

# Instructions for registering and completing the online Folk and Traditional Arts Apprenticeship Application

Go to <https://nd.culturegrants.org/>, and click “**Sign Up**” if you have not already registered in the new online system. If you have already registered, select “**Login Here**”.

**ARTS**  
NORTH DAKOTA COUNCIL ON THE ARTS

Home Help **Sign Up** Log In

**Welcome to the North Dakota Council on the Arts (NDCA's) Online Grant System (GO)!**

**\*RETURNING USERS: [LOGIN HERE](#)**

**Please read the following information and instructions carefully prior to registering (creating) your profile:**

[\\*Application User Role and Registration Instructions](#)  
*To apply to the grant programs, you must register (create) a profile in the Grants Online (GO) system. Your profile will allow you to apply to one or multiple grant programs each year. Please write down your username and password in a secure place for future use as you will need your username and password to access current and future NDCA grant applications each year.*

**\*TO CREATE A NEW PROFILE: [SIGN UP HERE](#)**

**For help with starting and completing an NDCA online grant application:**

[\\*Detailed General Application Instructions](#)

[\\*Detailed Artist in Residence Planning Guide and Application Instructions](#)

[\\*Link to the NDCA's Grant Programs and Guidelines](#)

Please visit the [Help](#) page if you have any questions or concerns.

**This will bring you to the following registration page, please complete all fields:**

**ARTS**  
NORTH DAKOTA COUNCIL ON THE ARTS

Home Help **Sign Up** Log In

Registration Content

First Name \*

Last Name \*

Title of Main Contact \*

Address 1 \*

Address 2

City \*

State \*

Zip Code \*

County \*

State Legislative District (you can find your  
Legislative District at  
<https://www.legis.nd.gov/lcn/assembly/constituentViews/public/findmylegislator.htm>) \*

Phone No. \*

Email \*

Confirm Email \*

Username \*

**Password Rules :**  
Contain at least 8 Characters  
Contain at least 1 Number

Password \*

Confirm Password \*

Would you like to associate this user account  
with an organization? \*

**Drag the slider and move it to the right side before you submit the form.**  
This action is required in order to prove that you're a human.

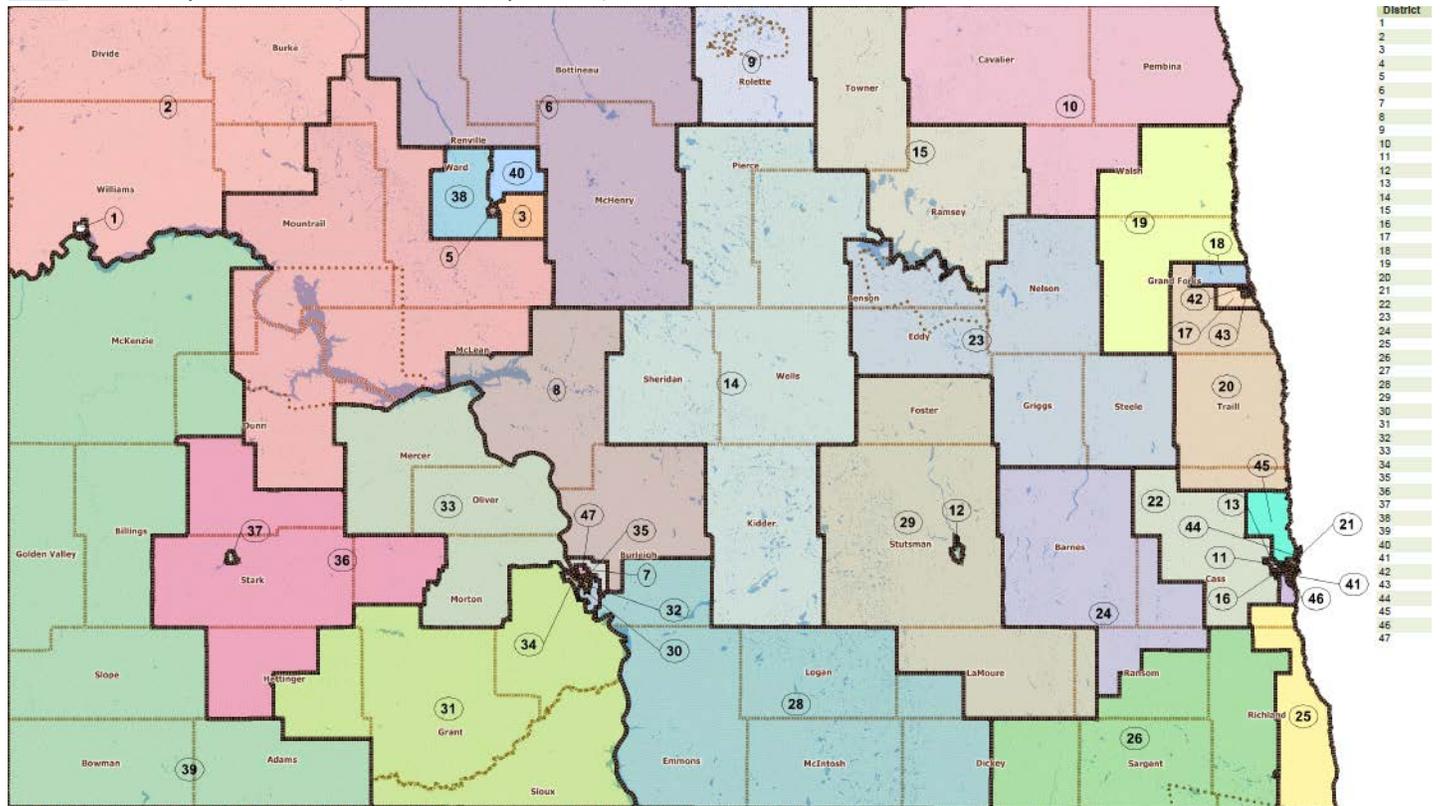
[End User Agreement](#) [Terms of Service](#) [Privacy Policy](#)

*When entering a "Username", please use the Master's last name first, hyphen the Apprentice's last name (for example Doe-Smith)*

Please select "No" for the "Would you like to associate this user account with an organization?"

After you have completed all the fields, you will need to drag the **slider bar** to the right, then select "**Submit**".

If you are unable to find your legislative district through the above link, please visit <http://www.legis.nd.gov/districts/2013-2022> to locate your district (or see the map below).



If you are applying as Master or Apprentice more than once, you will have to register again using a new "Username" to indicate the Master and Apprentice. If you have questions regarding the Username and multiple applications, please call Troyd Geist at 701-866-0959.

The Guidelines page will be the first page to appear. After you have read and checked Yes, to advance to the next page, click on "Save & Continue"

your needs for apprenticeship funds do not conform with this general framework, please contact the NDCOA office at (701) 328-7590 or [tgeist@nd.gov](mailto:tgeist@nd.gov).

**Application Review**  
Applications for apprenticeship awards will be reviewed by a panel and be approved by the NDCOA board. Funding is contingent on availability of federal funds.

**Final Report**  
Within 30 days after completion of an apprenticeship and based on the submitted work plan schedule, the master artist and apprentice must complete and submit an online Final Report form indicating their thoughts on the experience. Participants will be required to give a presentation at an exhibit, festival, school, community center, celebration, or other appropriate public venue.

For more information, contact Troyd Geist at (701) 328-7590 or [tgeist@nd.gov](mailto:tgeist@nd.gov).

I have read and understand the Folk and Traditional Arts Apprenticeship guidelines.  Yes  No

[Save](#) [Save & Continue](#) [Next](#)

The **Master Information page** will auto-populate with the information from the registration page. Please complete the Date and Place of Birth (optional) fields and the “Traditional art form you wish to teach” field. Then select “**Save & Continue**”

Cycle Attempt : 1

[My Forms](#) > [TAA-FY17](#)> [Traditional Arts Apprenticeship FY17 Application](#) [ [Table of Contents](#) ]

## Master Information

First Name * 	<input type="text" value="Amy"/>
Last Name * 	<input type="text" value="Testing"/>
Address 1 * 	<input type="text" value="1600 E Century Ave"/>
Address 2 	<input type="text" value="Suite 6"/>
City * 	<input type="text" value="Bismarck"/>
State * 	<input type="text" value="North Dakota"/>
Zip Code * 	<input type="text" value="58503"/>
County * 	<input type="text" value="Burleigh"/>
State Legislative District (you can find your Legislative District at <a href="https://www.legis.nd.gov/lcn/assembly/constituentViews/public/findmylegislator.htm">https://www.legis.nd.gov/lcn/assembly/constituentViews/public/findmylegislator.htm</a> ) * 	<input type="text" value="32"/>
Phone No. * 	<input type="text" value="701-328-7590"/>
Email * 	<input type="text" value="comserv@nd.gov"/>
Date of Birth (optional)	<input type="text"/>
Place of Birth (optional)	<input type="text"/>
Traditional art form you wish to teach *	<input type="text"/>

Please enter required value.

The **Apprentice Information page** will need to be completed as this will not auto-populate because only the Master is the registered user.

If there is more than one Apprentice, an additional page is available for that Apprentice’s information (if no other apprentices are involved, simply move on to the next page).

**On the Support Materials page**, to upload your documents/files/etc. click the **“Upload”** button. This will bring up the **“Portfolio Media Uploader”** box. Type the name of the file, a brief file description, then select **“Browse”**. This will bring up a list of files on your computer. Select the appropriate file then click **“Ok”**. The file will show up in the **“Portfolio”** section, click the **“Submit”** button and your file will upload to the system (this may take a minute or two depending on your file size).

After you have submitted your file you can upload additional files by following the same steps.

made with the NDCA Folklorist. These materials are reviewed by the grant panelists to help judge artistic quality and are considered when making grant award recommendations.

**Include a list of supplies and their approximate costs as needed for this apprenticeship in the field below.**

**Support materials must be postmarked no later than the deadline date.** If you mail your support materials, documentation, etc. mail to:

North Dakota Council on the Arts  
1600 East Century Ave, Su  
Bismarck, ND 58503-0649

Please remember to **SAVE** next section or returning to

\*UPLOAD FILES HERE\*  
You can upload narrative q

**Upload** **Manage Folders**

**Folder is Empty.**  
Folder Name: Traditional Arts  
Folder Size: 0.00 MB  
User Storage: 0.053MB out of 500MB used, 500MB available

### Portfolio Media Uploader

Folder: Traditional Arts Apprenticeship FY17 Application-TAA-FY17  
 Title: \*   
 Description:   
 Portfolio:

before advancing to th  
files here.

Upload requirements	Min #	Max #	Max File Size	Uploaded
Images	0	10	5 MB	
Videos	0	2	10 MB	
Documents	0	6	6 MB	
Audios	0	2	5 MB	

\* If you are planning to mail in your support materials, please indicate so in this text field.

\* **Please include the list of supplies and their approximate costs**, and any additional information or links you would like to add can also be included here.

**Once you have completed all the information on the “Signature Page” you must click on “Save” then “Submit”**

Apprentice's First and Last Name \*

Apprentice's Signature indicating approval of this application. **\*Please do not type your name here, print out a hard copy, sign it, and mail this page of the application only, to the NDCA office.**

Date \*

**\*Please note:** Grant award notifications are sent via email by Robin Bosch, NDCA Administrative Officer. [Please add rbosch@nd.gov to your safe senders list](mailto:rbosch@nd.gov) to help prevent your notification from being rejected or routed to your Junk folder.

I certify that the information contained in this application is true and correct to the best of my knowledge. \*  Yes  No

**After the Master has signed the "Signature Page" they should mail the signed copy to the Apprentice to sign. After the Apprentice has signed the "Signature Page", please mail the original signed copy, along with any additional support materials you were unable to upload, to:**

**North Dakota Council on the Arts  
1600 E. Century Avenue, Suite 6  
Bismarck, ND 58503-0649**

**If you have any questions regarding the Folk and Traditional Arts Apprenticeship online application, please call Troyd Geist at 701-866-0959.**