

Learn - Travel and Professional Development

Offline Application Form



Application deadlines: January 1, March 1, May 1, July 1, September 1, November 1

This is the application form for offline submissions to the **Learn – Travel and Professional Development** grant. This application form is intended for applicants who are D/deaf or living with a disability who require an accessible application, or those who have limited internet access.

We strongly recommend that you have the Learn – Travel and Professional Development guidelines and MAC's general guidelines with you while you work on your application.

To complete your application, fill out the following forms:

- Section A - Applicant details
- Section B – Registration details
- Section C – Project Information
- Section D – Budget
- Section E – Collaborators
- Section F – Additional information (optional)
- Section G – Declaration
- Section H – Voluntary Identification (optional)

Submit a complete application including your support material to the Manitoba Arts Council on the day of the deadline by mail, email or by delivering it in-person.

Note: if the deadline falls on a weekend or statutory holiday, we will accept your application on the following business day.

If you are submitting your application by mail, make sure that the envelope is post-marked on the date of the deadline (or earlier).

Contact us

Manitoba Arts Council

525-93 Lombard Avenue,
Winnipeg, MB R3B 3B1
helpdesk@artscouncil.mb.ca
Telephone: (204) 945-2237
Toll-Free: 1 (866) 994-2787
www.artscouncil.mb.ca

Office Hours

8:30 am to 4:30 pm, Monday to Friday, closed for lunch from 12:30 pm to 1:30 pm.

Land Acknowledgement

The Manitoba Arts Council carries out its work on the original lands of the Anishinaabeg, Anishinewuk, Dakota Oyate, Denesuline and Nehethowuk Nations, and on the National Homeland of the Red River Métis. We acknowledge that northern Manitoba includes ancestral lands of the Inuit. Our office is located on Treaty One territory, but our work extends throughout Treaties Two, Three, Four, and Five.

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Section A - Applicant details [part 1/2]

For individual applicant

Legal first name	Legal middle name	Legal last name
Other name*		Pronouns
Preferred name <input type="checkbox"/> Other name <input type="checkbox"/> Legal first name legal last name <input type="checkbox"/> Other name (Legal first name Legal last name)		
Address		
City/Town/Reserve	Province/Territory	Postal code
Primary email		
Secondary email		
Primary phone	Work phone	
Mobile phone	Fax number	

* If you use a different name in your professional career, such as a stage name or a chosen name, please enter it in full. For example, if your legal name is Jonathan Smith but you prefer to be called John, enter "John Smith."

Your first and last name will appear on your cheque. It will also appear on the T4A for tax purposes. T4A forms will be issued to individuals for amounts received in excess of \$500.00. Your professional name will be used on all correspondence and announcements.

Note: The Manitoba Arts Council is subject to the Freedom of Information and Protection of Privacy Act (FIPPA). The information you provide is protected under that Act. For more on this, please read MAC's policy on the use of personal information

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Section A - Applicant details [part 2/2]

For all applicant types

Additional information

Attach the document required for your applicant type

Individual:

- An artistic resume or curriculum vitae

Note: Your resume or CV should demonstrate a level of professional experience suitable to your chosen role (e.g., professional artist, arts/cultural professional) in each of the artistic disciplines you have selected.

Group:

- A group history
- A bio, artistic resume or curriculum vitae for each key group member

Organization:

- An organizational history

Note: Your history must indicate your organization's mission, vision, and mandate.

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Section B - Registration details for individuals [part 1/1]

For individual applicants

Confirm the following:

- ☐ I am a Canadian citizen or permanent resident of Canada
- ☐ I am a resident of Manitoba
- ☐ I am 18 years of age or older

I am applying for this grant as:

- ☐ A professional artist
- ☐ An arts/cultural professional
- ☐ An Indigenous Knowledge Keeper

Note: Definitions for each applicant type can be found in MAC's General Guidelines.

Artistic discipline

Check all disciplines that are applicable to you as an individual applicant:

- | | | | |
|---|--------------------------------|-------------------------------------|--|
| <input type="checkbox"/> Craft | <input type="checkbox"/> Dance | <input type="checkbox"/> Inter-arts | <input type="checkbox"/> Literary arts |
| <input type="checkbox"/> Media arts | <input type="checkbox"/> Music | <input type="checkbox"/> Theatre | <input type="checkbox"/> Visual arts |
| <input type="checkbox"/> Other (specify): _____ | | | |

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Section C - Project Information [part 1/5]

For all applicants

Project title

This should be a brief description of your project and proposed activity. MAC staff and assessors can use this field to identify your application.

Project title:

Project dates

Payments on awarded grants will be released one month before this date at the earliest.

The activity for which you are applying for funding should not start before the deadline.

Project start date:

Project end date:

Artistic discipline

Check all disciplines that are applicable to you as an individual applicant:

- | | | | |
|---|--------------------------------|-------------------------------------|--|
| <input type="checkbox"/> Craft | <input type="checkbox"/> Dance | <input type="checkbox"/> Inter-arts | <input type="checkbox"/> Literary arts |
| <input type="checkbox"/> Media arts | <input type="checkbox"/> Music | <input type="checkbox"/> Theatre | <input type="checkbox"/> Visual arts |
| <input type="checkbox"/> Other (specify): | | | |

Grant type:

- ☐ Travel and professional development – up to \$ 1,000
- ☐ Public readings – up to \$ 1,000

Type of activity within your project:

- ☐ Workshop
- ☐ Training
- ☐ Mentorship
- ☐ Presentation

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Section C - Project Information [part 2/5]

For all grant types

Background

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.

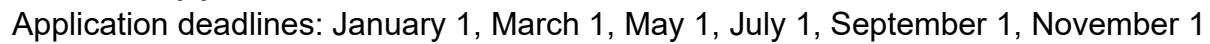
Word count: maximum of 350 words

[illegible]

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[illegible]

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For all grant types

- What are you planning to do?
- What do you hope to achieve?
- Why is this project important?
- Where are you 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.

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Section C - Project Information [part 4/5]

For all grant types

Name the event, training institution, or host organization, if applicable:

If applicable, attach:

- relevant information
- confirmation of participation, including letter of acceptance, invitation, or registration

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Section C - Project Information [part 5/5]

For all grant types

Cultural integrity

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.

See the General Guidelines to learn more about MAC's understanding of cultural integrity.

Word count: maximum of 300 words

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Section D -Budget Form [part 1/4]

For all grant types

Complete the budget form below. This standard budget form is used across most MAC grant 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.

Balanced Budget

You must submit a balanced budget. Otherwise, your application will be deemed **ineligible**. Demonstrate that you will generate enough revenue to cover all your expenses. In addition, you must show how all of your project revenue will be spent.

Include this current grant and other pending grants under revenue.

Revenue: Grants

	Amount	Description
Manitoba Arts Council		
Status: <input type="checkbox"/> Pending <input type="checkbox"/> Confirmed		
Canada Council for the Arts		
Status: <input type="checkbox"/> Pending <input type="checkbox"/> Confirmed		
Other federal grants (specify)		
Status: <input type="checkbox"/> Pending <input type="checkbox"/> Confirmed		
Other provincial grants (specify)		
Status: <input type="checkbox"/> Pending <input type="checkbox"/> Confirmed		
Winnipeg Arts Council		
Status: <input type="checkbox"/> Pending <input type="checkbox"/> Confirmed		
Other municipal arts council grants (specify)		
Status: <input type="checkbox"/> Pending <input type="checkbox"/> Confirmed		
Other municipal grants (specify)		
Status: <input type="checkbox"/> Pending <input type="checkbox"/> Confirmed		

Revenue: Tickets and Box office

a. # of presentations	b. Venue capacity	c. Projected % of venue sold	Description
d. Projected audience: Formula: $(a \times b) \times c = d$			
		Amount	Description
e. Average ticket price			
f. Total ticket or box office Formula: $d \times e = f$			

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Section D -Budget Form [part 2/4]

For all grant types

Revenue: Sales

	Amount	Description
Sales and merchandise		
Other (specify)		

Revenue: Fundraising

	Amount	Description
Sponsorship		
Donations		
Fundraising events		
Crowdsourcing		
Other (specify)		

Revenue: Contributions

	Amount	Description
Financial contributions by the applicant		
Financial contributions by partners		
Other financial contributions (specify)		
In-kind contributions by the applicant		
In-kind contributions by partners		
Other In-kind contributions (specify)		

Total revenue :

Expenses: Professional fees/honorariums

	Amount	Description
Artists (all disciplines)		
Designers, editors, and dramaturges		
Royalties and copyright		
Indigenous Knowledge Keepers		
Professional consultants and cross-sectoral collaborators		
Living expenses*		
Other (specify)		

* approximately \$2,500 per month, but may vary based on your situation

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Section D -Budget Form [part 3/4]

For all grant types

Expenses: Travel

Use this section only if you are travelling outside of your home community.

- Travel costs, if traveling more than 20 kms to another community, including:
 - Roundtrip airfare (economy class), baggage and taxi to airport
 - Mileage for ground travel at a rate of 0.45 CAD per km
- Accommodations, if traveling more than 100 kms to another community
- Meal per diem (South of 53rd parallel or in Canada: 75.00 CAD per day, North of 53rd parallel or outside Canada: 90.00 CAD per day), if traveling more than 100 kms to another community

	Amount	Description
Transportation (specify)		
Accommodations		
Per diem		
Other (specify)		

Expenses: Production and publication costs

	Amount	Description
Materials (includes visual art materials, wardrobe, set, props)		
Technical personnel		
Equipment		
Rentals (venue, studio, equipment)		
Other (specify)		

Expenses: Administration

	Amount	Description
Administrative personnel		
Shipping and extra baggage		
Printing		
Promotion		
Translation costs		
Workshops		
Other (specify)		

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Section D -Budget Form [part 4/4]

For all grant types

Expenses: Research

	Amount	Description
Research		

Expenses: Professional development

	Amount	Description
Professional development costs		

Total Budget

Total revenues:	
Total expenses:	

Caution! Make sure your total revenues and total expenses are equal.

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Section E. Collaborators [part 1/2; if applicable]

For travel and professional development grant type only

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

Who will be working with you on the project?

Explain why you chose to work with them and what they bring to the project.

Word count: maximum of 750 words

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Section E. Collaborators [part 2/2; if applicable]

For travel and professional development grant type only

Collaborator biography

- Attach bios for key collaborators.

Collaborator details

Enter information for each collaborator in the form below.

Collaborator Name	
Discipline	City/Town/Reserve
Collaborator Name	
Discipline	City/Town/Reserve
Collaborator Name	
Discipline	City/Town/Reserve
Collaborator Name	
Discipline	City/Town/Reserve
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Discipline	City/Town/Reserve
Collaborator Name	
Discipline	City/Town/Reserve

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Section F. Additional Information [1/1; optional]

For all grant types

If there is anything that has not been asked that is essential to understanding your application, provide it here.

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Section G. Declaration [part 1/1]

For all applicant types

Translation

MAC welcomes applications in English and French. Where an application is submitted in French, MAC will engage a bilingual assessor who is familiar with the discipline. Portions of the application will also be translated into English for use in the jury or panel process, in addition to being provided in the original language. When portions of an application are to be translated, the applicant has the option of having MAC provide the translation or of hiring a translator of their choice and being reimbursed for their expenses at a rate of \$0.27 per word.

- ☐ I am completing this application in English.
- ☐ I am completing this application in French and I will contract my own translator.
- ☐ I am completing this application in French and MAC can send my application for translation.

Communication

How would you like to receive written communication from the Manitoba Arts Council?

- ☐ By email
- ☐ By postal mail

Declaration

- ☐ I hereby declare that the information above is correct to the best of my knowledge.
- ☐ I understand that my eligibility must be approved by Manitoba Arts Council staff before my application is considered.
- ☐ I confirm that I have gone through the grant-specific guidelines included in this package and that I have also reviewed MAC's general guidelines for completing grant applications.
- ☐ I understand that this application form is intended for applicants who are D/deaf or living with a disability who require an accessible application, or those who have limited internet access.

Signature

Date

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Section H - Voluntary identification information

[part 1/3; optional]

For all applicant types

The Manitoba Arts Council is committed to supporting artistic practices that reflect the diversity of Manitoba's population. You are invited to complete the voluntary identification portion of this profile registration. This is entirely optional. This information will be used to monitor how well MAC grants reflect the full diversity of who we are as a province. You can see how we use this information on MAC's website. This information will not be used in the assessment process and will not be made available to assessors. For further information, please read MAC's policy on the use of personal information.

What is your primary language?

- ☐ English
- ☐ French
- ☐ Indigenous language Specify:
- ☐ Sign language Specify:
- ☐ Other language Specify:

Do you speak, read and/or understand the following:

English

- ☐ Speak
- ☐ Read
- ☐ Understand

French

- ☐ Speak
- ☐ Read
- ☐ Understand

Other (specify):

- ☐ Speak
- ☐ Read
- ☐ Understand

Birth year:

Gender:

- ☐ Female
- ☐ Male
- ☐ Non-Binary
- ☐ Other (specify):

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Section H - Voluntary identification information

[part 2/3; optional]

For all applicant types

Do you identify as any of the following:

☐ **Indigenous**

- ☐ First Nations
- ☐ Metis
- ☐ Inuit
- ☐ Other (specify):

What is the Indigenous community that you belong to?

☐ **Francophone**

- ☐ Franco-Manitoban
- ☐ Francophone from Quebec
- ☐ Francophone from another part of Canada
- ☐ Francophone from France
- ☐ Francophone from another country. Specify:
- ☐ I learned French as an additional language
- ☐ Other (specify):

☐ **Black and/or a Person of Colour**

- ☐ Black. Specify:
- ☐ Person of colour. Specify:

D/deaf

Please select 'Yes' if you are D/deaf, deafened or hard of hearing.

- ☐ Yes. Specify:

Financial assistance may be available for applicants who are Deaf. See MAC's accessibility page for further information.

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Section H - Voluntary identification information

[part 3/3; optional]

For all applicant types

Living with a disability (including physical, psychiatric, and intellectual disabilities)

Please select 'Yes' if you live with any type of disability, including physical, psychiatric, and intellectual disabilities.

☐ Yes. Specify:

Financial assistance may be available for applicants who live with a disability. See MAC's accessibility page for further information.

2SLGBTQ+

Please select this option if you identify as Two-Spirit, lesbian, gay, bisexual, transgender, queer, or part of the 2SLGBTQ+ community in any other way.

☐ Yes. Specify:

Part of any other underserved community

☐ Yes. Specify:

Assessor selection

As an individual applicant, you are automatically considered for membership in upcoming assessment panels. If you would like MAC to take into account the information you share in this section when putting together assessment panels (so that you can help assess applications where your background and insights might be especially valuable), we ask you to give us permission for that by checking the box marked 'I agree' below. You may withdraw your permission whenever you want by unchecking that same box.

The information I provide in this section may be used by MAC when considering me for membership in upcoming assessment panels

☐ Agree