

2012 Community Investment Program Travel Grant Application

On The Move

Edmonton's artists, arts administrators and arts educators benefit from sharing knowledge and product with the rest of the world. When those individuals return to Edmonton they bring with them increased capabilities and connections which benefit the city as a whole. Traveling to perform, research, attend conferences and exhibitions offers those individuals professional and creative opportunities that do not exist locally, and yet are vital to the continued advancement and growth of Edmonton's arts community.

Purpose

CIP Travel Grants through the Edmonton Arts Council assist Edmonton residents active in the arts and festival communities with travel costs to the benefit of both themselves and the citizens of Edmonton.

Funds are intended to support:

- artists, arts educators and arts or festival administrators
- travel for the purposes of training, development, presentation or marketing
- economical, round-trip travel to and from Edmonton
- projects that benefit the applicant and the Edmonton community

Funds are not intended to support:

- Organizations that receive CIP operating support from the City of Edmonton
- food, lodging or other project costs
- projects that primarily benefit a third party such as an employer or educational institution.

Eligibility

Applicants must:

1. be an adult who has been a resident of the City of Edmonton for at least one year (or be a non-profit organization registered in the Province of Alberta for at least one year)
2. not be in arrears with the City of Edmonton at the time of application
3. have no overdue Edmonton Arts Council final reports

Level of Support

Funds are usually limited and grants are not guaranteed. Grants may be awarded:

- Normally to a maximum of \$750 per traveller.
- Normally to an individual or organization once annually.
- To an individual or organization for travel to the same destination for the same project for a maximum of two consecutive years.

Assessment

A Peer Jury appointed by the Edmonton Arts Council will evaluate all applications. This Jury will make recommendations to the Board of Directors of the Edmonton Arts Council who will then make Community Investment Program Travel Grant recommendations to the City of Edmonton.

Evaluation

The jury will be guided by the text in this document that describes the purposes of the program, and will in all cases consider:

- the project's potential or proven benefit to the applicant.
- the project's potential or proven benefit to the Edmonton community
- the degree to which this opportunity is unique and unavailable locally
- the degree to which the applicant's previous record of activity and achievement demonstrates that they warrant public support

Application Process and Format

Applications are best submitted in advance of the travel dates but can be accepted to a published deadline within 90 days of completion of travel.

Individuals travelling together for the same project should submit separate, individual applications.

Applicants must provide the following information in order, formatted for 8 1/2"X 11"paper with at least 1"margins in 12-point font. If submitting on paper, refrain from using covers, binders, or staples.

Applications that do not include all of the following will be considered incomplete, and information exceeding the page limits will not be included for assessment.

1. The completed and physically signed one-page application form

2. Project Description

Please limit to 3 pages and describe:

- 2.1 a summary of the travel project
- 2.2 the anticipated benefits to the applicant and to the community
- 2.3 why this opportunity is unique and/or not available in Edmonton
- 2.4 (if relevant) the group or ensemble you are travelling with

3. Project Budget

Please limit to one page and include:

- 3.1 the anticipated or actual itemized costs of the project
- 3.2 the anticipated or actual sources of revenue such as personal contributions, grants or scholarships
- 3.3 your specific grant request relevant to the eligible travel expenses

4. Background of the Applicant

Please limit to 4 pages and include the following:

- 4.1 a curriculum vitae or resume that includes relevant details of the applicant's career and training to date.
- 4.2 (if required) any further information about the activities of the applicant in the arts or festival communities of Edmonton.

5. Support Material

Please limit to 2 pages

- 5.1 Support material is not required but can assist in the assessment. You may attach relevant support material such as a letter of invitation or travel agency price quotes.

6. Organizational applicants must provide a list of travellers, and will be required to provide further documentation such as the most recent audited financial statements, a current list of Board of Directors, the most recent annual report, the society's by-laws, and proof of current Registration. Please contact the EAC Grants department for more information.

Reporting

If travel as described in the application does not take place, any funds must be returned to the Edmonton Arts Council. Successful grant recipients must submit a two-page final report, including proof that the travel occurred and a brief summary of the outcomes.

For more information about the Travel Grant program, please contact Stephen Williams at 780-424-2787 x225 or swilliams@edmontonarts.ca.

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The deadlines for receipt of the application are 4:30 p.m. on February 1st, June 1st, or October 3rd, 2012. Complete applications must be received in the office of the Edmonton Arts Council (EAC) on or before the deadline or they will not be considered.

The Edmonton Arts Council prefers to receive Travel Grant applications electronically. Complete, physically signed and scanned applications in one standard PDF file will be accepted at: grants@edmontonarts.ca or delivered on CD or USB memory device. Paper applications may also be delivered to the Edmonton Arts Council offices.

I. General Information

Name of Applicant

Primary Contact (if the applicant is an organization or group)

Address

Postal Code

Telephone

Fax

Email Address

Travel to (City)

(Country)

Reason for travel

Travel Start Date

Travel End Date

II. Declaration of Applicant

In making this application, we the undersigned applicant or representative of the applicant, hereby declare to the Edmonton Arts Council that to the best of our information and belief the information provided is truthful and accurate; the application is made on behalf of the individual or organization named on this page with its full knowledge and consent; the applicant or applicant organization meets all of the criteria of fundamental eligibility to apply for a City of Edmonton Community Investment Program Travel Grant through the Edmonton Arts Council.

Dated at Edmonton, Alberta this _____ day of _____, 20_____.

Signature of Applicant

The information on this application is being collected under the authority of Section 33(c) of the FOIP Act and will be used by the Edmonton Arts Council to determine eligibility for a Community Investment Program Grant and for purposes of administering the Community Investment Grant Program. The aggregate data may be used for program planning and evaluation. All information collected by the City of Edmonton and the Edmonton Arts Council is protected by the provisions of the FOIP Act. You may direct questions about the collection, use or disclosure of your personal information by this program to the Edmonton Arts Council at (780) 424-2787.