

## Community Investment Program Travel Grant Guidelines

### 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
- projects in support of formal education that would result in a diploma or degree

### 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.

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## 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 following completion of travel.

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

Please prepare the following information as one standard PDF document to be submitted to the online system at: [eacgrants.fluidreview.com](http://eacgrants.fluidreview.com)

Paper applications will only be accepted when the applicant demonstrates barriers to accessing the online system.

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

### 1. The completed online application form.

Paper applications will not normally be accepted unless the applicant can demonstrate a barrier to accessing the online system.

### 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

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. Please limit to 2 standard pages.

The online application system also allows for inclusion of links to web-based resources such as an artist's website, audio or video files to demonstrate your past work.

**6. Organizational Applicants** (if relevant) 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 a current Annual Return. 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 the Edmonton Arts Council at 780-424-2787 or [grants@edmontonarts.ca](mailto:grants@edmontonarts.ca).