



TERO ARTISAN/CRAFT VENDOR CERTIFICATION APPLICATION

MEMORANDUM

TO: Cherokee Artisans

From: TERO Director

SUBJECT : TERO Artisan/Craft Certification Application

A TERO Artisan/Craft Certification is available and limited to EBCI enrolled members only who provide handmade crafts for profit. Enrolled members are required to complete this application and pay a \$20 new Artisan/Craft certification application fee. See §92-18(c).

You will need the following:

- ★ Proof of EBCI Enrollment;
- ★ Artisan reference from Qualla Arts & Crafts **or** three business references; and
- ★ A copy of the receipt for paying the \$20 Craft/Artisan Fee from EBCI Finance.

Please pay fee at the Tribal Finance office located at 468 Sequoyah Trail (the Old Police Dept) and bring a copy of your receipt when turning in your application.

**COVID-19: You will need to contact Finance via telephone to pay by debit or credit card. Please let them know that this is for a TERO Certification. You may mail a check to Tribal Finance at PO Box 455, Cherokee, NC 28719. Please reference with "TERO Artisan/Craft Certification Fee". You may also call them directly and pay your fee with a debit card. Their number is 828.359.1024.*

You may submit the complete application packet to TERO via USPS: EBCI-TERO, PO Box 1839, Cherokee, NC 28719. OR, email to heatyoun@ebci-nsn.gov. We are no longer located at the GLW Bldg. We moved to 756 Aquoni Rd, Cherokee, NC 28719.

We look forward to reviewing your application.



TERO ARTISAN/CRAFT VENDOR CERTIFICATION APPLICATION

APPLICANT INFORMATION

Enrollment No: _____

Artisan/Crafter Name: _____

Address: _____

Email: _____

Phone No: _____

If your phone number is a mobile number, do you prefer to receive text messages?

Yes

No

CRAFT / ARTISTIC MATERIALS

This section asks you to tell us about the kind(s) of craft or art you make for sale. Keep in mind that a buyer might ask you to produce numerous pieces; be thoughtful about the number of pieces and number of orders you are able to fulfill when you are listing the individual craft or art you make.

Also, please be specific in your description of the art or craft that you produce. For example, if your art is carving, let us know if your medium (material) is wood, stone, shell, bone, etc. You may do beadwork; let us know if your method is peyote stitch, applique (rosettes, etc.), loom, assembling, etc.

Is your work TRADITIONAL (adhering to past practices, teachings or design) or CONTEMPORARY (featuring modern elements of design, craftsmanship or originality)?

Traditional

Contemporary

Both

Tell us the craft or artistic material you would like to receive certification for. Use a new box for each work with a different material (wood, beads, stone, cloth, etc.)

Materials 1:

Materials 2:

Materials 3:

Materials 4:

Materials 5:

Materials 6:

Materials 7:

At times, programs or entities are interested in having someone demonstrate and/or teach their art. Are you interested in teaching or demonstrating your art?

- Traditional Contemporary Both None

If you are interested in teaching or demonstrating your art, please tell us who or the classes you have taught.

Artisan/Crafter Business Background

This section asks about your business background in selling your art.

If you are a member of the Qualla Arts & Crafts Mutual, Inc., please provide a letter from Qualla Arts & Crafts stating that you are an artist member.

If you are an independent artisan, you will be asked to provide three business references. These three references should be people or businesses that you have sold your art to. We will need a name and current phone number for each.

- I am an Artist member of Qualla Arts & Crafts Mutual, Inc.
You must provide a letter from the Qualla Arts and Crafts Mutual, Inc, stating that you are a member.
- I am an independent artisan.
You must provide three business references. Please provide a name and current phone number for each of the three references in the spaces below.

Three business references (you may attach reference letters that speak to your sales activities with the buyer of your art/craft):

Name	Phone Number
1) _____	_____
2) _____	_____
3) _____	_____

Artist Profile

This section asks a series of questions that are designed to help the reader know who you are and understand your experience with your art or craft.

1. Which community are you from?

2. At what age did you begin working with arts and crafts? How did you start?

3. Is being an artist something that you always wanted or planned to do? Explain.

4. What materials do you work with? Did/do you gather your own materials?

5. Has your craft been handed down from generation to generation?

6. Did you have formal training?

7. Have you won awards for your artwork? If so, please list your awards.

8. Personal statement: Please include a sentence or two about your artwork. For example, tell us what it means to you or why you do it?

Application Certification

Once you complete this application and submit it, please provide the documents that are required: (1) proof of enrollment, and/or (2) a letter from the Qualla Arts & Crafts Cooperative, Inc.; (3) and copy of your receipt from Tribal Finance. You may email the documents or images to heatyoun@ebci-nsn.gov.

*Once we receive your application, you will be required to come in to the TERO office to have your application notarized and processed. You may contact **Heather Younce** at **828.359.6545** or via email heatyoun@ebci-nsn.gov.*

We look forward to reviewing your application. Thank you.

I, _____, certify that the information provided in this application is true and correct to the best of my knowledge. I understand that presenting false information relating to this application is a violation of Tribal law for which penalties may be imposed, including but not limited to denial, suspension or termination of certification and rescission of any contract(s) awarded as a result of certification.

By signing my name below, I request that TERO review my application and may contact me for any additional information.

Signature

Date