

**DESAUTELS FACULTY OF MUSIC
THE UNIVERSITY OF MANITOBA**

APPLICATION FORM – PROJECT AWARD

To the Advisory Committee for the Faculty of Music Endowment Fund

The goal of the Faculty of Music Endowment Fund is to promote excellence in the Faculty through support of students for a wide variety of innovative projects and programs consistent with the academic goals of the Faculty, including but not limited to: scholarship and research, professional development, travel. Each year the Endowment Fund has approximately \$4500.00 to award.

DEADLINE: April 18, 2016 * fillable PDF document

Please complete all requirements of the application form, upload support material (all text in a PDF), sound material (preferred in MP3 format) and email all documents to Soon Kong at soon.kong@umanitoba.ca by 4:30 pm Monday April 18, 2016. The audio (MP3 or CD) and scores, if required, for each application must be dropped off before 4:30 pm on Monday April 18, 2016 at Room T319 Music General Office. Paper applications will no longer be accepted.

- For program clarification or assistance in preparing your application, please do not hesitate to contact Prof Braun directly at Mel.Braun@umanitoba.ca.
- Applications are limited to **current students who will be returning to their university studies in September 2016 and be registered for a minimum of 18 credits hours in the 2016/17 academic year** - one per individual / ensemble / collaboration / organization per year (i.e., an individual can only be involved in one application, whether group or individual).
- Timeline for eligible projects: **April 1, 2016 - March 31, 2017.**
- Priority will be given to projects demonstrating significant impact to the current student body.
- Incomplete applications will **not** be considered
- Only one copy of sound recording materials (MP3 preferred) and original scores is required.
- Support material uploaded with application (all text in PDF)
- Priority may be given to first time applicants
- Typical dollar range of award \$300.00-500.00 for an individual \$1000.00-2000.00 for a group
- Final Report is required from all award recipients by January 31, 2017
- Funding may not be used to pay full-time Faculty of Music professors for coaching, as a supporting musician, or recording sessions.

Endowment Application Seminar
All applicants are strongly encouraged to attend
Date: TBA

GENERAL INFORMATION

Name(s) of Applicant(s) _____

Mailing Address _____

Postal Code _____

Telephone Number _____ University Email _____

Project Title _____

Degree Program _____ Year in Program _____

Amount Requested \$ _____

Is other funding available? Yes NoHave you applied for other funding? Yes No If "Yes", from what source/agency?
Has other funding been confirmed? Yes No If "Yes", from what source/agency?Category of Project* (please select one) Education Scholarship and Research Professional Development Travel Other (please specify) _____**Examples:**Education - travel to conferences, performing opportunities**Professional Development – summer programs, continuing education and special projects***PROJECT DESCRIPTION – required – (Maximum 3 pages – any submission in excess will not be considered)**Please attach a description of your project proposal using the headings listed below. Failure to address all of these headings could jeopardize your application. **Information submitted in 11-point font, double-spaced, typed text.**

- Brief Description and Objective(s) of Project
- Project Timeline / Schedule
- Significance of Project, Benefit to the Faculty of Music, Importance to Career Development
- Method for Evaluating Outcome of Project

PROJECT BUDGET – required - (Complete attached copy)

Please use attached budget template and only include expenses and revenues that are relevant to your project. If applicable, include funds from all sources applied for and/or received. Specify amount requested from the Endowment Fund. Requests for partial funding will be considered.

 Budget template

SUPPORT MATERIALS – required (Text in PDF format)

The original must be submitted with the application by the deadline. (Only one copy of sound recording materials and original scores, which is handed into the Music General Office by the April 18th deadline)

- Artistic resume / curriculum vitae (maximum 4 pages) - required
- List of works (composers only) - required
- Letter(s) of support or recommendation - required
- Confirmation letter of acceptance (for conferences/workshops) - required
- Cumulative G.P.A. (students only) _____ required

SOUND RECORDING / SCORES – required one copy only (submitted to the General Office by 4:30 pm April 18, 2016)

- Please send two audio recording samples, of reasonable quality. They do not need to be professional recordings, but they must present a good performance of the work.
- Please attach MP3s to application or email to soon.kong@umanitoba.ca
- Please note that the Selection Committee will listen to a maximum of **10 minutes per application**.

Performer	Title and Movement Date of Recording	Composer	Track Name	Running Time
1)	<input type="checkbox"/> Score attached (new compositions only)			
2)	<input type="checkbox"/> Score attached (new compositions only)			

FINAL REPORT – required

A final report **must** be submitted to the Committee for all funded projects. Report must include a 1-page narrative and actual figures to the proposed budget. The deadline for submission of the final report will be January 31 of the year after the project was funded (e.g., a project funded in 2016/17 will require a final report by January 31, 2017). Past recipients are ineligible to apply until final report submitted.

NOTIFICATION OF RESULTS

All applicants will be notified of results electronically of the competition results. If for any reason you to not proceed with your funded project, it is expected that you notify Mel Braun, Committee Chair, so that the funds may be redistributed.

CHECK LIST

- Completed Application
- Project Description (maximum 3 pages)
- Budget
- Artistic resume / curriculum vitae (maximum 4 pages)
- List of works (composers only)
- Letter of support or recommendation
- Confirmation letter of acceptance (for conferences/workshops etc.)
- Sound Recording/Scores - only **one** copy required (MP3 preferred)

