

**PROFESSIONAL DEVELOPMENT GRANT PROGRAM
FOR ARTISTS
AND ARTS ADMINISTRATORS**



Application Guidelines

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, arts administrators, or arts educators 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.

Applications may be received at any time throughout the year however they must be received *at least* four weeks prior to the start of the proposed activity to be considered.

Professional Development grants are distributed in fixed amounts of \$250, \$500, \$750, or \$1000 and can support up to 50% of the total eligible costs.

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:

- 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 or arts education
- 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

Professional Development Grants are not available to:

- Groups/Organizations
- High school or postsecondary students
- Amateur artists
- Individuals who have previously received a grant from the Winnipeg Arts Council and have not submitted an acceptable final grant report
- 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:

- Group travel/touring
- University degree programs
- Activities longer than 6 months duration including applications for shorter portions of an activity which is longer than 6 months
- Presentation of academic papers at academic conferences
- Payment of membership dues or attending general/annual meetings of 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, printing/publishing)
- 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

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: 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. The program does not support requests for travel to Winnipeg from other locations.

PRIVATE VEHICLE EXPENSES: Private vehicle expenses may be eligible only in cases when it is the most practical method of travel. Applicants seeking support for private vehicle travel should explain why it is the most practical method. The Winnipeg Arts Council recognizes a rate of \$0.54/kilometer. Please note that private vehicle travel within Winnipeg is not an eligible expense.

ACCOMMODATION / PER DIEM: Applicant budgets may include costs related to accommodation and per diem. Please note:

- applicants may include up to \$150/day for accommodation costs, however only paid accommodation (hotel, dorm/hostel, AirBnB etc.) is eligible for support
- the program recognizes a maximum of \$75/day for per diem (meals and local transportation)

LIVING COSTS: 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.

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 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

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. 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.

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 account you must create a new one; if you have previously applied for a WAC grant using GoSmart you must use your existing account.

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

Submission of a complete application that has sufficient information, and which 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 all or any of the amount requested.

Please note:

- Only one proposal may be submitted to this program for consideration at any given time.
- Applications must be submitted using the online system.
- Word counts and page limits must be respected.
- A satisfactory Final Report on any outstanding grants (including grants from other WAC programs) must be received and approved by the Winnipeg Arts Council before a new application can be submitted.

INCOMPLETE OR LATE APPLICATIONS WILL NOT BE CONSIDERED FOR FUNDING

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 Program 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/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

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. Please upload any materials to your Work Samples Bank along with accompanying image credits: name, description of work/image, photographer, etc.

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 to the Winnipeg Arts Council using GoSmart you must 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.

It is strongly recommended 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 is only for statistical purposes and is not shared with grant assessors. It is voluntary to provide.

2. Grant Overview

Indicate the grant amount and total project budget. You will also need to provide the intended dates of your travel or activity and a brief summary describing the project including the name of the event/workshop, location and city. For example, *To attend the Succession Planning in the Arts Workshop at the Banff Centre.*

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.
(maximum 5,000 characters or approximately 2 pages)

4 & 5. Balanced Budget

Complete the forms outlining all sources of revenue and all expected expenses. Please note:

- Your total revenues must equal total expenses.
- 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.
- 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 may 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.
- See the guidelines above for maximum allowable amounts for travel, accommodation and per diem

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.