

TRAp CHECKLIST & BUDGET FORM 2-B

Master _____

Date _____

Apprentice _____

Date _____

For detailed instructions, be sure to read *How to Apply* on page 20 and *Preparing Work Samples* on page 57.

TRAp APPLICANTS INCLUDE:

- The *Agency Acknowledgement Card*, self-addressed and stamped.
- The optional survey form on page 67 helps us to provide better service.
- An adequately sized, self-addressed stamped mailer if you want work samples returned.
- Checklist – Attach this completed checklist to the top of your application packet.

Additional application materials:

- | | |
|---|--|
| <input type="checkbox"/> completed application form 2 | <input type="checkbox"/> work samples* for master |
| <input type="checkbox"/> work plan form 2A | <input type="checkbox"/> work samples* for apprentice |
| <input type="checkbox"/> budget and checklist form 2B | <input type="checkbox"/> master's short biography (optional) |
| <input type="checkbox"/> narrative for master form 3 | |
| <input type="checkbox"/> narrative for apprentice form 4 | |
| <input type="checkbox"/> two or three letters of support from community members that describe your artistic contributions to the artform and how it relates to the cultural heritage of your community. | |

* Work samples show quality of work and include images, manuscripts, DVDs, CDs, etc. See page 57 for detailed instructions.

Master and apprentice **MUST BOTH** submit work samples so the panel can assess artistic quality. An applications that does not include work samples is incomplete and cannot be evaluated for quality. Incomplete applications will not be considered for panel review.

Different art forms require different types of samples: For **craft**, include photographs, digital images, slides, and publications (identify and list in a separate sheet). For **dance, music, song, and storytelling**, include: audio or video tapes or CDs (cue tapes or indicate CD tracks you wish the panel to review). See *Preparing Work Samples* on page 57.

Budget - Master and Apprentice should create a budget that reflects the needs of the apprenticeship. The total budget request must not exceed \$3,000.

DESCRIPTION	COST
Master artist's fee: \$20 per hr. x number of hours (100 hrs. maximum)	
List specific supplies and materials. (\$1,000 maximum) You may use an additional sheet.	
Number of meetings x round trip mileage (50 miles +) x \$.45 = total travel (Travel funds are for travel beyond a 25-mile radius.)	
Total Amount Requested	\$