

PROFESSIONAL DEVELOPMENT GRANT PROGRAM FOR ARTISTS AND ARTS ADMINISTRATORS



Program Guidelines - Effective January 2021

The Winnipeg Arts Council recognizes that the continued growth and development of arts professionals is essential to the cultural health of the community. Further, with the ongoing public health situation preventing performances, exhibitions, festivals and other arts events, opportunities for artists to present and exhibit their work have been severely limited. During this time artists may seek and receive support for professional development opportunities which can be conducted in an environment that does not require travel outside of Manitoba and which respects physical distancing.

The Professional Development Grant Program is designed to provide support to artists, arts administrators, or arts educators for activities that contribute to their professional development and enhance their careers in the arts. Such activities may include unique opportunities for short-term study (beyond basic training) in a formal or informal setting, mentorships or master classes. It may also support costs associated with exhibiting artists' work outside of Manitoba.

No applications will be accepted which require travel outside of Manitoba or to areas where there is an order restricting travel.

There is no fixed deadline however applications must be received *at least* four weeks prior to the start of the proposed activity to be considered.

The maximum request under this program is 50% of the total eligible costs, to a maximum of \$1,000. Partial funding may be considered.

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 champions development of the arts on behalf of the people of Winnipeg.

GENERAL ELIGIBILITY CRITERIA

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 with a history of working with Winnipeg arts organizations. Arts educators working in Winnipeg schools or post-secondary institutions may also be eligible when the proposed activity is directly related to their work in the arts.

AND

- be a Canadian citizen or permanent resident
- live and work in the City of Winnipeg. An applicant must have lived in the City for at least 12 months immediately prior to the application date and maintain Winnipeg residency throughout the project. Applicants may be required to provide proof of residency.

ELIGIBLE ACTIVITIES INCLUDE

- registration or delegate fees for conferences and symposia
- advanced short term study, workshops and continuing education in arts administration or arts education
- mentorship with a qualified mentor/senior professional artist or arts administrator
- apprenticeship
- residency (within Manitoba only; subject to travel-related health orders)

Please note: fees to register for competitions are not normally considered eligible expenses.

INELIGIBILITY

Professional Development Grants are not available to:

- Groups/Organizations
- High school or postsecondary students
- Amateur artists
- Individuals with outstanding reporting on previous Winnipeg Arts Council grants
- Individuals who have already received a Professional Development Grant in the current calendar year OR two Professional Development Grants in the current 4-calendar year period
- artists who have been identified as in collection of outstanding accounts with Canada Revenue Agency

Professional Development Grants are not available for:

- **Any activities requiring travel outside Manitoba or to areas where travel is prohibited under a public health order**
- University degree programs
- Activities longer than 6 months duration including applications for shorter portions of an activity which is longer than 6 months
- Payment of membership dues or attending general/annual meetings of associations
- Expenses related to the creation or production of works of art, including research

- Payment of artist fees
- Activities that primarily benefit an organization instead of the individual applicant
- Activities supported by any other Winnipeg Arts Council program.

GRANT AMOUNT

Under these temporary guidelines, applicants can request any amount up to \$1,000 provided the request represents no more than 50% of total eligible costs.

TRAVEL, PRIVATE VEHICLE EXPENSES, ACCOMMODATION or PER DIEM COSTS should only be included where the proposed activity is taking place outside of Winnipeg.

Submission of a request does not guarantee the applicant will be awarded all or any of the amount requested.

ASSESSMENT AND EVALUATION CRITERIA

Applications are 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, arts administrator or arts educator
- 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

DEADLINE

There is no fixed deadline for this program, however applications must be received at least four weeks prior to the start of the proposed activity. Incomplete or late applications will not be considered for funding.

APPLICATION PROCESS

First-time applicants are advised to carefully review these guidelines, and then consult with the program staff as needed, well in advance of the deadline and prior to preparing an application. Staff can assist you by providing clarification around the application process, assessing if you and your project are eligible, and if you are applying to the appropriate program.

Applications must be submitted online at winnipegarts.gosmart.org. If you do not have an individual account you must create a new one; if you have previously applied for a WAC Professional Development or Individual Artist grant using GoSmart you must use your existing account.

Applications must be submitted using the GoSmart website. Applicants who do not have reasonable access to a public internet source should contact the Winnipeg Arts Council well in advance of the deadline to enquire about alternative application methods.

Only one request may be submitted to this program for consideration at any time.

NOTIFICATION

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

CONDITIONS OF ASSISTANCE

- Individuals may receive no more than one Professional Development grant per calendar year and no more than two 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 over \$500.
- 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 Winnipeg Arts Council if they are unable to complete or are contemplating any substantial changes to a project. Where projects are significantly changed without approval, the Council reserves the right to rescind the award. If you are unsure of what a significant change is, contact the WAC office.
- 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/logo>
- A maximum of 3 Professional Development Grants may be awarded to individuals associated with any one activity.
- A maximum of 5 Professional Development Grants may be awarded to individuals representing any one organization in any given calendar year.

FINAL REPORT

Upon completion of a supported activity, a grant recipient is required to submit a final report in your winnipegarts.gosmart.org account, 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
3. samples of printed materials (programs, flyers, brochures) and press materials (articles, reviews) related to the project (if applicable)
4. images (300dpi) related to the project for Winnipeg Arts Council public relations use.

REQUIRED APPLICATION MATERIALS

Online applications are submitted at winnipegarts.gosmart.org.

- **Create** an individual account (not organizational) with a username and password. If you have previously applied for either an Individual Artist or Professional Development grant using GoSmart use your existing account.
- **Complete** the voluntary Statistical Information (“Intent to Apply”) section
- **Fill in** your application in the sections listed below. *You must save your work before leaving each page.* You may lose your work if you try to move to the next page without saving first.

We strongly recommend that you complete the narrative sections in a word processing program such as Word and then copy the text into the GoSmart website. You may have to adjust the formatting once you’ve pasted it.

1. Grant Registration and Voluntary Statistical Information

All information collected in this section is voluntary and used for statistical purposes only.

2. Grant Overview

Indicate the grant amount and total project budget. You will also need to provide the intended dates of your activity and a brief summary describing the project including the name of the event/workshop and location. For example, *To take an online master class with theatre expert John Smith.*

3. Request for Support

Considering the evaluation criteria in the guidelines, 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 information about the instructor/mentor. If your proposal includes travel, ensure that it complies with WAC’s guidelines as well as any public health orders. (maximum 5,000 characters or approximately 2 pages)

4. Balanced Budget

Download the Excel document from the Budget page of the GoSmart application. Complete the form outlining all sources of revenue and all expected expenses pertaining to the project. Your total revenues must equal total expenses. You must also indicate whether revenues are confirmed or anticipated. Once you have completed the form upload it to the application in GoSmart.

Please note:

- Fill in only the *Application* column. If you are awarded a grant you will be required to submit an *Actuals* budget with your Final Report using the same Excel document.
- You must disclose all sources of revenue, including other grants applied for and whether or not they have been confirmed.
- Receipts are not required with the final report, but the Council reserves the right to request them.
- The Winnipeg Arts Council’s contribution must not exceed 50% of total eligible expenses. If you are unsure whether an expense is eligible, please contact the Winnipeg Arts Council prior to applying.

6. Attachments

The following documents must be attached to your application:

- Current artist CV or résumé which includes your 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)
- Confirmation of participation in the form of a copy of a written invitation, letter of acceptance or registration form.
- Two letters of recommendation from professional Winnipeg artists, cultural workers or arts educators 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.

PLEASE NOTE: Letters of recommendation are not required if you have received a Winnipeg Arts Council Individual Artist grant (not a Professional Development grant) in the current or 3 preceding calendar years. In these instances you must indicate the year the Individual Artist grant was received. if you are unsure of the year you can check the [Grants Awarded](#) section of the WAC website.