

# STUDENT BURSARY PROGRAM

## GUIDELINES & CRITERIA



MANITOBA ARTS COUNCIL  
CONSEIL DES ARTS DU MANITOBA  
YEARS/ANS

**Deadline**  
June 1

### Purpose of the program

The Student Bursary program provides assistance for students of the arts engaged in full-time study at a post-secondary institution in Canada or abroad. Applicants must be registered for a full course load for six months or more.

Full-time students are not eligible for any other program at the Manitoba Arts Council. Professional artists returning to school must submit a final report for any other grants held at the Manitoba Arts Council before applying to the Student Bursary Program.

Annual grants are available to the following maximums:

*For study in Canada:*

- Undergraduate \$2000.
- Graduate \$3000.

*For study outside Canada:*

- Undergraduate \$3000.
- Graduate \$4000.

A maximum of four years of assistance is available to students through the Student Bursary Program.

### Eligible applicants

Students who

- are eighteen years or older
- are Canadian citizens or landed immigrants
- live in Manitoba or have maintained Manitoba as their province of permanent residence
- are registered at an undergraduate or graduate level at a post-secondary institution (including professional training school, university or college) in craft, dance, film/video, music, theatre, visual arts, or creative writing, and who intend to pursue a career in that area. Manitoba Arts Council may also consider students engaged in full-time arts administration study.
- are full-time students for six months or more (minimum 30% course load each term and 60% over the academic year). Summer school may be added to the fall and winter study above, but applications will not be accepted for summer school alone.
- have some previous training and/or experience and accomplishment in the area of the art in which they plan to study

### Applying for a student bursary

A consultation with the Program Consultant prior to preparing an application is strongly recommended. The Consultant will clarify any information required and advise you as to the eligibility of your proposal. Students are required to communicate directly with the Manitoba Arts Council, rather than having a parent or agent play this role.

Applications must include the items on the attached checklist. Please print this checklist and include it with your application.

The application and all supporting materials must be submitted together, by the deadline. Applications sent by mail must be postmarked by the deadline day. When the deadline falls on a weekend or statutory holiday, the deadline moves to the next business day. Fax and e-mail applications are not accepted.

If you do not receive acknowledgement within two weeks of submitting your application, please contact the Consultant. The contents of applications to the Manitoba Arts Council are confidential and the names of unsuccessful applicants are not released. Decisions are announced by mail generally within ten weeks of the deadline. Manitoba Arts Council assessors do not provide feedback to awarded or declined applicants.

#### PLEASE SUBMIT YOUR APPLICATION AS FOLLOWS:

Print in black ink on 8 1/2 x 11" white paper

Double-space written text and use 12 point font

Photocopy any reviews on 8 1/2 x 11" paper

Number pages consecutively through the entire package by hand-numbering on the back

Do not hole punch or staple the package

Multiple copies of the application are not required. Your application will be scanned, paginated, and printed for the assessors.

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### Assessment process

A panel of professionals in the applicants artistic discipline reviews the application package and supporting materials with special attention to the artist's previous experience, training and accomplishments, career goals, and demonstrated level of commitment. The panel recommends award levels to the Manitoba Arts Council.

Undergraduate students are assessed separately from graduate and PhD level students and in groupings based on artistic discipline. The criteria by which the panel members assesses a student's bursary application are:

- the artistic merit of the student's work, as demonstrated by the support material
- the student's potential as a creative or performing artist
- the suitability of the institution for the student's career goals

Please note that financial need is not a criterion.

Submission of a complete application that has sufficient information and is clear and concise is the responsibility of the applicant. The granting process is competitive and submission of a request does not guarantee the applicant will be awarded any or all of the amount requested. Applicants are advised of the results 10 weeks after the application deadline.

### Information for grant recipients

Awarded applicants will be sent a Funding Agreement with their award letter. They are asked to return this to the Manitoba Arts Council along with a completed Certificate of Enrolment. Cheques will be issued after the signed Funding Agreement is returned to the Manitoba Arts Council.

The name of successful applicants and the amount of the award will be made public in Manitoba Arts Council's Annual Report and on the Manitoba Arts Council website at [www.artscouncil.mb.ca](http://www.artscouncil.mb.ca).

A T4A will be issued to individuals on amounts received over \$500 for taxation purposes.

Grant recipients are asked to inform the program consultant if they are contemplating withdrawing from their course of study or changing their program. If the course of study is significantly changed without approval, the Council reserves the right to rescind the grant.

Manitoba Arts Council requires a final report from all student bursary recipients at the end of the first academic term. Students who do not submit a satisfactory final report will not be eligible to apply for further grants.

The Manitoba Arts Council requires acknowledgement of its financial assistance on all film, video or printed materials relating to the activities it supports. A logo for this purpose is available on the Manitoba Arts Council website.

### Contact

Please direct questions to:

Kristen Pauch-Nolin  
Program Consultant  
Phone: (204) 945 - 3384  
Fax: (204) 945 - 5925  
email: [kpauch-nolin@artscouncil.mb.ca](mailto:kpauch-nolin@artscouncil.mb.ca)

Manitoba Arts Council | 525-93 Lombard Avenue | Winnipeg, MB R3B 3B1  
Toll-free: 1-866-994-2787 | [www.artscouncil.mb.ca](http://www.artscouncil.mb.ca) | [info@artscouncil.mb.ca](mailto:info@artscouncil.mb.ca)

THE MANITOBA ARTS COUNCIL IS AN AGENCY OF THE PROVINCE OF MANITOBA

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## APPLICATION CHECKLIST

- ☐ 1. Completed **Student Bursary Grant Registration form** (attached)
- ☐ 2. **Statement of career goals** and reasons for choosing this institution (1 page)
- ☐ 3. **Budget** (attached) for the study year listing all expenses and sources of income (including scholarships and teaching assistantships, whether applied for or confirmed)
- ☐ 4. **Résumé** (maximum 3 pages)
- ☐ 5. **Copy of transcripts** from most recent year of study to date. For first year students, a high school transcript is sufficient.
- ☐ 6. **Program outline** from the institution including course descriptions
- ☐ 7. **Copy of letter of acceptance** to institution
- 8. Supporting materials:** Both new and returning applicants must submit samples of creative work completed in the last 12 months and a completed List of Supporting Materials (attached).
  - ☐ **Dance/Theatre** – DVD or video documentation of the student performing, including at least one solo or monologue. 1-3 works to a maximum total of 10 minutes. For playwrights, written script to a maximum of 25 pages
  - ☐ **Music** – CD or DVD of an audition or performance, 1-3 works to a maximum total of 10 minutes. For composers: written scores, plus accompanying CD if available
  - ☐ **Creative Writing** - 10-30 pages of manuscript, depending on genre
  - ☐ **Visual Arts/Crafts** – CD or DVD with 10-20 images
  - ☐ **Film/Video** – DVD or video with 1-3 works to a maximum total of 10 minutes. For screenwriters, written script to a maximum of 25 pages.

# STUDENT BURSARY PROGRAM

## REGISTRATION FORM

### GENERAL INFORMATION

Name of applicant: \_\_\_\_\_

Permanent mailing address: \_\_\_\_\_

\_\_\_\_\_ Postal Code: \_\_\_\_\_

Telephone (1): \_\_\_\_\_ Telephone (2): \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_ Website: \_\_\_\_\_

Grant Program you are applying to: \_\_\_\_\_

Amount Requested: \_\_\_\_\_

Artistic Discipline (please check):

☐ Visual ☐ Literary ☐ Dance ☐ Music ☐ Theatre ☐ Film ☐ Video ☐ Craft

Are you currently holding a Manitoba Arts Council Grant? ☐ Yes ☐ No

### Program of Studies

Name of School/Institution: \_\_\_\_\_

Address: \_\_\_\_\_

Degree sought/Name of Program: \_\_\_\_\_

Major Subject Area: \_\_\_\_\_ Year (e.g., 1st, 2nd) \_\_\_\_\_

This year's study from (date) \_\_\_\_\_ to \_\_\_\_\_

### DECLARATION

- ☐ I am a Canadian citizen or permanent resident of Canada.
- ☐ I have been resident in Manitoba for the 12 consecutive months prior to making this application.
- ☐ I have read and understand the eligibility criteria and guidelines for this program.
- ☐ I have read the Peer Assessment Handbook available from the Manitoba Arts Council and on its website.
- ☐ I accept the conditions of this program and agree to abide by the Manitoba Arts Council's decision.
- ☐ I understand that the Manitoba Arts Council is subject to the Freedom of Information and Protection of Privacy Act and the above information is protected under that Act.

.....  
I CONFIRM THAT THE STATEMENTS IN MY APPLICATION ARE TRUE.

SIGNATURE: \_\_\_\_\_ DATE SIGNED: \_\_\_\_\_

PLEASE RETURN TO: Manitoba Arts Council, 525-93 Lombard Avenue, Winnipeg, MB R3B 3B1

# STUDENT BURSARY PROGRAM

## BUDGET TEMPLATE

**NAME OF APPLICANT:** \_\_\_\_\_

**NOTES:** Total Expenses and Total Revenues must balance. Please list all sources of revenue and indicate whether confirmed or pending.

REVENUES	APPLICATION BUDGET	FINAL REPORT ACTUALS
Other Scholarships (specify)		
Teaching Assistanceships		
Student Loan		
Student's Contribution		
Other (specify)		
<b>Total Revenues</b>		
EXPENSES		
Tuition or course fee (send copy of receipt when available)		
Books, supplies, etc. (estimate)		
Travel expenses		
Living Expenses during course of study		
Other (specify)		
<b>Total Expenses</b>		



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## LIST OF SUPPORTING MATERIALS

All supporting materials should be clearly labelled with the work's title, as well as the names of both the creator(s) and performer(s). If tapes, they should be cued to the point you wish the jury to start listening/viewing.

**Visual Artists: List images on the image list template provided.**

All others provide information below.

- ☐ DVD/Videotape(s): Provide date, title and applicant's role in performance or production.
- ☐ CD/Audio Recording(s): Provide date and circumstances of recording, including names of accompanists, other musicians etc.
- ☐ Manuscripts/scores: Provide titles

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Supporting materials will be returned.



# STUDENT BURSARY PROGRAM

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## IMAGE LIST

Image #	Title	Date	Size	Medium Used



# STUDENT BURSARY PROGRAM

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## FAQ'S

### STUDENT BURSARY FAQ's

Applicants frequently ask questions regarding the Manitoba Arts Council Student Bursary Program. While it is impossible to determine in advance whether or not a particular panel will approve your application, there are a number of steps that you can take to submit the best possible application. Here are some frequently asked questions:

**1) WHO DECIDES ON THE AWARDS AND HOW DO THEY MAKE THEIR DECISIONS?**

The Program Consultant does not make the decision about awarding bursaries. A panel of professional artists will assess your application based on artistic merit. The Program Consultant can assist you by: assessing your eligibility; clarifying program guidelines; ensuring you have the most recent application form; and ensuring you are providing the panel with what they need in order to assess your application. **The most important part of the application is your SUPPORTING MATERIAL. Professional quality audio/video material is highly recommended.** Pick samples of your work that best reflect your abilities and range within your genre.

**2) DOES FINANCIAL NEED COUNT?**

The Manitoba Arts Council assesses its applications based on artistic merit. Although the panel considers the budget that you provide as information, financial need is not a criterion. Your expenses and revenues (including what you expect to be awarded) must balance.

**3) ISN'T THE BURSARY AUTOMATIC, SINCE I HAVE BEEN ACCEPTED TO A PROFESSIONAL ACADEMIC PROGRAM IN THE ARTS?**

The process is very competitive, as many individuals apply for bursaries. The panel considers artistic merit, and ranks applicants based on that criterion, as well as their choice of program. Competition is high, and the number of successful applications varies from deadline to deadline. Panellists come from varied backgrounds within each discipline, and have to make difficult decisions on the basis of the information you provide them. Be hopeful, but never "count on" a bursary.

**4) ARE THERE CATEGORIES FOR UNDERGRADUATE AND GRADUATE?**

Applicants are ranked according to their academic level and within the discipline that they will study. Undergraduate students are assessed separately from graduate and PhD level students and within discipline-specific areas that include visual art/craft, film/video, music, dance, theatre, and creative writing.

**5) IF I RECEIVED A BURSARY BEFORE, WILL I RECEIVE ONE AGAIN?**

Having received an award of a bursary in the past is not a guarantee that you will receive one again. Each deadline is different, with a different group of professional panellists and a different group of applications. The process is competitive. Applicants can be awarded student bursaries up to four times. Some applicants are awarded one year, declined the next, and awarded the year after.

**6) CAN SOMEONE ELSE COMMUNICATE WITH THE MANITOBA ARTS COUNCIL ON MY BEHALF?**

Students are asked to communicate directly with the Manitoba Arts Council and to prepare their own grant applications, rather than having a parent or agent play this role.