

## Community Investment Program Travel Grant Writing Help

### The first step is the most important one: read the guidelines!

Everything you need to write a strong application is there. This is true for every grant program run by the Edmonton Arts Council. The information on the application form is the same as the information that jurors are given to base their evaluations on.

Download the Travel Grant guidelines from our website:

[http://grants.edmontonarts.ca/eac\\_grants\\_-\\_grants\\_and\\_awards\\_for\\_individual\\_artists/cip\\_travel\\_grant/](http://grants.edmontonarts.ca/eac_grants_-_grants_and_awards_for_individual_artists/cip_travel_grant/)

The Edmonton Arts Council uses an online application process. Please contact us if you have challenges or wish to submit a paper application.

### What documents do you need to include?

- Project Description
- Budget
- Background of the Applicant
- Support Materials if applicable (e.g. Audio/Video/digital files of your work website link)

In your **Project Description**, please make sure you include the following information:

- Why are you traveling? What is your purpose? Travel grants are intended to support activities that are not available in Edmonton.
- Where are you travelling?
- Are you travelling alone or as part of a group?
- When are you leaving and when will you return?
- How are you travelling? (Airplane, bus, car etc)
- In what ways will this project benefit Edmonton's art community and audiences? How will you use what you have learned when you return?
- What do you hope to achieve from this project?
- How will this affect your future career?

Your **Project Budget** should include the following:

- 1. Expenses:** The actual cost of your travel (provide a cost and a source if possible; ie. print out of itinerary from airline company)
  - If your travel will cost more than \$750, please tell us how you will pay for the rest of your expenses.
- 2. Revenue:** Include all sources (ie. CIP Travel Grant request, other grants, your own savings, donations, artist fees, etc.)

**Note:** Your total expenses and your total revenue should be the same.

**Budget Example**

Anticipated/actual itemized expenses:

Return flight from Edmonton to [destination]: \$\_\_\_

Item 2: \$\_\_\_

Item 3: \$\_\_\_

Item 4: \$\_\_\_

TOTAL EXPENSES: \$\_\_\_

Anticipated/actual sources of revenue:

CIP Travel Grant (\$750 maximum): \$\_\_\_

Personal contribution: \$\_\_\_

Donations from other sources: \$\_\_\_

Other sources (ie. other funders): \$\_\_\_

TOTAL REVENUE \$\_\_\_

Grant Request (\$750 maximum): \$ \_\_\_

The **Applicant Background** can be either a written biography, a resume or a CV as it relates to your artistic work. It should tell the jury about your activity as an artist as completely as possible. A good discussion of artist CVs can be found here:

<http://hamiltonartscouncil.ca/blog/writing-your-artist-curriculum-vitae>

If you need further assistance while you are writing your application, please contact the Edmonton Arts Council grants staff: [grants@edmontonarts.ca](mailto:grants@edmontonarts.ca) / 780-424-2787