IACA utilizes an [online grant system](#), Salesforce, to accept applications. The online application consists of form field components and the uploading of required documents. Each component must be completed and submitted in the required format by the deadline. For complete instructions go to the [Using Salesforce](#) section of the IACA website.

## How to Apply

- Read the MAP guidelines carefully and contact IACA staff for clarification. It is the responsibility of the applicant to be familiar with IACA [policies, priorities](#), and guidelines.
- Identify the discipline category for application.
- Prepare Artistic Resume, Artist Statement, and Awards & Recognition attachments.
- Select work sample material.
- Register for an account with or login to the [IACA Salesforce](#) system.
- Select and complete the appropriate Discipline Category electronic application form and upload supporting document attachments and work sample material in the IACA Salesforce system.
- Successfully submit the online application by the deadline.

For further guidance on applying to the Master/Apprentice Program, attend or watch our application webinar and drop-in session.

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## Application Components

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### 1. Applicant Information

Under this tab, please create or update the entity applying for the grant. **For the MAP grant this must be an individual account for the Master Artist.** This tab requires the following information:

- Individual contact information

Please note this information may be updated at any time. Please keep this information current to ensure communications from IACA reach you.

### 2. Grant Programs Selection

Under the Grant Programs tab, select from the following Fellowship applications accordingly:

- Master/Apprentice – Material Arts – 2024
  - For craft, visual art, and material culture traditions
- Master/Apprentice – Performing Arts – 2024
  - For music, dance, storytelling, and other performing arts traditions

The system will prompt the selection of the applicant to move forward.

On this main section please also provide:

- Master Artist Date and Place of Birth
- Specify the traditional, ethnic, or folk-art form to be taught during this apprenticeship period
- Apprentice name, contact information, and date and place of birth.

Please note that after an application is started it will appear on the home screen in the online grant system. Within the grant application, the requirements/sections will be listed along the left-side of the screen. Please access your draft application from here to avoid starting a duplicate application.

### 3. Supporting Documents

All listed supporting documents are required.

The supporting documents to be uploaded are:

- Master Artist Narrative
- Master Artist Proof of Illinois Residency
- Apprenticeship Work Plan
- Apprentice Narrative
- Apprentice Proof of Illinois Residency
- Master Artist Work Samples – *may be upload or URL link*
- Apprentice Work Samples – *may be upload or URL link*

### 4. Budget (required to carry out Apprenticeship Work Plan)

List the amount for each item on the budget form. Total cost of the apprenticeship must equal at least \$3,000.

Budget line items include:

- Master artist fee
- Up to 5 different supplies, materials, or tools (valued at \$500 or less)
- Travel (in-state only and not to exceed \$250 combined for both the master artist and the apprentice)
- Public presentation expenses
- Documentation expenses

If apprenticeship budget exceeds \$3,000, please list the source(s) of additional income in the appropriate budget form field. There is a 1,000-character limit for this field.

### 5. Submit / Certification

Please note this is a two-step process to both certify and submit your application. Once the application is complete click the Submit Button in the lower left-hand corner. A pop-up will require certification of eligibility and application content.

After certification there is another submit button which must be clicked to complete the application in [Salesforce](#). The application will not be successfully submitted until the second submit button is clicked.

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### Evaluation Criteria

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Applicants will be reviewed on the following criteria:

#### Excellence of the master artist

- Master artist practices a traditional art form learned in his or her community.
- Master artist demonstrates artistic excellence based on the community's aesthetics.
- Master artist understands the apprentice's potential and provides an effective teaching plan.

#### Excellence of the apprentice

- Apprentice has developed skills in the traditional art form and learned these skills in his or her community.
- Apprentice displays enough skill in the traditional art form to begin an apprenticeship.

- Apprentice exhibits a commitment to continuing to study the traditional art form beyond the apprenticeship period.
- Apprentice demonstrates the potential and the willingness to share the traditional art form within their immediate community and to the wider public.

### **Quality of the Apprenticeship Work Plan**

- Apprenticeship Work Plan advances the apprentice toward mastery of the art form and includes an appropriate schedule of sessions.
- Apprenticeship Work Plan addresses how the master artist will teach the techniques and history of the art form to the apprentice.
- Apprenticeship Work plan indicates at what point(s) the master artist and apprentice will document their progress during the apprenticeship experience.
- Apprenticeship Work plan outlines ideas for how the master artist and the apprentice will share the traditional art form with their community and the public.
- Apprenticeship Work Plan demonstrates consistent one-to-one interaction between the master artist and apprentice.

### **Program Priorities**

- Application fills a cultural or geographic void not currently being met.
- Master and apprentice are working within their own cultural heritage.
- Apprenticeship is taking place outside an institutional setting.
- Apprenticeship will ensure the continuation of an art form within a community in which it is valued.

Program priorities are to recognize artists geographically across the state and across disciplines.

# Supporting Documents

Refer to the description for each of the following supporting documents:

- **Master Artist Narrative** (no more than 4 pages)
- **Master Artist Proof of Illinois Residency**
- **Apprenticeship Work Plan** (no more than 4 pages)
- **Apprentice Narrative** (no more than 2 pages)
- **Apprentice Proof of Illinois Residency**
- **Master Artist Work Samples**
- **Apprentice Work Samples**

## Formatting instructions for supporting documents

The two narratives and work plan must be formatted as follows:

- Be saved as PDF files
- Be 8 ½ " x 11" with at least a 1" margin all around
- Use a 12-point font or larger in black on a white background
- Have sequentially numbered pages
- Be labeled in the upper right corner with the master artist's first and last name and title of document, e.g.
  1. John Doe, master artist  
Apprentice Narrative **OR**
  2. John Doe, master artist  
Narrative for apprentice Jane Smith
- Be organized using the headings listed for each document
- Be named as follows: Last name\_Artist Designation\_Document Name, e.g.

Doe\_MasterArtist\_Work Plan

Doe\_MasterArtist\_Narrative

Doe\_MasterArtist\_ApprenticeSmithNarrative

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## Master Artist Narrative

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Organize the narrative using the following topics as headings in the order they appear. Respond to the bullets under each topic.

### **I. Describe the traditional art form to be taught during this apprenticeship.**

- What is its origin and value in your community’s culture?
- At what times, places, or events is this art form practiced?
- Who participates in the practice of this art form?
- Who comes to listen to or watch this art form being practiced?

### **II. Summarize your experience with this art form.**

- How and when were you taught this art form?
- How long has it taken for you to achieve your current level of mastery?
- How has your mastery of this art form been recognized by your community – what “markers” does your community use to judge mastery?
- How does the practice of this art form enrich your life?

### **III. Provide information on previous mentorship experiences.**

- Have you mentored other apprentices in this art form?
- How many apprentices have you mentored and what was the average length of those apprenticeships?

### **IV. Describe why you think the apprentice will make a good advocate for this art form in the future.**

- Have you worked with this apprentice before? If yes, in what capacity?
- In your estimation, how much does the apprentice already know about the art form - if this is not the first time that you will mentor this apprentice, describe the growth previously achieved by the apprentice.
- What qualities does the apprentice possess that assure you that you can entrust your knowledge of your art form to them?

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## Apprenticeship Work Plan

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Though the relationship between the master artist and the apprentice may be ongoing, the Apprenticeship Work Plan submitted with this MAP application must be limited to activities that fall within the IACA grant period (May 1 – November 15, 2024).

If the art form is traditionally taught in group settings, such as ensemble dance, the master artist must choose one representative from the group to apply as the apprentice.

The Apprenticeship Work Plan must include one-on-one instruction between the master artist and the selected apprentice.

The Apprenticeship Work Plan should outline how remote learning sessions will take place should they be necessitated during the grant period per IDPH guidelines.

Within the 4-page limit, provide a session-by-session outline of the proposed apprenticeship plan that includes the information listed below.

- How many times do you plan to meet with your apprentice during the apprenticeship period?
- Where will the sessions take place?



- Approximately how long will each session last.
- What level of ability and accomplishment can be achieved through this apprenticeship? Be as specific as possible – for example – indicate an object to be made, a body of songs to be learned, an instrumental technique or dance style to be taught, and if this apprenticeship will build on any prior accomplishments.
- What supplies and materials are needed and/or required to carry out this apprenticeship?
- Are these supplies and materials available to you to begin the apprenticeship immediately upon notification of this grant award?
- Will the apprentice have other responsibilities during this time, such as assisting the master with his/her own projects?
- How will you document the progress of the apprenticeship (video, photograph, recording, or other means)?
- Describe the type of public presentation being considered for the end of this Apprenticeship.

### **Apprentice Narrative – *to be prepared by apprentice***

Organize the narrative using the following questions as headings in the order they appear.

- Describe any cultural, community, or familial connection you share with the master artist.
- How, when, and where did you learn this traditional art form? Who are the people you observed, imitated, and interacted with who influenced you in this art form?
- What is the role and importance of this art form in your cultural community?
- In what places, or at what events, do you practice your traditional art?
- Why do you want to study with this master artist?
- What do you hope to accomplish during the apprenticeship?
- As a result of this apprenticeship how do you plan to use the skills you will acquire in the future?
- How will your participation in this apprenticeship benefit your community?
- If you do not share a cultural, community, or familial connection to the art form to be studied, then describe why it is important to you to pursue this apprenticeship.

### **Proof of Illinois Residency**

Submit a copy of one of the following for both the master artist and the apprentice:

- A valid Illinois driver’s license which includes the date issued and expiration date (entire front and back).
- A valid State of Illinois identification card which includes the date issued and expiration date; (entire front and back).

Submit this document as a PDF file and named: Lastname\_Firstname\_Residency.pdf

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## **Work Samples / Work Sample Descriptions**

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Both the master artist and the apprentice must present evidence of their own past work in the traditional art form to be studied during the apprenticeship period. Applicants are advised to take great care in the selection of work samples to be shared with the jury. The selected work samples should clearly demonstrate skill and technical ability.

We will no longer accept work samples of group activities (dance, music, performance, etc.). As this program is about one-on-one instruction, we need to see/hear the master artist and the apprentice as the sole performer.

If this application is a continuation of a previous apprenticeship between the master artist and the apprentice, the apprentice must include one work sample from the beginning of the most recent apprenticeship period and one sample from the conclusion of the most recent apprenticeship period. Both of these work samples should show competence with the traditional art form being studied.

### **Outlined below are acceptable formats and size restrictions for work samples.**

With each work sample there is a field to describe the work sample. This field has a limit of 1,000 characters for the work sample description.

Please note – work samples submitted via a link (ex. YouTube, Vimeo, etc.) must be public and without password protection or expiration dates. Ultimately, if work samples cannot be viewed, then the review of the application will be jeopardized which may result in elimination. There is no size restriction for linked work samples.

Work samples submitted in formats not outlined in these guidelines (e.g., Instagram) are generally not accessible to IACA staff or review panelists. This will affect the review of the application.

### **Audio**

- Uploaded audio work samples may be no larger than 25MB in size.
- Acceptable formats are: mp3, .wav, .ogg

### **Digital Images**

- Uploaded digital work samples may be no larger than 25MB in size. Acceptable formats are: .jpg, .jpeg, .png, .gif, .tif, .tiff, .bmp, .vsd

### **Video**

- Uploaded video work samples may be no larger than 25 MB.
- Acceptable formats are: .vi, .mov, .mpeg, .mpg, .swf

### **PDF**

- Uploaded PDF documents may be no larger than 25 MB in size.

### **Work samples for the master artist:**

- Have no date limitations.
- When possible include audio or video of a “lesson” or demonstration of the master artist teaching the traditional art form. Of particular interest to the review jury is documentation that demonstrates the master artist interacting with the applicant apprentice.

**Work samples for the apprentice:**

- Cannot have been created more than three years prior to MAP application deadline.
- Must demonstrate some competence with the traditional art form during the apprenticeship period.

**Material Arts**

Applicants with static art forms may upload or link to a minimum of four, and a maximum of eight, digital images that represent their work in the traditional art form to be studied during the apprenticeship.

The master artist may substitute one image with audio or video of a “lesson” or demonstration if available.

Please upload or link to only one work sample per slot in the Salesforce system.

In the Work Sample Description field, provide the following for each work:

- Title of work
- Year completed/premiere date
- Medium/Materials if static art
- Dimensions (height x width x depth if static art)
- Brief description of entire work
- Date of performance being submitted for review, i.e., the taping or recording date

**Performing Arts**

Applicants with performing art forms should upload or link two audio or video work samples that represent their work in the traditional art form to be studied during the apprenticeship.

Please upload or link to only one work sample per slot in the Salesforce system.

In the Work Sample Description field, provide the following for each work:

- Title of work
- Year completed/premiere date
- Medium/Materials if static art
- Brief description of entire work
- Date of performance being submitted for review, i.e., the taping or recording date

**For general information contact:**

Illinois Arts Council Agency  
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100 West Randolph, Suite 10-500  
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Phone: +1 (312) 814-6750  
Toll-free in Illinois: +1 (800) 237-6994  
Email: [iac.info@illinois.gov](mailto:iac.info@illinois.gov)  
Web site: [www.arts.illinois.gov](http://www.arts.illinois.gov)



Visit the [Illinois Arts Council Board Members](#) page on [Appointments.Illinois.Gov](http://Appointments.Illinois.Gov) for a complete list of current board members.



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