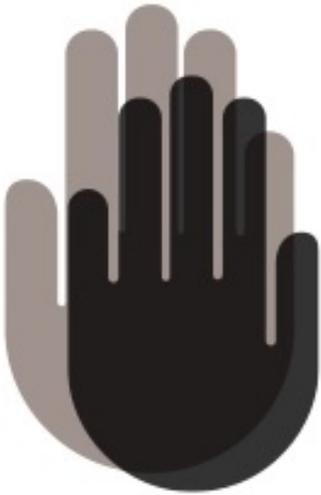


STUDIO **Potter**



GRANTS FOR
Apprenticeships



Grant Program Mission Statement

Established in 2019 and funded by an anonymous donor, Studio Potter's Grants for Apprenticeships program supports emerging artists who want to become full-time studio potters and, conversely, mentor-potters who wish to take on an apprentice. This grant program honors the mission of Studio Potter and the legacy of its founder, Gerry Williams, by fostering individual careers in studio pottery, contributing to the life and future of ceramics, ensuring the continuity of a centuries-old tradition in non-academic education, and, most broadly, upholding humanitarian values.

Studio Apprenticeship Defined

Studio-based apprenticeship is a form of person-to-person training that places work above theory and emphasizes intimacy and immersion. In the West, people commonly associate the history of apprenticeship with craft and trade practices in Europe during the Middle Ages, but traditions of lineage-learning have endured for centuries around the world. Apprenticeship continues today as a means of passing down knowledge from generation to generation and as a way for aspiring artisans to build professional communities and prepare for careers as studio artists.

Why Apprenticeships?

Pedagogy in craft disciplines has changed dramatically in the last century because of technological advances and the rise of a modern education industry. In this context, apprenticeship offers an alternative to academic educational structures through one-on-one relationships in a studio environment. Apprentices learn by participating in the daily lives of their mentor, learning their skills, and being exposed to their values. Operating at the intersection of folk culture and professional development, apprenticeships contribute to the preservation of intangible cultural heritage and the advancement of individuals.



Application Information and Eligibility

Studio Potter Grants for Apprenticeships provide up to \$10,000 for: 1) aspiring potters who are interested in establishing a career making utilitarian ceramics and wish to apprentice with an established potter, and 2) mentors who are established potters and wish to host an apprentice. Apprentices must be eighteen years old or over, have legal status in the United States for the duration of the apprenticeship, and cannot be enrolled in an academic educational program for the study of ceramics during their apprenticeship. There are no restrictions on the race, religion, gender, sexual orientation, or level of education of the applicant or co-applicant. Grants are for one year apprenticeships: although this is not required to be the first or only year of apprenticeship for the mentor-potter and apprentice team, funding for less or more than one year will not be considered. Individuals who have already received a Studio Potter Apprenticeship Grant are welcome to reapply but may not receive priority consideration.

Grant Schedule

Application period opens April 1

Application period closes June 1

Notifications of award July 1

Grant start date Apprenticeships must begin within one year of notification (before July 1 of the following year).
Once notified of an award, both the apprentice and mentor-potter will

Contracts and MOU Separate contracts for the mentor-potter and apprentice, as well as a co-signed memorandum of understanding must be submitted prior to the award of grant monies

Mid-term report Mid-term reports are due six months after the start of the grant

Final report Final reports are due within two weeks after the grant period has concluded

***** Interviews and site visits may be requested at any time**



Payment Schedule

Grant payments are made on a 50/30/20 schedule as follows: Fifty percent of the grant monies will be paid one month prior to the start of the proposed internship and upon receipt of the signed contracts and memorandum of understanding. If the proposed internship starts less than one month from the date of notification, then the first payment will be made two weeks after the date of notification and upon receipt of the signed contracts and memorandum of understanding. Thirty percent of the grant monies will be paid after receipt and approval of the mid-term report. Twenty percent of the grant monies will be paid upon receipt and approval of the final report and the successful completion of the community engagement requirement. If the selected apprenticeship is terminated before its scheduled end date, money already paid out to grantees must be returned on a pro-rated basis to Studio Potter.

Selection

Applications will be juried on the feasibility of the proposed apprenticeship, the quality of the proposal, the apparent potential of the apprentice, the artistic and professional achievements of the mentor-potter, and the quality of work samples provided.

Responsibilities of the Apprentice and Mentor-Potter

1. **REGISTER** Every mentor who applies for a Studio Potter Grant is asked to register on a national listing of apprenticeship opportunities at <http://www.apprenticelines.org/>. Your name, state, and a link to your website and/or contact information are all that is needed. Please confirm with Studio Potter that you have registered with Apprenticelines by sending an email to apprenticeships@studiopotter.org. Along with confirmation of registration, mentors are also asked to submit to Studio Potter a list of past apprentices. This list will be used to expand the apprenticeship map found here: <http://www.apprenticelines.org/apprenticeship-map-1>
2. **MEMORANDUM OF UNDERSTANDING** A memorandum of understanding, signed by the mentor-potter and apprentice, should outline the apprenticeship in terms of its timeline, the responsibilities of each party, the work or tasks to be accomplished, skills to be learned hours, pay (if applicable), accommodation, and any other information you feel is relevant. Please download the Studio Potter MOU form and amend it as needed. The form is available at the following link: https://www.studiopotter.org/sites/default/files/Required%20Docs%20Preview%202019_0.pdf



3. **MEETINGS** Apprentices who are the direct recipients of a Studio Potter Apprenticeship Grant or are hosted by a mentor-potter who is participating in this program must attend an online roundtable meeting once every four months. Meetings will be organized and led by representatives of Studio Potter so that apprentices can connect with their peers and fellow grant recipients to build a network and discuss their experiences thus far.

4. **COMMUNITY ENGAGEMENT** It is required that all recipients of a Studio Potter Apprenticeship Grant complete some form of community engagement. The engagement must occur within the one-year grant period, preferably in its third or fourth quarter. The final payment of grant monies will not be made until the community engagement has been carried out. Community engagement may be a public presentation, a workshop, or an equivalent thereof. The community to be addressed may be that of the hosting artist, the apprentice, or any community/audience of reasonable size that has formed for educational purposes. The purpose of this requirement is to provide the grant recipient with an opportunity to assess and articulate their apprenticeship experience, to promote the institution of apprenticeship, and to publicly acknowledge the support and the values of Studio Potter.

While the exact nature, location, and time of the community engagement is largely at the discretion of the grant recipient, a proposal for the event must be sent to Studio Potter for verification and approval prior to its occurrence. Once received, Studio Potter will review the proposal and, if approved, return it to the grant recipient together with information about how to credit Studio Potter in any promotional material associated with the event. Studio Potter will also ask for copies of any promotional material and at least one form of documentation (text, photos, etc.) of the event. All correspondence related to the community engagement should be sent to apprenticeships@studiopotter.org. Copies of promotional materials may be sent electronically or in print to *Studio Potter*, PO Box 1365, Northampton, MA 01061-1365.



5. **REPORTS** Each recipient of a Studio Potter Apprenticeship Grant is responsible for completing a mid-term report and a final report. These reports provide the applicant with an opportunity to reflect on and articulate their experience, and to help measure the value of both apprenticeships and the Studio Potter Grants for Apprenticeships Program. Additionally, these reports will furnish Studio Potter with material that it can use to promote its mission generally and the grant program specifically. Mid-term and final reports must be completed in order to receive grant payments. Descriptions of the reports are below:

The Mid-term and Final Reports may include any or all of the following:

- A written assessment of the apprentice’s progress that includes skills learned and employed, work accomplished, interaction with the mentor-potter, activities, and an overall analysis of the apprenticeship (two pages maximum)
- Notes and sketches
- Images of works made during the apprenticeship, preferably demonstrating learning and accomplishment
- Images of activities, events, the environment (studio, kilns, firings, etc.)
- Video footage documenting activities and events (firings, throwing, etc.)

Mid-term and Final Report Guidelines

- All materials submitted to Studio Potter will be considered shared copyright, meaning that both Studio Potter and the applicant will retain rights to the documentation provided. However, the applicant may designate certain materials as “private” or “for review only,” and these items will not be shared by Studio Potter with any other party
- Images and videos should be accompanied by a list (Word doc or pdf) that describes each item in terms of dates, names, locations, etc.
- Images and videos not designated as private do not need to be of professional quality, but they should be satisfactory for the purposes of documentation and presentation on the Studio Potter website.
- An integrated mix of text, images, and video is encouraged
- Should the materials submitted for the mid-term and final reports be deemed insufficient, additional materials will be requested
- Materials for the final report should be different from those submitted in the mid-term report.
- All report materials must be bundled together as a Zip file that is labeled with the applicant’s name and submitted to apprenticeships@studiopotter.org via WeTransfer or a similar data-transfer platform.



Application Process and Checklist

- 1) The applicant (apprentice or mentor-potter) must submit the following:
 - Completed application form (see below)
 - Personal statement about the reasons for desiring the proposed apprenticeship. This should include information about your life, career, education, creative pursuits in clay, and the anticipated value of the proposed apprenticeship.
 - Formal proposal describing the apprenticeship (two pages maximum)
 - A budget decided jointly between the two parties

- 2) The mentor-potter and the apprentice must each submit the following:
 - CV/resume or comparable information
If the mentor-potter has hosted apprentices in the past, please give a brief account of this history
 - Contact information for two references
 - Five images of work with accompanying image description list

***** All text documents must be submitted as Word files or PDFs**

***** All texts and images must be bundled together as a Zip file labeled with the applicants first and last name, and submitted to apprenticeships@studiopotter.org via WeTransfer, Dropbox, or a similar data-transfer platform**



Frequently Asked Questions

- The Grants for Apprenticeships program offers one grant of up to \$10,000 per application
- Applications are submitted by either the mentor or apprentice but represent the shared interests and joint planning of both parties
- Grant monies can be used to help meet the legitimate needs of the mentor and/or apprentice in carrying out the apprenticeship. Expenses such as moving costs, wages, housing, and capital improvements are eligible for funding.
- If you do not have a mentor or apprentice as a partner at the time of application, you are unlikely to receive funding
- Studio Potter cannot currently assist in locating a potential mentor or apprentice. Please check www.apprenticelines.org for a list of potters who regularly host apprentices
- Apprentices must be in the US legally. If an apprentice does not have permission to work for wages in the United States, then grant monies may not, under any circumstances, be used to pay an apprentice.
- Studio Potter cares deeply about people and apprenticeship, applications that consider the liabilities, responsibilities, necessities, and possibilities of apprenticeship will be favored

Image Requirements

All images submitted with this application must be:

- In jpeg format
- 1000 pixels in their shortest dimension
(Ex: An 8 " x 10" image would translate into 1000 x 1250 Pixels)
- 72 DPI
- No more than 3 megabytes in size
- Labeled with the abbreviation APP, for apprentice, or MENT, for mentor-potter followed by an underscore, the maker's first initial, an underscore, the maker's last name, another underscore, and the image number.
Example: (APP_J_DOE_01), (APP_J_DOE_02), (APP_J_DOE_03), etc.
or: (MENT_J_DOE_01), (MENT_J_DOE_02), (MENT_J_DOE_03), etc.



Budgets

- Budgets should illustrate the entire budget of the proposed internship and how the awarded funds will be used within the total budget.
- Preference will be given to budgets showing an equity of benefits for both mentor and apprentice.
- Budget may include: moving expenses for the apprentice; housing; food; materials, equipment, and tools shown to be necessary for the apprenticeship; one year of health insurance for the apprentice, one year of property insurance for the mentor-artist; wages for the apprentice.
- Receipts and invoices for the spending of grant monies may be requested.

References

MENTOR-POTTER

REFERENCE NAME _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

EMAIL _____ PHONE _____

RELATIONSHIP TO MENTOR-POTTER _____

REFERENCE NAME _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

EMAIL _____ PHONE _____

RELATIONSHIP TO MENTOR-POTTER _____



APPRENTICE

REFERENCE NAME _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

EMAIL _____ PHONE _____

RELATIONSHIP TO APPRENTICE _____

REFERENCE NAME _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

EMAIL _____ PHONE _____

RELATIONSHIP TO APPRENTICE _____



Application Form

NAME _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

EMAIL _____ PHONE _____

DATE OF BIRTH _____ US RESIDENCY STATUS _____

US RESIDENCY STATUS OF CO-APPLICANT _____

IF YOU ARE YOU APPLYING AS AN APPRENTICE, PLEASE PROVIDE CONTACT INFORMATION FOR THE MENTOR _____

IF YOU ARE YOU APPLYING AS A MENTOR, PLEASE PROVIDE CONTACT INFORMATION FOR THE APPRENTICE _____

LOCATION OF APPRENTICESHIP _____

ANTICIPATED DATES OF APPRENTICESHIP _____

HAVE YOU RECEIVED A STUDIO POTTER APPRENTICESHIP GRANT IN THE PAST?
Y / N ___ If yes, when _____

HAS THE APPRENTICE PARTICIPATED IN AN APPRENTICESHIP BEFORE?
Y / N ___ If yes, when, where, and with whom? _____



IS THE APPRENTICE CURRENTLY ENROLLED IN A COLLEGE LEVEL DEGREE PROGRAM? Y / N ___ IF SO, WHERE? _____

LEVEL OF EDUCATION COMPLETED BY APPRENTICE?

High school ___ Bachelor's ___ Master's ___ PhD ___

IF THE APPRENTICE HAS COMPLETED A COLLEGE DEGREE, WHAT YEAR DID THEY GRADUATE, WHAT COLLEGE DID THEY ATTEND, AND WHAT WAS THEIR MAJOR? _____

DOES THE APPRENTICE HAVE HEALTH INSURANCE? Y / N _____

If yes, who is the carrier? _____

DOES THE MENTOR-ARTIST HAVE HEALTH INSURANCE? Y / N _____

If yes, who is the carrier? _____

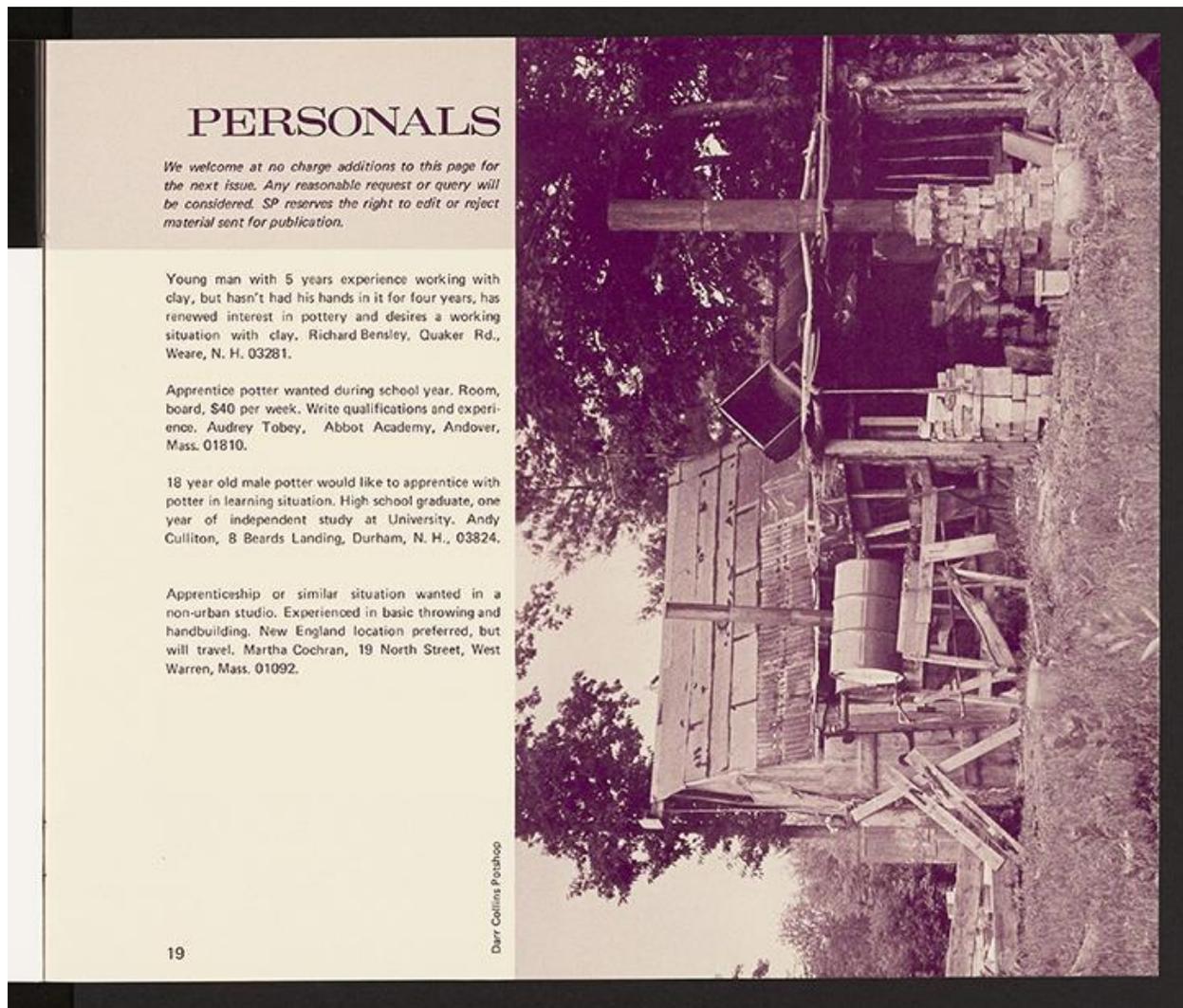
DOES THE MENTOR-ARTIST HAVE PROPERTY INSURANCE? Y / N _____

If yes, who is the carrier? _____

I have read the entire application form and agree to its stipulations

APPRENTICE'S SIGNATURE _____ DATE _____

MENTOR'S SIGNATURE _____ DATE _____



The Grants for Apprenticeships program is inspired, in part, by the dedication of Studio Potter's founder, Gerry Williams, to supporting mentorship and hands-on learning throughout his life. Indeed, the very first issue of *Studio Potter*, published in 1972, featured content related to apprenticeships and included the ads for apprentices and apprenticeships shown above. In the nearly five decades of issues since then, *Studio Potter* has published numerous articles on apprenticeship, and, in 1981, it published the book *Apprenticeship in Craft*, edited by Williams. This book, a testament to Williams's passion and advocacy, is available as a free download on Studio Potter's website at the following link: <https://studiopotter.org/apprenticeship-craft-book>.