

## **Professional Development Program Guidelines**

The program's objective is to support professional and emerging artists as they strengthen their careers through learning. Priority will be placed on funding activities that are not available in Prince Edward County.

There are two categories:

- **Emerging artists (practicing for 10 years or less)**
- **Professional artists (practicing for 10 years or more)**

**Application Deadline : Ongoing until December 1, 2017 or until fund is depleted.**

- Application must be received at least three weeks before activity start date.
- Activities cannot take place after December 31, 2017.
- Results will be announced within two weeks of project submission.
- Successful applicants will be asked to sign a funding agreement, at which time 80% of funds will be disbursed.
- 20% of funding will be with held until the final report is submitted thirty (30) days following the project's end date.
- Only one project per candidate can be funded per calendar year.

**Grant amount(s)**

- There is no minimum request amount. Applicants in both categories are eligible to receive support up to \$1500. Partial grants may be awarded.

**Important**

- Applicants are required to contribute a minimum of 20% of project expenses. Total revenues and expenses must balance.
- Projects are assessed by the Executive Director. Criteria is weighted in the following manner : Career Impact 50%, Activity Relevance 40%, Budget Feasibility 10%.

**Eligibility**

- Artists with a permanent physical address in Prince Edward County.
- Artists who are members of the Prince Edward County Arts Council. Membership must be in place before an application is submitted.

Who is not eligible :

- Ensembles, ad hoc groups/collectives, organizations
- Permanent or semi-permanent faculty members of a college/university.

- Students enrolled full- or part-time in an undergraduate or graduate program at a college/university, regardless of the program of study.

### **What this program funds**

- Mentorships and unpaid internships including fees paid to the mentor(s).
- Registration fees related to workshops or skills training courses.
- Travel costs including transportation, accommodation (up to \$120 per day) and meals (up to \$60 per day) for activities conducted in locations 200km outside of Prince Edward County. Travel costs must be economical, such as traveling economy not business class. Travel by car is \$0.40 per KM.

### **What this program does not fund**

- Creating/completing/recording or producing art work(s); commissioning/acquiring or publishing art work(s); and touring/exhibiting/promoting or marketing artist's work.
- Projects that include collaborating with other artists, ad hoc groups/collectives and/or organizations; or projects that are affiliated with the applicant's ad hoc group/collective and/or organization.
- Attending arts fairs/showcases, book launches, business planning.
- Undergraduate or graduate university or college courses.
- Fundraising and purchasing equipment, e.g. musical instruments, computers, and shipping of art work(s).
- Living expenses for applicants who are also being paid by an employer during the duration of their proposal are ineligible.

### **To apply, please submit the following :**

- Completed application form;
- A project budget;
- Artistic examples on a USB key: e.g. Audiovisual, digital or manuscripts; and
- Support documents: applicant's résumé/bio, letter from mentor (if applicable).

### **Ways to recognize PEC Arts Council Professional Development Program funding :**

Publish an acknowledgment message on your social media profile. Be sure to share your post with us! [www.facebook.com/pecartscouncil](http://www.facebook.com/pecartscouncil) Use #PECArts

### **Questions?**

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