



Newfoundland and Labrador Arts Council

Professional Artists' Travel Fund

Purpose:

The Professional Artists' Travel Fund (PATF) is available to professional artists and groups to participate in activities that will enhance their careers. Such activities could include the presentation, development or celebration of the artist's work.

Eligibility:

Professional artists are defined as those:

- Who are recognized by their peers as practicing artists
- Whose work is available to the general public on a regular basis
- Who earn a portion of their living from their work
- Who demonstrate a long-term commitment to their discipline

Applicants must also be employed by a business or organization, or be a student of a post-secondary institution.

Full-time students and arts organizations (or their representatives) are not eligible.

If you have any concerns regarding eligibility, please contact the Labrador Cultural Outreach Officer before submitting an application.

Eligible activities:

- An invitation to attend a major performance of the artist's work
- A significant exhibition of the artist's work
- Receiving or being nominated for an official regional, national or international honour or award
- Unexpected opportunities to work under an artist/teacher, or to access specialized equipment not available in Newfoundland and Labrador
- An invitation to act as a resource person at a conference, gathering, symposium, seminar, or other event
- Invitation to participate in regional, national, or international auditions or competitions

Ineligible activities:

- Travel that could have been predicted
- Travel that is part of an ongoing project
- Travel that could have been applied for under the Professional Project Grants Program or the Labrador Cultural Travel Fund.
- Activities that occur on a regular basis for which acceptance is not competitive (e.g. annual conferences, festivals, summer schools, etc.)

Program funding:

The PATF operates on a four-month cycle. \$10,000 is available to be awarded each grant cycle.

Maximum grant and eligible costs:

A grant of up to **\$750** is available for travel within the province, and up to **\$1000** for travel outside the province. Eligible costs include return airfare, bus or train tickets, local transportation, hotel/accommodation and per diems.

Program Guidelines:

- Applications are accepted on an ongoing basis until funds are depleted for a given granting session.
- Retroactive applications cannot be considered.
- It is recommended that applications be submitted at least two weeks prior to departure.
- Only **one** travel grant can be awarded to an applicant in a 12-month period.
- Applications **must** include: a completed application form; detailed description of the activity; letter of invitation from the host organization; complete budget of all revenues and expenses; up-to-date resume of key participants
- Optional attachments: relevant support material

Assessment:

Applications are evaluated by a peer assessment committee made up of two NLAC members. Applicants are normally informed of decisions within 14 days of submitting a complete application.

Final report:

A final report is required within three months of the project end date. Late final reports will restrict eligibility for future NLAC funding. A final report form is available from the NLAC office or website.

For more information contact:

Donna Roberts, Labrador Cultural Outreach Officer
Newfoundland and Labrador Arts Council
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P.O. Box 2243, Station B
Happy Valley-Goose Bay, NL, A0P 1E0
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droberts@nlac.ca



Newfoundland and Labrador Arts Council

Professional Artists' Travel Fund Grant Application Form

Only **fully completed** applications will be processed. Applications must be **typewritten** or **hand printed**.

NOTE: If your application is successful, the **cheque** will be **made payable** to the **INDIVIDUAL** or **GROUP** listed below

for office use only - FILE NUMBER:

, NAME (individual or group):

MAILING ADDRESS:

CITY:

POSTAL CODE:

PHONE: (H)

(W)

FAX:

E-MAIL:

WEBSITE:

CONTACT PERSON (if different than above):

TRAVELING TO:

REASON FOR EVENT AND TRAVEL:

DATE INVITED TO EVENT:

DATE OF DEPARTURE:

DATE OF RETURN:

Applicants must include the following attachments:

- Detailed description of the activity
- Letter of invitation from the host organization
- A complete budget stating all revenues and expenses
- Updated resume
- "

Or relevant support material

Relevant support material

If you require support material to be returned: please include a self-addressed stamped envelope with your application OR arrange to pick it up from the NLAC office. The NLAC will hold on to support material for one year. After this period, any unpublished works/works in progress that have not been picked up will be shredded (as per ATIPP guidelines), and any published materials that have not been picked up will be sent to the provincial archives.

*Privacy Notice: Under the authority of the Professional Artists' Travel Fund (PATF), personal information is collected in order to operate the program. This information is kept confidential and handled as required by the *Access to Information and Protection of Privacy (ATIPP) Act*. Any questions or comments can be directed to Jquj w'Leo kguqp, NLAC Communications Officer and ATIPP Coordinator: jlco.kguqpB@nlac.ca, (709) 726-2212.

BUDGET INFORMATION:

Give specifics and amounts for each applicable category. A more detailed budget may be attached.

- a) Travel (flight, mileage, bus, taxi, etc.) a) \$

- b) Accommodations b) \$

- c) Per Diems c) \$
(Max \$40/day regional and \$50/day outside province)

- d) Other (specify) d) \$

Budget Summary:

- e) **Total Expenses** e) \$

- f) **Total Income** from sources **other** than the NLAC f) \$
(Indicate source and amount anticipated or confirmed.
Indicate confirmed funding with an *.)

- g) **Total Amount Requested** from the NLAC (e þ f = g) g) \$ =====
(Up to \$750 for travel within Newfoundland and Labrador
or up to \$1000 for travel outside Newfoundland and Labrador)

DECLARATION

By the following signature the applicant declares that:

- All statements made in this application are true.
- Any funds awarded will be used solely for the purposes stated therein, otherwise the monies will be returned to the Newfoundland and Labrador Arts Council.
- Any publicity or promotional materials related to the work shall acknowledge the assistance of the Newfoundland and Labrador Arts Council and include the NLAC logo.
- I have been authorized by the membership of the applying group to sign this proposal on their behalf.
- I accept the conditions of the PATF and will accept the decision of the peer assessment committee.
- I have submitted all final reports for previous NLAC grants to this applicant. I understand that any funding awarded for this project will not be released until all final reports have been submitted.

(Signature)

(Date)