

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.

### APPLICATION SCHEDULE\*

Application window open	May 1, 2023
Application deadline	July 21, 2023
Notification date**	September 2023
Time period covered (Including Public Presentation)	September 2023 – June 30, 2024
Mentor & apprentice final report due**	June 30, 2024

\*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:

***Before submitting your form, applicants are required to discuss a draft of your proposal; please contact SNEAP Manager, Philitha Stemplys-Cowdrey, or your state's program director. They are:***

#### Connecticut

Philitha Stemplys-Cowdrey  
SNEAP Manager  
CT Historical Society  
1 Elizabeth St.  
Hartford, CT 06105  
860-236-5621 x 201  
philitha\_stemplys-  
cowdrey@chs.org

#### Rhode Island

Winifred Lambrecht, PhD  
Rhode Island Folklorist  
401-454-6266 (office)  
401-864-9006 (cell)  
wlambrec@risd.edu

#### Massachusetts

Maggie Holtzberg, PhD  
Folk and Traditional Arts  
Coordinator  
Mass Cultural Council  
10 St. James Ave.  
Boston, MA 02116  
617-858-2713  
maggie.holtzberg@art.state.  
ma.us

## WHAT IS A SNEAP APPRENTICESHIP IN TRADITIONAL ARTS?

Apprenticeship is a process of learning traditional practices directly from a mentor. A mentor teaches a student apprentice in person, through regular, intensive, one-on-one instruction. Mentors teach skills, meaning, and proper use of a heritage art form (trade, practice, or craft) inside a community.

## WHAT KIND OF "ARTS" DOES THIS PROGRAM SUPPORT?

This program supports the learning of *living* cultural heritage forms that are important to communities. These traditional forms are expressions of community identity and values and are usually taught informally. These traditional forms can include performing arts, crafts, trade/occupational skills, and religious, seasonal, or ceremonial traditions. (*Reenactments, recreations, and historic reproductions are not eligible under this program*).

Some examples of communities and traditional forms might include:

- Occupation: blacksmithing; mandolin making; hotrod car building; taxidermy
- Ethnicity: iconography; wampum-carving; traditional food-making; cultural wedding practices
- Community: lion dance; *santos*-carving; liturgical song; hip-hop

## WHO CAN APPLY FOR THIS PROGRAM?

Massachusetts, Rhode Island, and Connecticut residents may apply as mentors and apprentices with someone from one of the other states. A mentor and apprentice must apply together — *we do not assign apprenticeship teams*. Two mentors who wish to exchange knowledge with one another may also apply.

### Why is this program for Southern New England and not just Connecticut?

Connecticut, Rhode Island, and Massachusetts share many different cultural communities. This program encourages cross-state connections by supporting mentors and apprentices to travel and teach across state lines.

### But I don't know anybody in another state! Can I apply anyway?

Get in contact with your state's program director (list above). They may have helpful suggestions.

### Do you ever fund same-state apprenticeships?

We consider same-state apprenticeship teams residing in Connecticut. For same-state apprenticeships in Rhode Island and Massachusetts, contact that state's program director (list above).

### Who is a mentor?

A mentor is someone who has practiced their traditional form for a long time, and who is recognized by their community as being an expert at what they do.

### Who is an apprentice?

An apprentice is someone who has the desire to learn new skills of a traditional form from a

mentor. The apprentice learns cultural significance of this practice and is willing to carry the tradition forward.

**Can someone help me with my application?**

Of course! Please contact the SNEAP Manager, Philitha Stemplys-Cowdrey, at [philitha\\_stemplys-cowdrey@chs.org](mailto:philitha_stemplys-cowdrey@chs.org) or 860.236.5621 ext 201, to schedule a time to go over the application in-person, virtually, or over the phone.

**Can a mentor have more than one apprentice?**

Sometimes a small group is appropriate to traditional practices. However, this is not a program that funds a mentor to teach a class. One apprentice must fill out the “apprentice” portion of the application and submit support materials.

**I’m from a different community or heritage group from my mentor or apprentice—is this a problem?**

The program favors applicants who share a common heritage. However, cultural art forms are frequently shared between groups, so please explain in your application how your apprenticeship might strengthen cross-community ties.

**Why don’t you use the term “master”?**

We expect that our mentors have an expert skillset in their traditional practices and are experienced teachers who want to pass on their legacy. We acknowledge the word “master” has an array of meanings to our communities and feel that “mentor” is a more inclusive term.

**Can Mentors and Apprentices apply multiple times?**

Apprenticeship teams may apply for a second year when the application window is open. In fairness to newly formed apprenticeships, we ask teams who have participated in two consecutive years take one gap year before applying again.

**HOW LONG DOES THE APPRENTICESHIP LAST?**

Through the program, an apprenticeship can last as short a time as 3 months or as long as 10 months. For shorter, more intense timelines, consult with the SNEAP manager. (We strongly encourage the apprenticeship teams to continue their learning relationship outside of the official Apprenticeship Program.)

**HOW MUCH IS AWARDED AND WHAT DOES IT PAY FOR?**

The apprenticeship amount will be 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. CHS manages contracts and carefully monitors all contracted work.

**When are payments made?**

Awards will be distributed in TWO payments. The First at the signing of the contracts. The Second at the completion of the public presentation *and* submission of the final report to the SNEAP manager.

**HOW ARE APPRENTICESHIP AWARDEES DECIDED?**

Applications will be reviewed by a panel of folk and traditional art specialists, artists, community leaders, and tradition bearers. Decisions are made based on these criteria:

- Traditionality and artistic excellence of the mentor artist
- Apprentice’s familiarity with the art form and commitment to continuing it
- Involvement of both mentor and apprentice in their community

- Effectiveness of the teaching plan
- Feasibility of the required public presentation
- Difficulty in finding a mentor or apprentice for this art form
- Balance of distribution of apprenticeships among traditions, communities, and geographic areas

### **How will I know if I was selected for the apprenticeship?**

Applicants who are selected for the program will be notified by e-mail or phone call in early September of 2023.

### **TELL ME ABOUT DOCUMENTATION.**

During the program, all apprenticeship teams will be visited and documented by the SNEAP manager or your state's program director. This includes interviews, photographs, and video. All participants will sign a release form but will have final say about what materials are kept. Please direct any questions to the SNEAP manager.

### **Will I need reference letters?**

Yes! You are to provide one or two letters of support from members of your community. These letters should describe the mentor's work and its importance to the community.

### **Is a public presentation required?**

Yes. Each apprenticeship team **MUST** organize a public presentation to share the results of the apprenticeship within their communities. Public activities may be in the form of a community festival, demonstration, performance, or an exhibit. This presentation must occur **BEFORE JUNE 30, 2024**. Please contact SNEAP manager if you need ideas for your presentation.

### **Is there a final report?**

Yes. Mentors and apprentices will be required to fill out a final report describing their experience and accomplishments.

### **Is a background check required?**

Per CHS policy, all contracted mentors will be required to give permission to undergo a background check. This is to ensure the utmost safety to everyone in the program. Results of the check will be assessed on a case-by-case basis. Instances appearing on the report may not necessarily disqualify a mentor candidate from the program.

### **DO MENTORS AND APPRENTICES HAVE TO MEET IN PERSON?**

We strongly believe that the best teaching occurs in person. However, we care about your health and in view of potential concerns over respiratory illnesses, we will allow apprenticeships that are willing to try remote learning options if they do not feel safe in person. We encourage anyone seeking this arrangement to discuss with us the extent and frequency of the modifications you are interested in.

**NOTE:** 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.

Please contact the SNEAP Manager, Philitha Stemplys-Cowdrey, at [philitha\\_stemplys-cowdrey@chs.org](mailto:philitha_stemplys-cowdrey@chs.org) or 860.236.5621 ext 201, with any questions or to schedule a time to go over the application in-person, virtually, or over the phone.

**SNEAP APPLICATION 2023-2024**

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

Please respond to each question in a few detailed sentences or couple short paragraphs:

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, 2023, and end before June 30, 2024.*

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 (please list 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?)

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

Please respond to each question in a few detailed sentences or couple short paragraphs:

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

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

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

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



**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, 2024. If you need help with ideas, please contact SNEAP staff.)*

**PART 6: ALTERNATIVE TEACHING MODES - TO BE COMPLETED BY MENTOR AND APPRENTICE(S)**

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 \_\_\_\_\_ *please initial*

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 \_\_\_\_\_ *please initial*

**PART 7: OWNERSHIP**

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

**PART 8: BUDGET**

*The apprenticeship award 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)*

<b>1. Mentor Artist Fees</b>		<b>Amount:</b>
 (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:
_____	_____	\$ _____

**TOTAL REQUESTED \$ \_\_\_\_\_**

## 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 are not required to submit samples, but are requested to provide a letter of support from a community member or samples of other works related to the practice or community. 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 the Mentor artist's and Apprentice's resume or biographical 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 (*jpgs, pdfs, or YouTube links*).** 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.

**MENTOR ARTIST SIGNATURE**

Name: \_\_\_\_\_  
Signature Printed Name

Date: \_\_\_\_\_

**APPRENTICE ARTIST SIGNATURE**

Name: \_\_\_\_\_  
Signature Printed Name

Date: \_\_\_\_\_

**LEGAL GUARDIAN SIGNATURE**

*(If apprentice is under 18 years old)*

Legal Guardian Name: \_\_\_\_\_ Date: \_\_\_\_\_

Legal Guardian email: \_\_\_\_\_

Legal Guardian 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

*This program is funded in part by the National Endowment for the Arts & the Cornelia T. Bailey Foundation; and supported by the Connecticut Historical Society, the Connecticut Office of the Arts (DECD), CT Cultural Fund, and the Mass Cultural Council.*

**Connecticut Historical Society  
museum & library**

**Connecticut** Department of Economic and  
Community Development  
Office Of The Arts

 **CThumanities**

**NATIONAL  
ENDOWMENT for the ARTS**  
arts.gov

## APPLICATION CHECKLIST

Please review the following checklist with SNEAP Manager before submitting your application:

- 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