

# National Native Master Artist Initiative: Artist Teaching Artists™

## Letter of Inquiry Guidelines & Cover Sheet

Deadline: June 1, 2008



Longhouse Education & Cultural Center  
The Evergreen State College  
Olympia, Washington  
*With funding support from  
The Ford Foundation*

### PURPOSE

The *National Native Master Artist Initiative: Artist Teaching Artists* program is designed to promote Native arts and cultures within urban and rural Native communities throughout the United States. The grant provides an opportunity for a Master Native Artist to teach other Native artists, whether established or emerging, within a community setting.

### ELIGIBILITY

The Longhouse is accepting letters of inquiry from both organizations and individuals.

Organizations may apply for funds to support a Master Native Artist to be in residence for the purpose of teaching a form of visual or performing arts to Native artists within the community.

Individual Master Native Artists may also apply to be a resident artist in a community.

### **Definitions:**

- **Native** is defined as: American Indian, Alaska Native or Native Hawaiian; documentation of ancestry will be required for Master Native Artists.
- **Master Artist** is defined as: someone who is considered a master by his or her peers in the field or by their Native community.
- **Organizations** are defined as:
  - tribal governments
  - urban Native centers
  - educational institutions
  - other organizations that work in support of Native arts and cultures

### APPLICATION PROCESS & DEADLINES

- 1) The first step of the application process is the submittal of a Letter of Inquiry, which provides a brief description of your project. The Letter of Inquiry materials must be received by the Longhouse on or before **June 1, 2008**.

- 2) Those individuals and organizations invited to submit applications will be notified via e-mail and regular mail by **June 30, 2008**.
- 3) If invited to apply, your application must be received by the Longhouse on or before **September 2, 2008**.
- 4) You will then be notified by **November 1, 2008** regarding the outcome of your application.
- 5) If you receive a *National Native Master Artist Initiative: Artist Teaching Artists* grant your project must be completed by **November 1, 2009**.
- 6) You will be asked to submit a brief report on the success of your project within six months of the completion of your project.

## **PROJECT DETAILS**

### **Art Forms**

Proposals for **all forms of visual, performance, performing arts and literary arts** will be accepted.

### **Project Duration and Timeline**

Residencies do not have to be for extended periods; they could be an intensive one or two week training or could be for a longer time period, depending on the art form, the wishes of the artist or the needs of the community. Projects can begin upon notification of the award in November 2008 and must be completed by November 1, 2009.

### **Evaluation and Documentation**

All residencies funded under this initiative will be evaluated by participating artists using evaluation forms provided by the Evergreen Longhouse. We request that the residencies be documented by the host organization by photo or video. At the conclusion of the project, we request a photo essay from the host organization that can be published by the Longhouse to produce a catalog documenting the residencies.

### **Number and Amount of Awards**

The Longhouse's Native Arts Advisory Board will select five applications that will be awarded up to \$5,000. Total project costs may exceed \$5,000 as long as other sources of funding are identified in the application.

## **LETTER OF INQUIRY GUIDELINES**

In addition to the **Letter of Inquiry Cover Sheet** (page 4), please submit a **Letter of Inquiry** that meets the following specifications:

- One typed page total
- Standard 1 ¼ inch margins
- 12 point font

The **Letter of Inquiry** must include the following information:

- the name, Native affiliation and artistic expertise of the proposed Native master artist
- a description of the proposed project and the art form to be taught
- a brief description of the host community (location, population, etc.)
- the host organization's mission statement
- an explanation of how the host organization's mission statement addresses Native art
- evidence of previous successful programs with Native communities for the host organization and master Native artist
- a statement of why this project is needed in the host community.

### **CHECKLIST OF MATERIALS**

- Letter of Inquiry
- Letter of Inquiry Cover Sheet
- Appropriate documentation of Native heritage

### **LONGHOUSE BACKGROUND INFORMATION**

The Longhouse Education and Cultural Center celebrated its 10<sup>th</sup> anniversary in September 2005. The "House of Welcome" was built in collaboration with Northwest Indian tribes. Its mission is to promote indigenous arts and cultures. As a gathering place for people of all cultural backgrounds to teach and learn with each other, the Longhouse also provides a venue for hosting cultural ceremonies, classes, conferences, performances, art exhibits and community events.

#### **Send your Letter of Inquiry materials to:**

Longhouse Education & Cultural Center  
The Evergreen State College  
2700 Evergreen Parkway NW  
Olympia, WA 98505

Phone: (360)867-6413  
Fax: (360) 867-6699  
E-mail: [longhouse@evergreen.edu](mailto:longhouse@evergreen.edu)

# LETTER OF INQUIRY COVER SHEET

Clearly print all information and submit with your Letter of Inquiry

<b>Native Master Artist Information</b>		
Name of Artist (First Last)	Primary Phone (     )	
E-mail Address	Secondary Phone (     )	
Mailing Street Address		
City	State	Zip
<p>Please mark all appropriate sections and attach the appropriate documentation.</p> <p><input type="checkbox"/> <b>American Indian</b> Tribe: _____</p> <p><input type="checkbox"/> <b>American Indian descendant</b> Tribe: _____</p> <p><input type="checkbox"/> <b>Alaska Native</b> Tribe Village/Corporation: _____</p> <p><input type="checkbox"/> <b>Alaska Native descendant</b> Tribe Village/Corporation: _____</p> <p><input type="checkbox"/> <b>Native Hawaiian</b></p> <p><input type="checkbox"/> <b>Native Hawaiian descendant</b></p>		
<p><b>Examples of acceptable forms of documentation of Native heritage include, but are not limited to:</b> Certificate of Indian Blood (CIB), photocopy of both sides of a tribal enrollment card, copy of birth certificate (for Native Hawaiians only), letter from an Alaska Native village or Alaska Native corporation identifying the applicant as a member, letter from tribal enrollment office or other tribal government entity identifying the applicant as a descendant.</p>		
<b>Organization Information</b>		
Organization Name & <i>Master Artist Initiative</i> Project Coordinator's Name	Primary Phone (     )	
E-mail Address	Secondary Phone (     )	
Mailing Street Address		
City	State	Zip
<p>By signing this form, I certify that I meet the eligibility requirements specified in the guidelines of this document and that, to the best of my knowledge, the statements in this form are true. I understand that The Longhouse Education and Cultural Center, after having considered the documentation of Native heritage attached to this form, will determine whether the artist involved in this project is eligible to apply.</p>		
Signature	Printed Name	Date