



**SOUTHERN NEW ENGLAND  
APPRENTICESHIP PROGRAM**

2024-2025 APPLICATION FORM  
PROGRAM GUIDELINES & FAQ

**APPLICATION DEADLINE: JULY 31, 2024**

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 6, 2024
Application deadline	July 31, 2024
Notification date**	September 2024
Time period covered (Including Public Presentation)	September 2024 – June 30, 2025
Mentor & Apprentice final report due**	June 30, 2025

\*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 the application, applicant teams are required to discuss a draft of their proposal with the SNEAP Manager, Philitha Stemplys-Cowdrey, or another state’s SNEAP coordinator. They can provide additional application assistance if needed. Please contact:***

<b>CONNECTICUT:</b>	<b>RHODE ISLAND:</b>	<b>MASSACHUSETTS:</b>
Philitha Stemplys-Cowdrey SNEAP Manager Connecticut Museum of Culture and History	Winifred Lambrecht, PhD Rhode Island Folklorist	Summer Confuorto Program Officer, Traditional Arts Mass Cultural Council
1 Elizabeth Street Hartford, CT 06105	401-454-6266 (office) 401-864-9006 (cell)	10 St. James Avenue Boston, MA 02116
860-236-5621x 201 <a href="mailto:pstemplys-cowdrey@connecticutmuseum.org">pstemplys-cowdrey@connecticutmuseum.org</a>	<a href="mailto:w lambrec@risd.edu">w lambrec@risd.edu</a>	617-858-2713 <a href="mailto:summer.confuorto@mass.gov">summer.confuorto@mass.gov</a>

## PROGRAM GUIDELINES 2024-2025

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### WHAT IS AN 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 expert level traditional artists 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 for whom you could contact.

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

We consider same-state apprenticeship teams residing in Connecticut only. For same-state apprenticeships or traditional artist grant opportunities in Rhode Island and Massachusetts, contact that state’s program coordinator (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 or improve skills of a traditional form from a mentor. The apprentice learns the 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 [pstemplys-cowdrey@connecticutmuseum.org](mailto:pstemplys-cowdrey@connecticutmuseum.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. Apprentice(s) 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 and people have multiple cultural identities. Please explain in your application how your apprenticeship might strengthen cross-cultural communities or how it reflects multicultural realities.

**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 first time applicants, we ask teams who have participated in two consecutive years take one gap year before reapplying.

### 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 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 teams are selected. Most of this fee should go towards paying the mentor artist for their time. The Connecticut Museum of Culture and History (The Connecticut Museum) 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 evaluated by outside reviewers who will include folk and traditional art specialists, artists, community leaders, and tradition bearers. Reviewers will consider application responses, work samples, and letters of support to determine the strength of each application, according to the following criteria:

- **Mentor Traditionality:** the mentor’s skills have been learned from within the art form/practice’s originating culture or community, and the art form/practice has significance to their community.
- **Mentor Familiarity/Commitment:** the mentor demonstrates first-hand knowledge of the art form/practice, and the mentor displays dedication and expert knowledge/skill as defined and recognized by *their* community.
- **Apprentice Commitment** – the apprentice shows the capacity to learn, and shows commitment to the learning process of the art form/practice.
- **Clarity and Achievability** – the teaching plan and timetable for the proposed apprenticeship window is realistic and effective in advancing the apprentice’s skills and knowledge, and the mentor is able and equipped to teach these skills.
- **Community/Public Impact** – This apprenticeship will have a positive impact on its community of practice or beyond. The public presentation will expand and support the community’s and public’s knowledge of the art form/practice. Application

materials show the importance of teaching/learning this art form for their community.

To ensure equitable access to funding, top-ranked applications will also be evaluated as a group to balance 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 September of 2024.

**TELL ME ABOUT DOCUMENTATION.**

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

**Will I need letters of support?**

Yes! Both mentor and apprentice need to provide one or two letters of support from members of your community. These letters are necessary for reviewers to understand the community involvement of the applicants, and how communities value the applicant or the art form. These letters should show the applicant’s commitment to the 10-month program and beyond.

**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, 2025**. Please contact the 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 Connecticut Museum of Culture and History 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 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:** *Mentor and Apprentice must **apply together** in **one** 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. Only one application is allowed per Mentor Artist and/or Apprentice. Please note, SNEAP staff **does not** pair apprentices and mentors.*

Please contact SNEAP Manager, Philitha Stemplys-Cowdrey, at [pstemplys-cowdrey@connecticutmuseum.org](mailto:pstemplys-cowdrey@connecticutmuseum.org) with any questions or to schedule a time to go over your application in-person, virtually, or over the phone.

**SNEAP APPLICATION 2024-2025**

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**INSTRUCTIONS:** Mentor and Apprentice must apply together in one application. **Mentors** must complete Parts 1,3, and 8. **Apprentices** must complete Parts 2 and 4. **Mentore and Apprentices** must complete Parts 5, 6, 7, 9, and 10 together.

**Before submitting the application, applicant teams are required to discuss a draft of their proposal with the SNEAL Manager of another state’s SNEAP coordinator.** They can provide additional application assistance if needed. Please contact SNEAP Manager, Philitha Stemplys-Cowdrey, at [pstemplys-cowdrey@connecticutmuseum.org](mailto:pstemplys-cowdrey@connecticutmuseum.org), or another state’s SNEAP coordinator (RI: Winifred Lambrecht, PhD – [wlambrec@risd.eud](mailto:wlambrec@risd.eud) or MA: Summer Confuorto – [summer.confuorto@mass.gov](mailto:summer.confuorto@mass.gov)).

**PART 1: MENTOR APPLICANT INFORMATION**

Name of Mentor:

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Cultural Affiliation:

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Address:

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Telephone (main):

Other:

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E-mail:

Website (Optional):

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Preferred method of contact (text, call, e-mail):

Birthdate:

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Have you participated in SNEAP previously:

Yes:      No:      If yes, please provide the year(s):

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Have you participated in any other apprentice programs previously:

Yes:      No:      If yes, please provide the year(s):

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**Part 2: APPRENTICE APPLICANT INFORMATION**

Name of Apprentice:

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Cultural Affiliation:

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Address:

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Telephone (main):

Other:

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E-mail:

Website (Optional):

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Preferred method of contact (text, call, e-mail):

Birthdate:

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Have you participated in SNEAP previously:

Yes:      No:      If yes, please provide the year(s):

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Have you participated in any other apprentice programs previously:

Yes:      No:      If yes, please provide the year(s):

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*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 questions 1-7 in a few detailed sentences or couple short paragraphs (please add pages if necessary):**

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, 2024, and end before June 30, 2025.*

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 in detail?)

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

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

**Please respond to questions 1-4 in a few detailed sentences or couple short paragraphs (please add pages if necessary):**

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

2. Why have you chosen to work with this mentor?

3. Why is it important for you to learn?

4. What effect will it have on you or your community?

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**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 *tentative* plans for this event and give potential dates:

*(Note: this public presentation must occur before June 30, 2025. If you need help with ideas, please contact SNEAP staff.)*

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**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 \_\_\_\_\_

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*

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**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. The Connecticut Museum 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:
_____	_____	\$_____

**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, artist statement, or biographical statement. (Biographical statements can be a brief paragraph about yourself.)

3. **Letters of Support.** Please provide or two letters of support from members of your community describing the mentor’s work and its importance to the community. All apprentices are requested to provide a letter of support from a community member showing their commitment to the 10-month program and beyond.

4. **Optional Items.** Brochures, links to websites, copied 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 SNEAP 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 application review period.

**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 is applicable.

**List of mentor artist support materials:**

**List of apprentice artist support materials:**

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**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**

Signature \_\_\_\_\_

Printed Name \_\_\_\_\_

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

**APPRENTICE ARTIST SIGNATURE**

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:**

Southern New England Apprenticeship Program  
Connecticut Museum of Culture and History  
1 Elizabeth Street  
Hartford, CT 06015  
[pstemplys-cowdrey@connecticutmuseum.org](mailto:pstemplys-cowdrey@connecticutmuseum.org)



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## **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
    - Mentor
    - Apprentice