

# LEARN - Travel/Professional Development



## Grant application guidelines

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### Grant Details

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

### Important Dates

**Application deadlines:** January 1<sup>st</sup>, March 1<sup>st</sup>, May 1<sup>st</sup>, July 1<sup>st</sup>, September 1<sup>st</sup>, and November 1<sup>st</sup>

**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 panel of MAC staff based on the following criteria:

- Artistic merit
- Impact

# LEARN - Travel/Professional Development



## Grant application guidelines

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- Feasibility

**Note:** Refer to [MAC's Granting Decision Process](#) for more information.

### Awarded grant limit

You may only receive three (3) Travel/Professional Development grants within a calendar year (January 1 through December 31).

### Looking for help?

#### 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

Applicants who are D/deaf or living with a disability who require an accessible application, or those who have limited internet access may apply using our Printable or fillable PDF application forms. These applications are available on each grant's webpage.

#### 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](mailto:helpdesk@artscouncil.mb.ca)

## Grant application guidelines

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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** (maximum of 350 words)  
Provide an overview of your history and experience in your field of practice.  
  
Assessors may not be familiar with your work, specific practice(s), community(ies), or culture(s). Provide the information they need to understand who you are and your work. Include your recent activity.  
  
**Note:** The CV/resume that you uploaded to your profile is shared with the assessors automatically. Make sure this document is up-to-date, as it will be used in the assessment of your application.
- **Project description** (maximum of 500 words)  
Tell us about your project. Consider the following questions, if applicable:
  - What are you planning to do?
  - What do you hope to achieve?
  - Why is this project important?
  - Where you are going?
  - Who will you be working with?
  - What will be the impact on your community?
  - Why have you chosen this particular opportunity?
  - How is this relevant to your goals?
  - What is your ability to undertake this project?
  - Consider factors beyond your project, including climate, isolation, logistics of travel, and culture.
- **Name the event, training institution, or host organization**, if applicable. (uploaded document). Attach:
  - relevant information
  - confirmation of participation, including letter of acceptance, invitation, or registration

## Grant application guidelines

---

- **Cultural Integrity** (maximum of 300 words)  
Cultural integrity is the practice of respecting and honouring the ownership of materials, traditions, and knowledges that originate from a particular culture or community. Describe your relationship to the cultures or communities represented in your project and how you are approaching your work with cultural integrity. Consult the resource page to learn more about MAC's understanding of cultural integrity.
- **Additional information** (maximum of 300 words)  
If there is anything that has not been asked that is essential to understanding your application, provide it here.

## 2. Collaborator information

Fill out this section if you are working with others (e.g. co-creators, other artists, editors, consultants).

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

- **Collaborator contributions** (maximum of 750 words)  
Explain why you chose to work with them and what they bring to the project.
- **Collaborator details**  
Enter your collaborator's name, discipline, and city/town/reserve of residence.
- **Collaborator biography** (File upload)  
Upload biographies for each of your key collaborators. Be sure to include the name of the collaborator in each file name.

## 3. Budget

You will be asked to complete the budget form provided. The standard budget form is used across most MAC applications and some sections may not apply to your project. Skip any fields that do not apply. Enter whole dollar amounts only; do not include cents. Briefly indicate in the description fields the expenses that will be covered by your grant from the Manitoba Arts Council.

Note: Total revenues must equal total expenses.

## Grant application guidelines

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### Assessment Rubric

When reviewing your application, the assessors will rank each statement on a scale of 1 to 5, 5 being the highest. The assessors will not rank you on the questions that do not apply to your application.

#### Artistic merit

1. A clear artistic, thematic, and conceptual vision underlies this application. Consider, for instance:
  - Does the applicant explain their choices?
  - Is there a clear logic behind the project?
  - Does the applicant make clear what new techniques, skills and professional development activities they will be exploring or building on?
2. Does the applicant make clear the value and significance of presenting their artistic work at this particular time?
3. The applicant has the technical skills and artistic rigour to complete this project.
4. The proposed project has artistic and/or cultural value. Consider, for instance:
  - Will the proposed project contribute to the applicant's artistic and/or cultural 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?
5. The applicant has given consideration to questions of cultural integrity.

Consult the resource page to learn more about [MAC's understanding of cultural integrity](#).

#### Impact

6. The proposed project develops meaningful connections with the potential to generate future artistic/cultural opportunities.
7. The proposed project will contribute to the applicant's artistic/cultural development or (if the applicant is an organization) will strengthen the organization's ability to fulfill its mandate.
8. The proposed project will benefit the artistic community in Manitoba.
9. The proposed project will benefit audiences and participants.

## Grant application guidelines

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### Feasibility

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

- Is there adequate information about the event, mentor(s), training institution or host organization involved with the project?

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

- If the applicant is paying another artist/cultural workers, and/or mentor, are they paying appropriate fees?
- If the applicant is presenting work are they adequately compensated?

**12.** Does the budget include funding or financial contributions from other sources?

**13.** 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 including an attached letter of acceptance, invitation, or registration?