

# PROFESSIONAL DEVELOPMENT GRANT PROGRAM

Program Guidelines *for Artists and Arts Administrators*

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WINNIPEG  
ARTS COUNCIL

The Winnipeg Arts Council recognizes that the continued growth and development of arts professionals is essential to the cultural health of the community.

The Professional Development Grant Program is designed to provide support to artists and arts administrators for activities that contribute to their professional development and enhance their careers in the arts. These activities may include: unique opportunities for short-term study (beyond basic training) in a formal or informal setting; attendance at events where the work of the applicant is to be presented or where the applicant is an invited speaker or resource person; or travel that is a component of such activities.

## DEADLINE

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There is no set deadline for this grant program. Applications will be received throughout the year *at least* four weeks prior to the start of the proposed activity, as funds are available. Applications should be submitted at least two months in advance if the applicant wishes for funds to be released prior to the proposed activity or departure date.

## GENERAL ELIGIBILITY CRITERIA

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All applicants for assistance under the Professional Development Grant Program must meet the following criteria:

- be a working artist, dedicated to the professional practice of art as evidenced by a significant investment of time and resources, and be recognized as such by peers in their artistic discipline

**OR**

- be a professional arts administrator (permanent or contract) employed by an arts organization eligible to apply to one of WAC's organizational grant programs

**AND**

- be a Canadian citizen or permanent resident
- be a current resident of the City of Winnipeg and have lived in the City for at least twelve months immediately prior to the date of application. Applicants may be required to provide proof of residency.

## ELIGIBLE ACTIVITIES INCLUDE:

- travel to attend a significant exhibition, reading, screening, performance, presentation or discussion of the applicant's work
- travel to attend significant awards ceremonies as a nominee or recipient
- travel to participate as a delegate in conferences, festivals and symposia
- travel to participate in an international competition
- advanced short term study, workshops and continuing education in arts administration
- mentorship with a qualified mentor/senior professional artist or arts administrator
- apprenticeship
- residency

Please note that travel funds are available through this program only when professional development is the main purpose of the trip. The Professional Development Program does not support travel related to the creation or production of works of art.

## **INELIGIBILITY**

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*Professional Development Grants are not available to:*

- Groups/Organizations
- Full-time students or amateur artists
- Individuals who have previously received a grant from the Winnipeg Arts Council and have not submitted an acceptable final grant report

*Professional Development Grants are not available for:*

- Group travel/touring
- University Degree Programs
- Courses longer than 6 months duration
- Presentation of academic papers at academic conferences
- Attendance at general or annual meetings of associations
- Membership dues for professional associations
- Expenses related to the creation or production of works of art, including research
- Expenses related to the presentation of works of art (i.e. framing, shipping, rehearsal, installation, publishing)
- Payment of artist fees
- Activities that primarily benefit an organization instead of the individual applicant

## **GRANT AMOUNT**

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Professional Development grants are distributed in fixed amounts of \$250, \$500, \$750, or \$1000 and are intended to represent a contribution not exceeding 50% of the total eligible costs. Grants of \$1000 will usually be awarded only for projects taking place outside of North America.

## **TRAVEL**

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Eligible travel costs include the most economical and available means of transportation - return economy train, bus, or airline ticket from Winnipeg (or the applicant's actual departure point, if nearer the destination) and the cost of public ground transportation to and from the train/bus station or airport.

## **PRIVATE VEHICLE EXPENSES**

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Private vehicle expenses may be eligible in cases when it is the most practical method of travel. The Winnipeg Arts Council recognizes a rate of \$0.38/kilometer. Please note that private vehicle travel within Winnipeg is not an eligible expense.

## **ACCOMMODATION / PER DIEM**

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Applicant budgets may include costs related to accommodation and per diem. Please note:

- applicants may include up to \$150/day for accommodation (hotel) costs
- only paid accommodation (hotel, dorm, or hostel, etc.) is eligible for support
- the program recognizes a maximum of \$40/day for per diem

## **LIVING COSTS**

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In cases where travel is not required for the proposal, the Winnipeg Arts Council may support up to \$500 in living costs incurred during the professional development activity, provided that such expenses do not represent more than 50% of the total budget.

## APPLICATION PROCESS

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Applicants are advised to carefully review these application guidelines, and then consult with the Program & Arts Development Manager prior to preparing an application. This may save time and result in a more effective application. Winnipeg Arts Council staff can assist you by clarifying the information required, assess if you and your project are eligible, and determine if you are applying to the appropriate program.

To be considered for a grant, an individual must complete and submit the appropriate, signed, original registration form, and all required materials listed in these guidelines. Applications may not be submitted by e-mail or facsimile transmission. **Applicants should note that only one request may be submitted to this program for consideration at any time.**

All application documents must be typed or written in 12pt. print size (or larger) on single-sided, white, letter-sized paper (8 " X 11") suitable for photocopying. Do NOT staple applications or bind them in any way in folders, binders or plastic covers. All items should be clearly titled and pages numbered consecutively.

**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 applicants should submit the best application possible. Submission of a request does not guarantee the applicant will be awarded all or any of the amount requested.**

INCOMPLETE OR LATE APPLICATIONS WILL NOT BE CONSIDERED FOR FUNDING.

## REQUIRED APPLICATION MATERIALS

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### 1. Contact and Statistical Information and Registration Forms

An original signature is required, as is a brief project summary that will be used to identify your application. The summary should describe the intent of the project, and include the name of the event/workshop, location and city, as in the following model:

- *To attend the Succession Planning in the Arts Workshop at the Banff Centre.*
- *To attend a violoncello master class at the Washington School of Music in Seattle.*

**2. Curriculum Vitae/Résumé** - Include education/training (educational background, mentors, workshops, etc), employment/professional experience, public presentations, bibliography of critical reviews of your work, awards, and other activities related to your professional practice. (maximum 3 pages)

**3. Request for Support** - Considering the evaluation criteria listed below, provide a detailed description of your proposed activity, its relevance and significance to the development of your professional practice and (if applicable) anticipated benefit to the community. In the case of courses, workshops or mentorship, include a profile of the instructor/mentor. (maximum 2 pages)

**4. Confirmation of Participation**, in the form of a copy of a written invitation, letter of acceptance or registration form.

**5. Two Letters of Recommendation** - Provide two letters of recommendation from **professional Winnipeg artists/cultural workers** who know your work and would recommend you receive public funding. **These letters should attest to the benefit you will gain from the proposed activity.** For arts administrators, a letter of support from the applicant's employer may replace one of these letters.

**6. Balanced Budget** - Using the form provided, include a balanced budget with revenues equal to expenses and a zero balance. Fill in only the *Application Budget* column. You must disclose all sources of revenue, including other grants applied for and whether or not they have been confirmed.

**Please keep a copy of the completed budget:** if you are awarded a grant, you will be required to submit your original budget with the *Actuals* column completed as a Financial Statement with your Final Report.

**Please send completed application to:**

**Winnipeg Arts Council  
Professional Development Grant Program  
Suite 103 - 110 Princess Street  
Winnipeg, MB R3B 1K7**

## **ASSESSMENT AND EVALUATION CRITERIA**

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To facilitate the processing of applications in a timely way, applications for Professional Development Grants will be assessed by Winnipeg Arts Council staff in consultation with qualified persons who have expertise in the disciplines of the applicants. The assessors will consider the following factors in evaluating grant requests:

- the relevance and significance of the activity to the applicant's current development as an artist or arts administrator
- the benefit the activity will bring to the applicant and/or arts community
- the ability of the individual to undertake and complete the activity
- the availability of funds

## **NOTIFICATION**

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Applicants will be informed of the results of their requests, in writing, within 4 weeks of the Winnipeg Arts Council's receipt of the completed application.

## **CONDITIONS OF ASSISTANCE**

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- Individuals may receive no more than two grants from the Professional Development Grant Program in any 4 calendar-year period.
- A Professional Development Grant may not be used to support a project that primarily benefits an organization or institution instead of an individual applicant.
- Grants are not retroactive, and cannot be applied to costs incurred prior to the notification date.
- Grant recipients will receive a T4A for taxation purposes for any award of \$500 or more.
- Recipients of a Professional Development Grant are required to submit a final report within one month of completion of a supported activity. Receipts are not required with the final report, but the Council reserves the right to request them.
- Recipients must inform the Program & Arts Development Manager if they are contemplating any substantial changes to a project. If the project is significantly changed without approval, the Council reserves the right to rescind the award.
- The Winnipeg Arts Council requires acknowledgement of its financial assistance on all film, video, or printed materials related to the activities supported by this grant program, including brochures, ads, programs, posters, signage, websites and media releases. The required wording and WAC logo are available on the WAC website at <http://www.winnipegarts.ca/about-logo>.
- A maximum of 3 Professional Development Grants may be awarded to individuals associated with any one activity (exhibition, conference, festival, etc.) .
- A maximum of 5 Professional Development Grants may be awarded to individuals representing any one organization in any given calendar year.

## FINAL REPORT

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Upon completion of a supported activity, a grant recipient is required to submit a final report, which includes:

1. a brief **narrative description** of the project undertaken, noting any variances from what was approved in the original proposal, and reflecting on the impact of the grant in terms of:
  - a. *your art form*
  - b. *the short- and long-term impact on your professional practice*
  - c. *public impact and dissemination*
2. a **financial statement** with actual revenues and expenses, using a copy of the *Final Report Actuals* column on the budget template provided with this application
3. samples of **printed materials** (programs, flyers, brochures) and **press materials** (articles, reviews) related to the project (if applicable)
4. a CD with jpeg **images** (300dpi) related to the project for Winnipeg Arts Council public relations use. Please include accompanying image credits: name, description of work/image, photographer, etc. (optional)

## CONTACT

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After reviewing these guidelines, please direct questions regarding this program to:

**Dominic Lloyd**  
*Program / Arts Development Manager*  
**204-943-7668**  
dom@winnipegarts.ca

*The Winnipeg Arts Council funds, supports, and fosters development of the arts on behalf of the people of Winnipeg.*

