

This is the 2022 Application Preview for the Grants for Apprenticeships Program (GAP). We are providing this document to help teams prepare their application in advance of the application period. Applications will be accepted via Slideroom.com, beginning May 1<sup>st</sup> 2022. Applications are due on June 1<sup>st</sup>, 2021 at 11:59pm EST.

This PDF is a preview of the application, and the actual application questions may change or vary. If there are any discrepancies in the questions on this preview and on the application, please refer to the Slideroom.com application as the correct and final application. **We are offering this as a courtesy and while we do not anticipate making changes to the final application, we do not guarantee or represent this as the final application.** We reserve the right to make changes.

Studio Potter believes in education in all forms, including in our grant process. We welcome questions or concerns from applicants. Please feel free to reach out to Jessica at [director@studiopotter.org](mailto:director@studiopotter.org) if you have any questions about applying. We are happy to answer questions or clarify points of the application process.

We are offering reviews of applications in advance of the deadline. If you would like to submit your application for review, please see the instructions on [studiopotter.org](http://studiopotter.org) for application reviews. You will need to submit your application on Slide Room on or before May 10<sup>th</sup>. Reviews will be offered to only the first 15 applicants to submit for review, and we will notify you if your application will be reviewed via email.

### Application Information and Eligibility

1. Studio Potter Grants for Apprenticeships provides grants of \$10,000 for aspiring potters who are interested in establishing a career making utilitarian ceramics and wish to apprentice with an established potter, and mentors who are established potters and wish to host an apprentice. This grant is specifically for those making Studio Pottery. Sculptural apprenticeships are not eligible.
2. Apprentices and mentors should apply as a team.
3. Apprentices must be eighteen years old or over, and cannot be enrolled in an academic educational program for the study of ceramics during their apprenticeship.
4. 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.
5. Application period opens July 1<sup>st</sup> and closes on August 1<sup>st</sup>, 2021. Notifications of awards will be on September 1<sup>st</sup>. Apprenticeships must begin within one year of notification, and the earliest start date that Studio Potter can accommodate is October 1<sup>st</sup>, 2021.
6. Mentor and apprentice must both be legally able to earn money in the US to apply. Studio Potter will need the taxpayer ID or EIN of all awardees before distributing funds.
7. There must be property insurance that includes liability coverage active on the studio property for the duration of the apprenticeship. SP will ask for proof of coverage from all awarded teams.

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

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## **Application Questions**

### ***Biographical Information***

1. **Mentor's Name**
2. **Mentor's Address**  
Please include city, state, and zip code. This should be the mailing address for the mentor.
3. **Mentor's Email**
4. **Mentor's Date of Birth**
5. **Mentor Gender**
6. **Mentor Race**
7. **Mentor's US Residency Status**  
Only applicants who can legally earn money in the USA are eligible for this grant.
8. **Apprentice's Name**
9. **Apprentice's Address**  
Please include city, state, and zip code. This should be the mailing address for the apprentice.
10. **Apprentice's Email**
11. **Apprentice's Date of Birth**  
Apprentices must be at least 18 years of age at the start of the apprenticeship.
12. **Apprentice Gender**
13. **Apprentice Race**

### ***Apprenticeship Information***

14. **Location of Apprenticeship**  
Describe where the apprenticeship will take place
15. **Anticipated Dates of the Apprenticeship**
16. **Has the mentor or apprentice received a Studio Potter Apprenticeship Grant in the past?**
17. **Has the apprentice participated in an apprenticeship previously?**  
*\* This question has conditional followup questions.*
18. **What is the highest level of education achieved by the apprentice?**  
*\* This question has conditional followup questions.*
19. **What is the highest level of education achieved by the mentor?**

# Attachments – Document Uploads

We will ask you to upload a PDF of the following documents:

1. **Mentor's CV/Resume \***
2. **Mentor's Personal Statement (500 word max)\***  
Written by the mentor about the reasons for desiring the proposed apprenticeship. This can include life goals that motivate you to pursue this apprenticeship. We strongly encourage you to address what challenges this grant can help you overcome. This is an opportunity to speak to the jurors on why you should be selected for this grant. PDF format.
3. **Apprentice's CV/Resume \***
4. **Apprentice's Personal Statement (500 word max) \***  
Written by the apprentice about the reasons for desiring the proposed apprenticeship. This can include life goals that motivate you to pursue this apprenticeship. We strongly encourage you to address what challenges this grant can help you overcome. This is an opportunity to speak to the jurors on why you should be selected for this grant. PDF format.
5. **Formal Proposal Describing the Apprenticeship (500 word max) \***  
This should be written jointly, and describe the proposed apprenticeship including goals and vision for the time spent working together, and benefits for both mentor and apprentice. Consider this the document that will help the jury understand what your proposed apprenticeship would look like on a weekly and monthly basis.
6. **Budget \***  
Budgets should illustrate how the grant funds will be used. Budget should show a total of \$10,000. All grants will be given for exactly \$10,000. Studio Potter may request receipts and invoices for the spending of grant monies at any time. Notes: Wages for a mentor's time is not an appropriate budget item. Studio Potter favors grants which demonstrate equitable distribution of funds in the budget.

## References

- Applicants will be asked to provide the contact information for two references each, totaling four references per application. When the applicant enters the reference's name in Slide Room, the reference will receive an email from Slide Room asking them to fill out the brief reference questionnaire. We will not accept a separate letter as a reference – we require that the reference follow the instructions in the Slide Room email. There will be a text box for the reference, so if the reference wishes to prepare a letter, they are able to copy and paste it.
- References will be asked to the following:
  1. **Name**
  2. **Phone Number**
  3. **Name of the applicant you are responding on behalf of**
  4. **Your relationship to the applicant**
  5. **Please describe the applicant based on your experiences**  
Your answers are confidential and will not be shared with the applicant.
  6. **Would you recommend the applicant receive this grant?**  
Your answers are confidential and will not be shared with the applicant.
  7. **Do you have any concerns about the applicant's ability to behave in a professional manner that respects the rights of people around them?** Please explain.

## Images

Both mentor and apprentice are required to submit 5-10 images of their work each, totaling 10-20 images. Images should be at least 1,000 pixels on the smallest side, in 72 dpi format. Please label the images with the mentor's or apprentice's name and organize your images so that all mentor's images appear first, then all apprentice's images appear. By uploading an image, you grant Studio Potter copyright permission to use your image in press releases and publications.