LEARN – Travel and Professional Development

Grant application guidelines

Travel and Professional Development grants supports individuals in all disciplines for activities related to the development of their practice or careers.

Important Dates

Application deadlines: January 15, March 1, April 15, June 1, July 15, September 1, October 15, and December 1

Notification of results: Within two months after the deadline

Grant type

- Travel and professional development
- Public readings

Grant amount

- Up to $1,000

Applicants – who can apply

- Professional artists
- Arts/cultural professionals
- Indigenous Knowledge Keepers

Activities – what you can apply for

- Workshops
- Specialized training
- Mentorships
- Public readings
- Presentations

Expenses – what is eligible

Direct costs related to the current project

Assessment – how decisions are made

Your Travel and Professional Development grant application will be evaluated by an internal committee of MAC staff based on the following criteria:

- Artistic merit
- Impact
- Feasibility

Note: Refer to MAC's Granting Decision Process for more information.

Resources

Accessibility

If you are D/deaf or living with a disability, you can request extra funding to cover the costs of accessibility-related supports and services. Visit our Accessibility webpage for an application form or contact MAC's Help Desk to learn more.

Offline applications

MAC provides offline application forms (PDF or hard copy) for applicants who have limited internet access and/or do not have reasonable access to a public internet source, such as a public library.

Program consultants

If you have any questions about the grant, a Program Consultant can speak with you about your project idea and review a draft of your application. Consultations are in high demand closer to the application deadline, so we suggest you contact us as soon as possible.

Help Desk

To get in touch with the appropriate program consultant, to get technical assistance with Manipogo (MAC's online application system), or to request an offline application or accessibility assistance form, contact our Help Desk during our regular business hours (8:30-4:30, Monday to Friday).

Help Desk
Phone: 204-945-2237
Toll-Free: 1-866-994-2787
Email: helpdesk@artscouncil.mb.ca

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Application content

MAC receives grant applications through Manipogo, our online application system. To apply for this grant, create a profile in our system.

1. Project information

You will be asked to select the type of grant that you are applying for, your project title, the artistic discipline(s) most relevant to this application, the project start date and end date.

In addition, you will be asked to address the following:

- Background, influences, and previous activities relevant to this application (500 word)
- Name the event, training institution, or host organization, if applicable.
- Any relevant information, including confirmation of participation, a letter of acceptance, invitation, or registration (uploaded document)
- What is your relationship to the culture(s) and/or communities represented in your project? (200 words) If your project involves communities, cultures, or cultural practices outside your own community or culture, demonstrate how you are approaching the subject matter with cultural integrity. (200 words, if applicable)
- Additional information that has not been asked that is essential to understanding your application (250 words)

2. Collaborator information

You will be asked to describe who will be involved and/or participating in the project. Explain why you chose to work with them and what they bring to the project (750 words). You will also be asked to include bios for key collaborators.

Note: If you are applying to do a public reading, you will not need to complete this section.

3. Budget

You will be asked to complete the budget form provided. The standard budget form is used across most MAC grant applications and some sections may not apply to your project. Enter whole dollar amounts only; do not include cents. Include brief clarifications of individual budget lines in the description fields, if necessary.

Assessor review questions

Your application will be assessed by an assessment panel composed of fellow artists and arts professionals. They will use the following statements established for this grant application to make their decisions. Assessors will only consider those statements that apply directly to your project. Every effort is made to ensure that applications are assessed fairly. MAC accepts the decisions of the panel as final.

1. A clear artistic, thematic, and conceptual vision underlies this application. Consider, for instance:

    -   Does the application make clear how it will explore a contemporary and/or traditional artistic practice?
    -   Does the applicant explain their choices?
    -   Is there a clear logic behind the project?

2. The applicant has the technical skills and artistic rigour to complete this project.

3. The proposed project has artistic value. Consider, for instance:

    -   Will the proposed project contribute to the applicant's artistic development?
    -   Does it address themes and issues relevant to the public and/or the applicant's artistic practice?
    -   Will it contribute to the art form?

4. The applicant has given adequate consideration to questions of cultural integrity.

    -   Consult the resource page to learn more about <u>MAC's understanding of cultural integrity</u>.

5. The proposed project develops meaningful connections with the potential to generate future artistic opportunities.

6. The proposed project will contribute to the applicant's artistic development or (if the applicant is an organization) will strengthen the organization's ability to fulfill its mandate.

7. The proposed project will benefit the artistic community in Manitoba.

8. The proposed project will benefit audiences and participants.

9. The proposal reflects thorough research and planning. Consider, for instance:

   - Does the workplan accurately identify and address all key stages of the project?

10. The budget accurately acknowledges the likely costs and revenues of the project. Consider, for instance:

    - Has the applicant given adequate consideration to artist payment and working conditions?

11. The applicant has the resources to complete the proposed project. Consider, for instance:

    - Does the application reflect the resourcefulness of the applicant and the applicant's ability to find practical and creative ways to overcome obstacles?
    - Does the applicant have the support of presenters, partners, and host organizations?