

These program guidelines must be used in conjunction with the [General Guidelines](#).

## Purpose of the program

The Manitoba Arts Council's Travel/Professional Development Grant provides support to professional artists, arts administrators, and professional community arts practitioners to attend or participate in activities related to the development of their practice/careers.

Maximum grant: **\$1,200**

**Please note:** This program encourages applications by individuals who face barriers to equal opportunities. Applicants must identify factors that constitute barriers in order to request additional funding. See General Guidelines for more information.

## Eligible applicants

*Please refer to the General Guidelines for eligibility criteria relevant to all applicants.*

Applicants may receive up to two Travel/ Professional Development Grants within a four-year period. The four year period begins on the date of the first award to the applicant.

## Eligible projects

Travel funds are available only when the artistic or professional development activity described in the proposal is the main purpose of the trip.

Contact the program consultant to discuss your project's relevance, timelines, and eligibility.

## Project proposal

Describe your project in detail (who, what, where, when, and how):

- What do you hope to accomplish with this opportunity
- How will this activity contribute to your professional development
- Why it is significant to your career now

**Please note:** Quick Response applicants must justify why the application is time sensitive and should be considered for quick response.

## Eligible costs

Applicants may apply for up to 50% of eligible expenses for each project. It is expected that the applicant will help finance the project through a personal contribution, other sources of funding, or both.

- travel expenses
- registration fees
- accommodation and daily living expenses incurred while residing away from home
- additional costs to be incurred through the project as a result of identified barriers

## Ineligible projects and costs

- projects eligible for support from other Manitoba Arts Council programs
- group travel
- presentations by academics of papers at academic conferences
- membership dues for professional associations

## Support Material

Support material is not required and will not be forwarded to the assessment panel.

## Assessment

Travel/Professional Development Grants are assessed by a multi-disciplinary panel of peer assessors.

Assessment will be based on the program's purpose and criteria, the relevance and significance of this opportunity to the applicant's current professional career development, and on available funds.

If the relevance and significance of the activity are deemed equal between two applications, the application from outside Winnipeg's perimeter will be given preference for funding.

### Quick Response option

For time-sensitive opportunities that fall outside the date restrictions of the Travel/Professional Development grant.

Contact the program consultant before applying for quick response.

Quick Response grants are assessed by a panel of MAC consultants and results are generally announced within two weeks of application.

#### Eligibility Criteria

- invitation or selection to participate in a recognized national or international arts or cultural event or activity
- dated proof of invitation or selection

**Please note:** Funds are limited for this option. The same guidelines, criteria, and application content apply as the regular Travel/Professional Development Grant.

### Program Consultant

It is highly recommended that you contact a program consultant before preparing your application. You can find a full list of Program Consultants in the general guidelines or on our website. You can also call or email us to be direct to the Consultant for this program.

#### General Guidelines

<http://artscouncil.mb.ca/apply-for-a-grant/general-guidelines/>

#### A-Z List of Grants

<http://artscouncil.mb.ca/apply-for-a-grant/a-z-list-of-grants/>

#### Call or email

(204) 945-2237

Toll free 1-866-994-2787

[info@artscouncil.mb.ca](mailto:info@artscouncil.mb.ca)

## Application Checklist

Fill in and include with your application. Your application package should be submitted in this order.

NAME OF APPLICANT:

- Contact Information** *form attached*
- Grant Application Details** *form attached*  
The project description must specify the event/workshop, city, and dates.
- Artistic resume** (maximum 4 pages)
- Artistic statement** (maximum 1 page) *form attached*  
Describe your recent artistic activities and professional development, your work, and its influences and direction.
- Project proposal** (300-600 words) *form attached*  
Describe the event, and provide justification for any professional development activity and its relevance to your arts practice or career. For courses, workshops, or mentorships include a brief (1-2 sentence) description of the instructor's professional affiliations and/or background.
- Budget** *form attached*  
Living expenses do not need to be itemized. Fill in only the Application Budget column and keep a copy of this document. You will be asked to fill in the Final Report Actuals column when your project is complete, if awarded.
- Promotional/published information** (for teacher, event, or workshop)
  - print material
  - links to websites
- For courses or workshops** (only one document is required)
  - written invitation (a dated invitation is required for the Quick Response Travel Professional Development Grant)
  - letter of acceptance
  - registration

FOR OFFICE USE:  
 Application Grant # \_\_\_\_\_  
 Applicant ID \_\_\_\_\_  
 Received Date \_\_\_\_\_

**Contact Information** (confidential, not forwarded to assessors)

**Applicant** *Fill in one box only.*

**For artist/individual applications**

First name

Middle name

Last name

Professional name *(if different from above)*

SIN#

**For organization/group applications**

Organization/group name

Incorporated  Unincorporated

Contact name

Artistic head

Administrative head

Governance head

**Practicing discipline(s)**

(if multidisciplinary: check all applicable boxes)

- Dance  Literary  Music  Theatre  Visual  
 Craft  Film/Video/Media Arts  Arts Administrator

MAC would like to add you to its Communications database. If you agree to this, you will receive email notices containing information about programming and activities in the Manitoba arts community.

- YES I would like to receive email notices  
 NO I do not wish to receive email notices

**Contact details**

**Primary email** *(address for correspondence)*

Email 2

Email 3

Website

Home phone #

Work phone #

Cell phone #

Fax #

Address

City

Province

Postal code

Country

**Self-identification**

Completing the voluntary self-identification information below will help the Manitoba Arts Council identify whether its programs and services are reaching a diverse and wide range of Manitoban artists, as intended. The information that you provide will not be used to assess the eligibility or merit of your application.

Applicants are invited to self-identify if they or their organization represents the following groups:

- Visible minorities  
 Franco-Manitoban persons  
 Aboriginal persons (First Nations, Metis, Inuit)  
 Persons with disabilities

Language(s) spoken:  English  French

Other:

FOR OFFICE USE:  
 Application Grant # \_\_\_\_\_  
 Applicant ID \_\_\_\_\_  
 Received Date \_\_\_\_\_

**Grant Application Details** (forwarded to the assessors)

**Applicant** *Fill in one box only.*

**For artist/individual applications**

First name

Middle name

Last name

Professional name *(if different from above)*

Website

**For organization/group applications**

Organization/group name

Contact name

Website

**Project details (continued)**

**Project title**

**Project summary** *(maximum 25 words)*

**Start date (d/m/y)**

**End date (d/m/y)**

**Amount requested**

**Project details**

**Grant program name**

- Discipline(s) relevant to project**  
*(if multidisciplinary: check all applicable boxes)*
- Dance  Literary  Music  Theatre  Visual  
 Craft  Film/Video/Media Arts

**DECLARATION**  I have read, understand, and comply with the eligibility criteria and the requirements of the program to which I am applying, as outlined in the general guidelines and the program-specific guidelines. I confirm that the statements in this application are true. If I am applying on behalf of an organization, I confirm that I am authorized to make an application for funding on its behalf.

Signature \_\_\_\_\_ Date \_\_\_\_\_

## Artistic Statement

maximum one page

**NAME OF APPLICANT:**

## Project Proposal

300-600 words

**NAME OF APPLICANT:**

## Budget

Total Expenses and Total Revenues must balance. List all sources of revenue and indicate whether confirmed (c) or pending (p).

NAME OF APPLICANT:

REVENUES	APPLICATION BUDGET	FINAL REPORT ACTUALS
<b>grants</b>		
Manitoba Arts Council (p) (normally not to exceed 50% of expenses)		
<b>other grants</b>		
Canada Council for the Arts		
Winnipeg Arts Council		
<b>contributions</b>		
applicant		
other		
<b>TOTAL</b>		
EXPENSES		
<b>professional development</b>		
conference/workshop/master class		
other		
<b>transportation</b>		
airfare		
ground transportation (see General Guidelines for current rate)		
other		
<b>accommodations</b>		
\$ <input type="text"/> per night x <input type="text"/> nights		
<b>per diem</b> (see General Guidelines for current rate)		
costs related to barriers		
<b>other</b>		
<b>TOTAL</b>		