

# Learn - Travel and Professional Development

## Offline Application Form



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

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This application form is only for applicants who are D/deaf or living with a disability and require an offline application, or applicants 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 – Registration details (pages 1 to 4)
- Section B – Project Information (pages 5 to 12)
- Section C – Budget (pages 13 to 16)
- Section D – Collaborators (pages 17 to 20)
- Section E – Additional information (optional) (pages 21 to 22)
- Section F – Declaration (page 23)
- Section G – Voluntary Identification (optional) (pages 24 to 26)

Submit your completed 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](mailto:helpdesk@artscouncil.mb.ca)  
Telephone: (204) 945-2237  
Toll-Free: 1 (866) 994-2787  
[www.artscouncil.mb.ca](http://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, Anishininewuk, 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 - Registration details [part 1/4]

*For all applicant types*

Enter your personal contact details. If you are a contact for an organization or a group, enter your professional details only.

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	

**Legal name:** For individuals, MAC uses your legal name to issue your cheques. Your legal name will also appear on your T4A form for tax purposes. T4A forms will be issued to individuals for amounts received in excess of \$500.00.

**Other name:** If you use a name other than your legal name in your professional career, such as a stage name or a chosen name, please enter it in full in the “other name” field. For example, if your legal name is Jonathan Smith but you want to be called John, enter “John Smith.”

Leave this field blank if you don’t have a different name from your legal name.

Note: If you enter an “other name”, MAC will still need to use your legal name for payment and tax purposes.

**Preferred name:** Tell us which name you would like to appear in Manipogo, on your grant materials, the Grant Results table, and in MAC’s Grant Listing. This name will also be used by MAC staff when contacting you and by peer assessors evaluating your applications.

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### Section A - Registration details [part 2/4]

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*For all applicant types*

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#### What kind of applicant are you? (select one only)

Learn more about eligibility criteria in MAC's General Guidelines.

##### Individual

- Professional Artist
- Arts/Cultural Professional
- Indigenous Knowledge Keeper
- Student of the Arts

##### Arts Group

- Professional Arts Group

##### Organization

- Professional Not-For-Profit Arts Organization
- Professional For-Profit Arts Organization
- Professional Arts Service Organization
- Community Not-For-Profit Organization

#### Artistic discipline

Check the disciplines that are applicable to your artistic practice, group, or organization.

**For individuals:** Select only those disciplines for which your artistic CV/resume demonstrates a level of professional experience suitable to your chosen role (e.g., professional artist, arts/cultural professional).

Including additional disciplines for which you do not have professional experience may lead to delays in approving your profile registration.

- |   |                                |                                     |  |
|---|--------------------------------|-------------------------------------|--|
| <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 A - Registration details [part 3/4]

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*For all applicant types*

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#### Individual applicant

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

#### Additional information

- I have included 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.

#### Arts group

I am applying for this grant on behalf of an artistic group who meets the following criteria:

- has a majority of members that are professional artists who:
  - are Canadian citizens or permanent residents of Canada
  - are residents of Manitoba
  - are 18 years of age or older

#### Additional information

- I have included a brief history of my arts group.
- I have included a bio, artistic resume, or curriculum vitae for each key group member.

#### Organization

I am applying for this grant on behalf of an organization who meets the following criteria:

- is based in Manitoba.
- has been active in the province for at least one year prior to applying for funding.

#### Additional information

- I have included a brief history of my organization.

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

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### Section A - Registration details [part 4/4]

*For groups and organizations*

Organization/Group name		
Address		
City/Town/Reserve	Province/Territory	Postal code
Primary phone	Fax number	
Website		
Date of incorporation (if applicable)		Registered charity number (if applicable)

List up to a maximum of four key group members (for professional arts groups only).

1.	First name	Last name
	Email	Phone
2.	First name	Last name
	Email	Phone
3.	First name	Last name
	Email	Phone
4.	First name	Last name
	Email	Phone

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### Section B - Project Information [part 1/5]

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*For all applicants*

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#### 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 two months 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 B - Project Information [part 4/5]

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*For all grant types*

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

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If applicable, attach:

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





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### Section C - 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: <i>Formula: (a x b) x c = d</i>			
		Amount	Description
e. Average ticket price			
f. Total ticket or box office <i>Formula: d x e = f</i>			

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### Section C - 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 C - 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 C - Budget Form [part 4/4]

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*For all grant types*

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#### Expenses: Research

	Amount	Description
Research	<input type="text"/>	<input type="text"/>

#### Expenses: Professional development

	Amount	Description
Professional development costs	<input type="text"/>	<input type="text"/>

#### Total Budget

Total revenues: \_\_\_\_\_  
Total expenses: \_\_\_\_\_

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







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### Section D. 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
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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### Section F. Declaration [part 1/1]

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*For all applicant types*

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#### 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.

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**Signature**

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**Date**

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### Section G - Voluntary identification information

[part 1/3; optional]

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*For all applicant types*

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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 G - Voluntary identification information

[part 2/3; optional]

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*For all applicant types*

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**Do you identify as any of the following:**

**Indigenous**

- First Nations
- Metis
- Inuit
- Non status
- 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.
- I learned French as an additional language
- Other

Specify:

Specify:

**Black and/or a Person of Colour**

- Black
- Person of colour

Specify:

Specify:

**D/deaf**

- D/deaf, deafened or hard of hearing

Specify:

**Living with a disability**

(including physical, mental, and intellectual disabilities)

- Yes

Specify:

**2SLGBTQ+**

- Two-Spirit, lesbian, gay, bisexual, transgender, queer, or part of the 2SLGBTQ+ community in any other way.

Specify:

**Part of any other underserved community**

- Yes

Specify:

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### Section G - Voluntary identification information

[part 3/3; optional]

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*For all applicant types*

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#### **Assessor database**

MAC maintains a database of potential assessors from Manitoba and across Canada. Any individual with an active profile in Manipogo, MAC's online application system, is included in this database.

Program Consultants make every effort to ensure that each assessment panel fairly and adequately represents the applicants and the artistic expressions as provided within the applications, in terms of:

- Age
- Gender
- Geographic region
- Official languages
- Indigeneity
- Race and ethnicity
- Disability
- Being part of the D/deaf community
- Being part of other underserved communities

If you would like MAC to take into account the information you share in the Voluntary Identification section above when putting together assessment panels, we ask you to give us permission for that by selecting the option "I agree" below.

You may withdraw your permission whenever you want by selecting the option "I disagree" in your profile settings.

- I agree. You may use my Voluntary Identification information when selecting assessors.
- I disagree. You may not use my Voluntary Identification information when selecting assessors.