

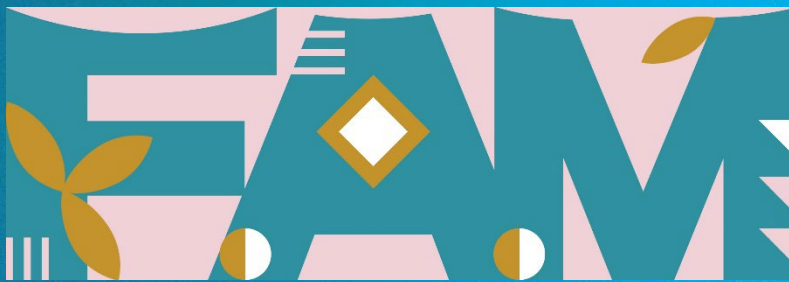
Illinois
ARTS
Council

Folk Arts Mentorship

Guidelines for Fiscal Year 2025

Open: October 31, 2024

Deadline: December 18, 2024



State of Illinois
JB Pritzker, Governor

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

Table of Contents

Illinois Arts Council Staff Contacts.....	2
A New Arts Council.....	3
Folk Arts Mentorship Grant Summary.....	4
Folk Arts Mentorship Details.....	5
Folk Arts Mentorships Review Criteria.....	7
FAM Process, Notification, and Compliance.....	8
Application Overview.....	10
Mentor Application Supporting Documents.....	12
Apprentice Application Supporting Documents.....	14

Link [About the Illinois Arts Council](#)

Link [IAC Salesforce Grant Portal](#)

Link [IAC Accessibility Resources](#)

Link [IAC Glossary](#)

Accessible Guidelines

To obtain accessibility information regarding applications and written materials contact the Illinois Arts Council’s ADA/504 Access Coordinator. Please be aware staff is working remotely and it is recommended to reach out to them via email. If you prefer more direct communications send an email that contains your preferred contact telephone number and general timeline of when you are available.

IAC 504/ADA Coordinator

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IAC 504/ADA Specialist

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Illinois Arts Council Staff Contacts

For specific information on this grant, contact the appropriate program staff. Please be aware staff are working a hybrid model and it is recommended to reach out to them via email. If you prefer more direct communications send an email that contains your preferred contact telephone number and general timeline of when you are available. For technical assistance contact John Gawlik.

Please visit IAC's [Workshops & Webinars page](#) for information on Webinars and Drop-ins with Q & A.

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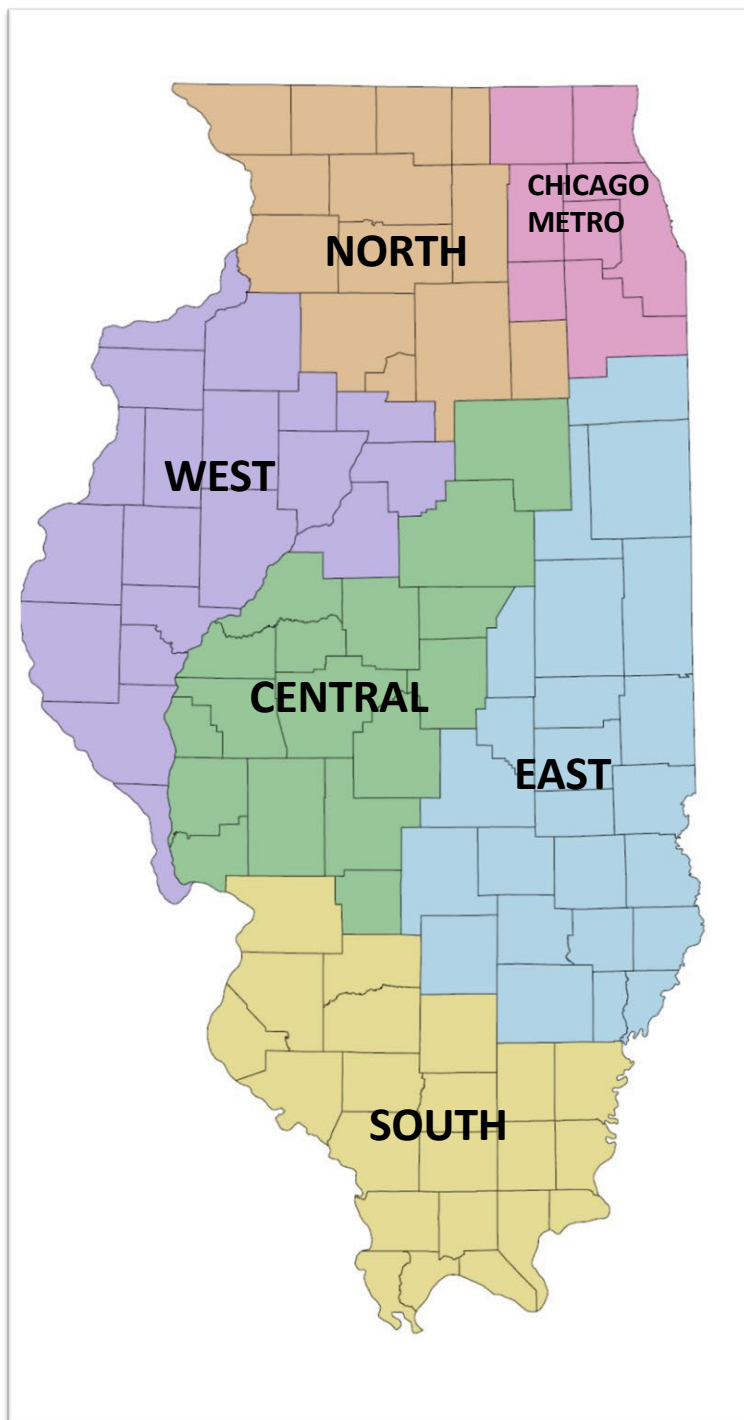
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To determine your Program Director please visit IAC's Program Director finder tool:

<https://arts.illinois.gov/about-iac/staff/grant-staff-locator.html>



A New Arts Council

In 2023, the Illinois Arts Council (IAC) and the National Assembly of State Arts Agencies (NASAA) embarked on the Equitable Grant Making Assessment Initiative (EGAIN). EGAIN was a collaborative effort to examine the agency's grantmaking through an equity lens, to identify funding gaps, and recommend strategies that the agency can pursue to reduce barriers to arts support.

The aims of the initiative were to:

- Analyze the demographic distribution of IAC's general operating support awards.
- Engage IAC constituents in providing feedback about their needs, experiences, and perceptions.
- Identify equity strengths and weaknesses in the IAC's approach to general operating support funding.
- Recommend applied actions the IAC can take to work toward greater grant making equity.
- Serve as an evidence base in IAC's case for the resources needed to reach more Illinois communities with state support.

As a result of this initiative there have been significant changes to all IAC grant programs which include:

- Streamlined application processes and grant opportunities.
- The creation of six distinct regions within the state for equitable funding across the Illinois' communities.
 - Chicago Metro Region (sub-divided into 5 Metro Regions)
 - Northern Region
 - Central Region
 - Eastern Region
 - Southern Region
 - Western Region
- Applications will be reviewed and distributed by regions and will no longer be submitted by discipline categories.
- Factoring in historically under-resourced communities of rural, high-poverty, BIPOC (Black, Indigenous, and People of Color), and disability into the grant making structure and process.

What does this mean for IAC artist support?

Folk Arts Mentorship is an updated IAC grant program replacing the Master Apprenticeship Program. The priority of the grant program remains to provide support for Mentor artists to work with Apprentices to build understanding and proficiency in ethnic, folk, and traditional art forms. By supporting exemplary practitioners working with dedicated apprentices, this program allows for concentrated study and cultural transmission. There have been changes to the grant program to put the application and review process in-line with the equity work IAC is doing across the state. For some longstanding applicants this may be considered a significant change, but we are excited by the possibility of supporting more artists throughout the state. We are proud that the Illinois Arts Council has been able to provide support to so many Illinois artists over the past 59 years.

Folk Arts Mentorship Grant Summary

Funded by the National Endowment for the Arts, the Illinois Arts Council's (IAC) Folk Arts Mentorship (FAM) grant supports the mentoring relationship that develops between exemplary practitioners working with dedicated apprentices. This program allows for concentrated study and cultural transmission to preserve traditional practices important to the artists' community, heritage, and identity. Ethnic, folk, and traditional arts provide meaningful ways for individuals to connect with their past and build bridges to others and their surroundings in the present. Ethnic, folk, and traditional arts are dynamic, reflecting change and individual innovation over generations of practitioners.

Who's Eligible

- Mentor and Apprentice artists at the time of application must:
 - Be age 18 or older.
 - Be established as an Illinois resident prior to December 18, 2023.
 - Not be currently enrolled full-time at a college or university in any undergraduate or graduate program. Ph.D. candidates need to have completed their course work by the application deadline to be eligible.
- Grandparent and grandchildren are eligible as a Mentor and Apprenticeship pair. Parents and children are not eligible to apply.

Award Amount

- \$4,000 award to the Mentor artist
- \$1,000 award to the Apprentice artist
- This award is taxable income

Application Information

- Mentor Artist and Apprentice Artist must each submit their own application.
- The application requests information about your history and current practice as an ethnic, folk, or traditional artist. There are form fields, checkboxes, and supporting materials.
- Details on the apprenticeship workplan and culminating public performance or exhibition will also be asked.

Matching Requirement

- None

Key Dates:

Application Deadline:

- Wednesday, December 18, 2024, at 11:59pm

Grant Period:

- No sooner than May 1, 2025, to November 15, 2025

Folk Arts Mentorship Details

FAM will prioritize the following applications:

- Regional Distribution of funds.
- Mentor and Apprentice artists that are members of the same ethnic, cultural, religious, or occupational group.
- Apprenticeships that take place outside of institutional settings.
- Applications from under-resourced communities of rural, high-poverty, BIPOC (Black, Indigenous, and People of Color), and disability.

For the purpose of FAM, IAC uses the following definitions:

Ethnic, Folk & Traditional Arts

Ethnic, folk and traditional 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 mentor artist instructing an apprentice. They are usually maintained without formal instruction or academic training and are passed on generation to generation from mentor artist to the apprentice in a time-honored method. While some ethnic, folk, and traditional 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.

Mentor Artist

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

Apprentice Artist

An individual who has some experience in the art form to be learned, demonstrates significant promise in the opinion of the Mentor 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.

Community

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

Applicant / Application Restrictions

- FAM 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.
- Applications are only accepted from individual artists. Not-for-profit organizations are ineligible to apply to this program.
- A FAM grant may not be used to support an ongoing class or school.
- Applicants may only submit one application per fiscal year.
- IAC Board members are prohibited from applying.

Deadline

The FY25 FAM deadline is Wednesday, December 18, 2024. The application must be successfully submitted by 11:59 PM CST to the [IAC's Salesforce grant portal](#).

Please note that all draft applications will be removed from the IAC system 30 days after the deadline.

Making Arts Accessible to All

Accessibility in the arts provides inclusive participation of people with disabilities in all cultural and creative spaces. Recipients of IAC funds are expected to make reasonable efforts for any public art activities and programs to be as accessible as possible. For further information and resources on how to do this please see the [Accessibility Resources](#) page on the IAC website.

Allowable and Unallowable Expenses

FAM funds may be used to support eligible expenses associated with the proposed apprenticeship.

Detailed allowable expenses, not limited to:

- Fees to the Mentor and Apprentice for their time
- Supplies and materials
- In-state travel
- Public presentation expenses
- Documentation expenses

Detailed unallowable expenses, not limited to:

- The Council will not support subsidizing an individual's academic study or projects associated with that study.
- Production costs for a group activity where the Mentor artist and/or the Apprentice are not the focus of the event.
- The Council will not support out-of-state travel.
- The Council will not support fees or payments to artists that are not established Illinois residents.
- Council funds may not be used for the purchase of alcoholic beverages.
- Council funds may not be used for capital improvements, construction, or for the purchase of permanent equipment.
- The Council will not support fundraisers or benefits.
- Council funds may not be used for political activities such as contributions, lobbying, or fundraisers.

Folk Arts Mentorships Review Criteria

FAM applications are scored on a 1-5 scale for the following criteria:

1. Recognition of the Mentor Artist as an exemplary practitioner and leader in the field.
2. Potential of the Apprentice Artist to achieve work plan goals.
3. Apprenticeship Work Plan demonstrates consistent one-to-one interaction between the Mentor and Apprentice.
4. Public Presentation is suitable for apprenticeship skill level.
5. Mentor and Apprentice share a community and an artistic working relationship.
6. Is the application complete?

Also taken into consideration is if both artists are eligible to receive funds in the State of Illinois. This is verified by ensuring:

- Applicant can show proof they have been an Illinois resident for a minimum of one year.
- Applicant has submitted a valid State ID or Driver's License.
- Applicant is compliant with IAC requirements.
- Applicant is not on the Illinois Stop Payment List. Individuals may be placed on the Illinois Stop Payment List for not being in compliance with all state agencies. Examples include owing money to another state agency or not being up to date with reporting on state grants.

Due to the required partnership of this grant program if either the Mentor, or the Apprentice, are not eligible to receive funds from the State of Illinois then both applications will be made ineligible.

FAM Process, Notification, and Compliance

Review Process

- When the application is created, the Salesforce grant portal will issue 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.
- Applications are reviewed based on the review criteria (see page 7).
- The final recommendations are presented to the IAC board for their consideration and approval.
- A record of the review process is maintained for all reviewed applications.

Notification

All applicants will be notified of funding decisions once the IAC has reviewed and approved funding recommendations. Applicants approved for funding will:

- Receive, via email, instructions regarding requirements to accept and claim the award (see Award Acceptance section below). Award letters are sent via Salesforce and list as being from the Illinois Arts Council <no-reply@webmerge.me>. Please be aware that periodically email programs direct this to spam folders.
- Artists with a disability are encouraged to look at services provided by [IL ABLE](#) to assist with managing award funds.
- Once all documents have been returned via the IAC Salesforce grant portal and all requirements met, including the completion, and filing of all previous fiscal year Final Reports, the award will be processed, and the payment voucher will be sent to the Illinois State Comptroller for payment.
- Once the payment voucher has been received by the State Comptroller payments can take two to six months.

Recipients 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. Recipients can also sign up for direct deposit from the Illinois Comptroller if they have received a payment from The Comptroller's Office within the previous 24 months. Otherwise, the check will be mailed to the address on file. Please contact The Comptroller's Office at (217) 557-0930 if you would like to set up direct deposit.

Compliance

Award Acceptance

For awards to be processed all acceptance documents must be submitted to the IAC Grants Office. Award acceptance is a multi-step process that requires uploads to the Salesforce grant portal and email exchanges. It is the responsibility of the applicant to read all emails carefully and follow the instructions.

The documents to be submitted via the IAC Salesforce grant portal include:

- Completed and signed W9 form.
- Legal Status Disclosure Certificate (LSDC) signed and dated by the Applicant.
- Artist biography, of 300 words or less, that notes your preferred name for public communications.
- Headshot or work photo that may be used public communications. Photo should be in jpeg format with photo credit/meta tag (image no larger than 750px x 750px, 20MB)
- Grant Agreement signed and dated by the Applicant.

Applicants approved for funding will be requested to upload a W9, biography, and headshot or work sample photo to [IAC's Salesforce grant portal](#). Following the upload of these documents the Applicant will be sent a link to sign the grant agreement and LSDC via Formstack.

Mentor Report

All FY25 FAM recipients will be required to complete and submit a report no later than December 15, 2025, as stated on the grant agreement.

The final report for FAM Mentor award will ask:

- Total grant amount and total amount expended on the apprenticeship
- Brief explanation if the expense was greater than the income
- Attendance for different activities and events both in-person and online
- Populations benefited by race, age, or distinct group
- Addresses for all activity locations
- Optional quote on the impact of the grant and/or photo with photo credit
- A narrative asking these questions:
 1. Were there any significant changes to the original application's work plan? If so, describe these changes.
 2. Describe the progress the Apprentice achieved during the apprenticeship period.
 3. Describe the public presentation that you and the Apprentice conducted. Specify how you publicized it and who attended.
 4. Are there any plans to continue working with the Apprentice? If yes, describe your plans. If not, explain why you will not continue.
 5. Please share additional aspects of this mentorship that were meaningful to you. (E.g. history, traditional tales, customs, etc.)
- Upload documentation of public presentation.

Apprentice Report

All FY25 FAM recipients will be required to complete and submit a report no later than December 15, 2025, as stated on the grant agreement.

The final report for FAM Apprentice award will ask:

- Total grant amount and total amount expended on the apprenticeship
- Brief explanation if the expense was greater than the income
- Optional quote on the impact of the grant and/or photo with photo credit
- A narrative asking these questions:
 1. Did the work plan support your learning the art form?
 2. Describe the progress you achieved during the apprenticeship period.
 3. Do you wish to continue working with the Mentor? If yes, describe your plans. If not, explain why you will not continue.
 4. Please share additional aspects of this mentorship that were meaningful to you. (E.g. history, traditional tales, customs, etc.)

Application Overview

IAC utilizes an [online grant portal](#), powered by Salesforce, to accept applications. The IAC FAM 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 instructions go to the [Using Salesforce](#) section of the IAC website. There is also a [user manual](#) for the online grant portal on our website to help guide the application process. Please review this carefully and use as a reference.

How to Apply:

- Verify eligibility
- Prepare all required supporting documents (see page 12 and 14)
- Log into [IAC Salesforce grant portal](#)
- Click on the Applicant Information tab from the top header in Salesforce
 - New Applicants: add an individual applicant account and fill in all required form fields
 - Returning Applicants: make sure all information is up to date
- Click on the Grant Programs tab
- Select “Folk Arts – Mentor Application – 2025” OR “Folk Arts – Apprentice Application – 2025” grant program based on your role
 - Complete the form fields in the application.
 - Upload or link to all required attachments.
- Successfully submit the application to IAC Salesforce grant portal.

Application Components

1. Applicant Information

Under this tab, please create or update the individual applying for the grant. **For FAM this must be an individual.**

This tab requires the following information:

- Individual Name and General Contact Information
- Primary Discipline Selection – select one
- Any additional disciplines reflected in programming – select as many as applicable
- Checkboxes if individual identifies as BIPOC (Black, Indigenous, and People of Color) or has a disability.

Please note the information in the Applicant Information tab may be updated at any time. Please keep this information current to ensure communications from IAC reach you.

2. Grant Programs Selection

Under the Grant Programs tab select the “Folk Arts – Mentor Application – 2025” OR “Folk Arts – Apprentice Application – 2025”. If the user has multiple applicants set up, the system will prompt the selection of the applicant organization to move forward.

This main section requires the following information:

- Date/Place of birth
- Artform being studied
- Name of the Mentor / Apprentice artist you are working with.
- Selection of Material or Performing Artform
- Select if you share any of these traits with the Mentor/Apprentice you are working with:
 - Ethnicity
 - Religion
 - Work / Profession
 - Geography
 - Other – please describe if Other is selected

Please note that after any application is started it will appear on the home screen in the Salesforce grant portal. Within the grant application the requirements/sections will be listed along the left-side of the screen.

3. Supporting Documents

The supporting documents to be provided are:

1. Application Narrative
2. Work Samples (details vary for Mentor vs. Apprentice, and Material or Performing Arts – see pages 13 and 15 for full details)
3. Work Plan – Only the Mentor submits this document
4. Proof of Residency

Supporting Documents submitted via upload:

- May be no larger than 25 MB in size.
- Salesforce will accept the formats listed below:
 - Audio acceptable formats are: mp3, .wav, .ogg.
 - Video acceptable formats are: .vi, .mov, .mpeg, .mpg, .swf
 - Document Files acceptable format is: .pdf

Supporting Documents utilizing video or audio files submitted via a link (ex. YouTube, Vimeo, SoundCloud, etc.):

- Have no size restriction
- Must be public and without password protection
- May not link to sites that require an account (e.g., Instagram)

Please refer to the “Supporting Documents” section for instructions.

4. 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 a submit button which must be clicked to complete the application in the [IAC Salesforce grant portal](#). The application will not be successfully submitted until the second submit button is clicked.

Mentor Application Supporting Documents

Mentor Application Narrative

The narrative is limited to one page answering the following:

- Who did you learn from?
- How long did you study?
- What did that study look like?
- How do you know people consider you a top practitioner in the field?

Submit this document as a PDF file named: Applicant Name_Narrative

Mentor Work Plan

The work plan is limited to one page answering the following:

- How often will you meet?
- How long are your sessions?
- What do you plan to teach?
- What is the public presentation?
- How do you intend to document progress?

Submit this document as a PDF file named: Applicant Name_Work Plan

Mentor Driver's License or State ID

FAM requires a minimum of one year of residency in the State of Illinois. Your residency verification requires your valid Illinois Driver's License or Illinois State ID.

If the issue date is prior to December 18, 2023, this is the only document required to upload.

If your Driver's License or State ID was issued after December 18, 2023:

- Please create and upload a single file with your current ID and one of the following additional pieces of residency verification:
 - Your previous Driver's License or State ID
 - A utility bill in your name from prior to November 20, 2023
 - A W2 or 1099 from 2023

If your application does not meet the residency verification the application will be ineligible.

Submit this document as a PDF file named: Applicant Name_Residency

Mentor Work Samples (min. 2 – max 6)

Work Samples must present evidence of past work in the ethnic, folk, or traditional art form to be studied during the apprenticeship period. Applicants are advised to take great care in the selection of work samples. The selected work samples should clearly demonstrate skill and technical ability.

Each work sample has a corresponding field to describe it in a maximum of 1,000-characters. In the Work Sample Description field, applicants must provide the following for each work:

- Title of work
- Date of completion
- Optional additional details

When possible, include audio or video of a “lesson” or demonstration of your teaching the traditional art form. Of particular interest is documentation that demonstrates the Mentor artist interacting with the applicant Apprentice. Mentor work samples have no date limitations.

Performing Arts:

2 work samples are required for performing artists.

Material Arts:

A minimum of 2 and a maximum of 6 work samples are required for material artists. Detail shots are encouraged to be submitted with the optional work sample files.

If uploading a file, it should be named: Applicant Name_Work Sample 1 – 8 (e.g. Smith_Work Sample 1)

Apprentice Application Supporting Documents

Apprentice Application Narrative

The narrative is limited to one page answering the following:

- Why do you want to work with this Mentor?
- Why is the artform important for you to study?
- How will you continue to practice the artform after the apprenticeship?

Submit this document as a PDF file named: Applicant Name_Narrative

Apprentice Driver's License or State ID

FAM requires a minimum of one year of residency in the State of Illinois. Your residency verification requires your valid Illinois Driver's License or Illinois State ID.

If the issue date is prior to December 18, 2023, this is the only document required to upload.

If your Driver's License or State ID was issued after December 18, 2023:

- Please create and upload a single file with your current ID and one of the following additional pieces of residency verification:
 - Your previous Driver's License or State ID
 - A utility bill in your name from prior to November 20, 2023
 - A W2 or 1099 from 2023

If your application does not meet the residency verification the application will be ineligible.

Submit this document as a PDF file named: Applicant Name_Residency

Apprentice Work Samples (min 1 – max 6)

Work Samples must present evidence of past work in the ethnic, folk, or traditional art form to be studied during the apprenticeship period. Applicants are advised to take great care in the selection of work samples. The selected work samples should clearly demonstrate skill and technical ability.

Each work sample has a corresponding field to describe it in a maximum of 1,000-characters. In the Work Sample Description field, applicants must provide the following for each work:

- Title of work
- Date of completion
- Optional additional details

If this application is a continuation of a previous apprenticeship between the Mentor and the Apprentice, the Apprentice should include one work sample from the most recent apprenticeship period. All Apprentice work samples should be from within the past 3 years.

Performing Arts:

A minimum of 1 and a maximum of 2 work samples are required for performing artists.

Material Arts:

A minimum of 2 and a maximum of 6 work samples are required for material artists. Detail shots are encouraged to be submitted with the optional work sample files.

If uploading a file, it should be named: Applicant Name_Work Sample 1 – 8 (e.g. Smith_Work Sample 1)

For general information contact:

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Visit the [Illinois Arts Council Board Members](#) page for a complete list of current board members.



The IAC acknowledges continuous support from the National Endowment for the Arts.

It is illegal for the Illinois Arts Council or anyone receiving assistance from the Illinois Arts Council to discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity, non- binary and gender non-conforming employees, sexual harassment, national origin, ancestry, citizenship status, physical or mental disability, political affiliation, beliefs, age, order of protection status, any other non-merit status, marital status, pregnancy, arrest record, military status, veterans status or unfavorable discharge from military service. Any individual who has been subject to such discrimination may file a complaint with the Illinois Department of Human Rights at +1 (312) 814-6200 or TTY +1 (312) 263-1570.