



STATE OF NEW HAMPSHIRE
DEPARTMENT OF CULTURAL RESOURCES

Division of Arts, Division of Historical Resources,
Division of Libraries, Film and Television Office
Office of Curatorial Services
*American Canadian French Cultural Exchange Commission,
Administratively Attached*

Van McLeod, Commissioner



W 33

November 1, 2013

Her Excellency, Governor Margaret Wood Hassan
and the Honorable Council
State House
Concord, New Hampshire 03301

REQUESTED ACTION

The Department of Cultural Resources, Division of the Arts, requests permission to award a Traditional Arts Apprenticeship Grant totaling \$2,368.00 to Elizabeth Charlebois, Warner (Vendor code 160864) to assist in the preservation of tradition based arts in New Hampshire so that future generations can continue to benefit from them, effective upon Governor and Council approval through June 30, 2014.
100% General Funds.

Funds are available in the account titled State Arts Development as follows:

	<u>FY 2014</u>
01-34-34-341010-1250000-073-500578 Grants Non-Federal	<u>\$2,368.00</u>

EXPLANATION

Traditional Arts Apprenticeships are awarded to a master traditional artist to teach an experienced apprentice in one-to-one sessions over a period of six to ten months and in this way recognize master traditional artists for their artistic excellence and commitment to preserving their heritage and support the efforts of promising apprentices who want to learn a tradition and share it with others. Grant categories and deadlines are advertised through the divisions' website, social media and electronic newsletters.

At its September 29, 2013 meeting, the Arts Council unanimously voted to accept the Traditional Art Apprenticeship Grant Panel's recommendations for a grant to the above artist, based on its funding priority ranking within a competitive review. The three-member peer panel considered seven criteria to arrive at a consensus ranking for each application. Each panelist is advised, both individually and collectively, of their obligation to disclose any conflict of interest and themselves from assessment if a conflict is present. The evaluative criteria range from the excellence of master artist's work quality to a clear work plan with achievable goals.

Elizabeth Charlebois has received \$350.00 during fiscal year 2014.

Respectfully submitted,

Van McLeod
Commissioner

New Hampshire
State Council on the



160864

Grant # FY2014 FA/APP 9144

Acct Code: 1250-073 3451314 TA

GRANT AGREEMENT

New Hampshire State Council on the Arts

This agreement between the State of New Hampshire, NH State Council on the Arts (hereinafter "Council"), and Elizabeth Charlebois (hereinafter "Grantee") is to witness receipt of funds subject to the following conditions:

GRANT PERIOD: FISCAL YEAR 2014

- OBLIGATION OF THE GRANTEE: The Grantee agrees to accept \$2,368.00 and apply it to the program(s) described in the grant application and approved budget referenced above. In the performance of this grant agreement, the Grantee is in all respects an independent contractor and is neither an agent nor employee of the State.

Funding credit must appear in all programs, publicity, and promotional materials. We suggest the following wording:

Supported in part by a grant from the New Hampshire State Council on the Arts and the National Endowment for the Arts.

The Grantee agrees to abide by the limitations, conditions, and procedure outlined herein and in the attached appendices. If appropriated funds for this grants program are reduced or terminated (including a reduction by the Advisory Budget Control Committee), all payments under this grant may cease. That determination rests within the sole discretion of the Council.

PAYMENT will be made following the receipt and execution of all required documents.

FINAL REPORT: The Grantee agrees to submit a final financial and narrative report on a form provided by the Council no more than 30 days after the end of the grant period. Failure to submit the final report will render the Grantee ineligible for Council funding for two years.

SOVEREIGN IMMUNITY: No provision of this contract is to be deemed a waiver of sovereign immunity by the State of New Hampshire.

COUNCIL APPROVAL

Cassandra Mason
Lynn Martin Graton, Acting Director

10/29/13
Date

GRANTEE SIGNATURE

Name: Elizabeth Charlebois

Address: 115 Kearsarge Mtn Rd #15

Elizabeth Charlebois
Printed Name of Grantee

Elizabeth Charlebois 10/28/13
Grantee's Signature Date

NOTARIZATION REQUIRED:

STATE OF NEW HAMPSHIRE, COUNTY OF _____
On the 28 day of Oct 2013 before the undersigned officer, personally appeared

Elizabeth Charlebois
(Print name of person whose signature is being notarized) or satisfactorily proven to be the person whose name appears above, and acknowledged that s/he executed this document in the capacity indicated.

Nancy Jo Chabot
Notary Public/ Justice of the Peace

Printed Name: Nancy Jo Chabot
My Commission expires: 12/20/2015

APPROVED BY ATTORNEY GENERAL

as to form, substance and execution:

Rosmarie Chabot 11-18-13
Office of Attorney General Date

master artist to apprentice Katelyn Szymajowski

Elizabeth M. Charlebois

115 Kearsarge Mountain Road, #15
Warner, NH 03278
(978) 230-1101

SUMMARY OF QUALIFICATIONS:

- Phlebotomist with two years Certified Nursing Assistant experience.
- Over 13 years experience working with challenging youth behaviors and crisis intervention.
- Active leadership role in volunteer programs that promote leadership, respect and access to good healthcare for all members of the community.
- Fluent in Microsoft Word, Excel, PowerPoint and Publisher.

WORK HISTORY:

- 2013-Present** **Education Director**
Mt. Kearsarge Indian Museum
- Develop culturally appropriate educational programs
 - Schedule and manage tour guides
 - Coordinate school groups and outreach programs
- 2003-2013** **In-School Suspension Coordinator**
Merrimack Valley School District/TBI Behavioral Services, NH
- Oversee an average of 300 students per year placed in In-School Suspension.
 - Crisis intervention in an alternative education setting.
 - Provide services to students grades 6-12.
- 2007-2009** **Program Coordinator**
Emerging Leaders in Communities of Color - Manchester, NH
- Coordination of monthly training sessions, including arranging logistics of facilities, food, staffing, and faculty.
 - Assisting in the development of agendas, curriculum materials, forms and certificates.
 - Recruitment of Faculty and Mentors and creation of mentorship activities.
 - Tracking expenses against budget for Program Director and Board of Directors.
- 1999-2003** **Para-Educator**
Newport High School - Newport, NH
- Providing one-on-one services to Special Education students in a variety of settings.
 - Attending classes with students, helping them understand educational material, and assisting in the completion of homework.
 - Crisis management of students with challenging behaviors.
- 1997-1999** **Certified Nursing Assistant**
New London Hospital, Extended Care Facility - New London, NH

- Bathing, dressing, and grooming of residents.
- Assisting with personal health care; attention to resident comfort and condition.
- Taking and recording vital signs and measures.
- Changing linens, caring for residents' personal belongings and keeping residents' rooms in order.

EDUCATION:

2012	<i>NHTI, Currently Enrolled, Prerequisite Nursing Program</i>
2012	<i>Manchester Community College, Phlebotomy-Certificate</i>
2007	<i>Emerging Leaders in Communities of Color-Diploma</i>
1997	<i>American Red Cross, Certified Nursing Assistant-Certificate and License</i>
1995	<i>Mount Holyoke College- Studied History</i>
1994	<i>Keene High School – Diploma</i>

HONORS & POSITIONS HELD:

2010-present	<i>Commission Member: Commission of Native American Affairs</i>
2009-present	<i>Member at Large: Emerging Leaders in Communities of Color - Board of Directors</i>
2007	<i>Planning Committee: Native American Health and Culture Festival: For Native Americans by Native Americans</i>
2006-2007	<i>Planning Committee: Minority Women's Health Conference - Strengthening Our Communities by Strengthening Ourselves</i>
2002-2005	<i>Executive Board of Directors, 2002-2005 / Member at Large, 2002-2004 / Vice President, 2004-2005: Cinnamon Street Early Education & Child Care Center</i>
2001	<i>Newport Chamber of Commerce Busy Bee Award</i>
2000-2002	<i>Coordinator: Sugar River Valley Special Olympics</i>

References available upon request.