

PROFESSIONAL DEVELOPMENT GRANT

For Artists and Arts Administrators



Program Guidelines – for activities beginning after January 1, 2024

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, writers, curators, arts administrators and arts educators for activities that contribute to their professional development and enhance their careers in the arts.

This program supports opportunities for short-term study (beyond basic training) in a formal or informal setting, as well as travel costs and fees related to residencies, mentorships or masterclasses. Please review this document and then consult with WAC staff for more information on the types of activities which are eligible.

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 \$1,500. Professional Development grants are distributed in fixed amounts of \$500, \$750, \$1,000, or \$1,500 and grants of \$1,500 will usually be awarded only for projects taking place outside of North America. Partial funding may be considered.

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. 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 and supports artists and arts organizations. We initiate and promote development of the arts for the people of Winnipeg.



GENERAL ELIGIBILITY CRITERIA

All applicants for assistance under this program must meet the following criteria:

- be a working artist or curator, 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 artists and arts organizations. Arts educators working in Winnipeg educational 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. Proof of residency may be required.

ELIGIBLE ACTIVITIES INCLUDE

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

Travel funds are available through this program only when professional development is the main purpose of the trip. Professional Development grants do not support travel related to the creation or production of works of art.

INELIGIBILITY

These 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 four-calendar year period
- artists who have been identified as having outstanding accounts with CRA

Professional Development Grants are not available for:

- Touring or group travel
- University degree programs or any other activities required to satisfy a course

- requirement of an educational institution
- 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 (i.e. framing, rehearsal, installation, publishing)
- Payment of artist fees, hall rentals, promotional materials etc.
- Activities that primarily benefit an organization instead of the individual applicant
- Activities supported by any other Winnipeg Arts Council program.

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. 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. Private vehicle travel within Winnipeg is not an eligible expense.

ACCOMMODATION / PER DIEM

Applicant budgets may include costs related to accommodation and per diem as follows:

- 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 \$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 professional development
- 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

Applications must be submitted online at winnipegarts.gosmart.org. If you do not have an individual account you must create one; if you have previously applied for an Individual Artist or Professional Development grant using GoSmart you must use your existing account. Applicants who do not have reasonable access to the internet 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.

Submission of a complete application is the responsibility of the applicant. A satisfactory Final Report on any outstanding grant (including grants from other WAC programs) must be received and approved by the Winnipeg Arts Council before a new application can be submitted.

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 & Research Development grant per calendar year and no more than two in any 4 calendar-year period.
- 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.
- Grant recipients 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/about/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 GoSmart 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. *yourartform*
 - 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 and press materials related to the project (if applicable)
4. images related to the project for Winnipeg Arts Council public relations use. Please include accompanying image credits: name, description of work/image, photographer, etc. The maximum dimensions are 1000x1000 pixels and we appreciate the largest images you can provide within those constraints.

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 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, e.g. *To take a master class with theatre expert John Smith.*

3. Request for Support

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. Refer to the *Assessment and Evaluation Criteria* on p. 3 of the guidelines.

(maximum 5,000 characters or approximately 2 pages)

4. Balanced Budget

Complete and upload the Excel 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.

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 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.

5. Attachments

The following documents must be attached to your application:

- a. 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)
- b. Confirmation of participation in the form of a copy of a written invitation, letter of acceptance or registration form.
- c. 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.

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.