



UNIVERSITY CREATIVE WORKS GRANTS PROGRAM
Grant Application

General Instructions:

1. Applicants should read the Program's General Guidelines before completing this form. Applications must be prepared with these guidelines in mind, particularly with respect to the funding level.
2. The original, signed application form together with supporting material and five (5) complete copies (total of 6) must be received by the Office of Research Services, 540 Machray Hall, by no later than **May 1, 4:30 p.m.** If this date falls on a weekend or statutory holiday, the deadline moves to the next business day.
3. Final report(s) for all projects receiving support within the last four years from URGP, UM/SSHRC, and Creative Works Grants Programs must be attached to the application.

PART A - GENERAL INFORMATION

Name of Applicant:		Employee #	
surname	given name(s)		
Appointment Date:			
Department:	Faculty/School:	Telephone No.:	
Address for Correspondence: Rm.	Building:	E-mail:	
Co-investigator(s) (name(s), department(s)/institution(s)):			
Short Descriptive Title of Work:			
Amount Requested: \$			
Human ethics certification required:	Yes	No	
Certificate of Approval attached?	Yes	No	To follow within 6 months of award

The undersigned hereby certify acceptance of the terms and conditions of the University Creative Works Grants Program as outlined in the General Guidelines.

APPLICANT	Date	DEPARTMENT HEAD	Date	DEAN/DIRECTOR	Date
		_____ _____ (Print name)		_____ _____ (Print name)	

PART B - QUALIFICATIONS AND EXPERIENCE

The applicant and each co-investigator must complete Part B. **Personal data forms from other granting agencies will no longer be accepted.**

SECTION 1 Personal Data			
Name of Applicant:			
(surname)		(given name(s))	
Academic and Professional Experience (starting with the most recent):			
<u>Date</u>	<u>Institution/Organization</u>	<u>Faculty/School/Department</u>	<u>Position</u>
Degrees Awarded (starting with the most recent):			
<u>Degree</u>	<u>Discipline</u>	<u>Institution</u>	<u>Date Awarded</u>
Current Creative Interests (describe in key words):			
Academic Awards and Distinctions:			
SECTION 2 Record of Creative Achievement			
<p>i) Starting from the most recent, list all creative works (e.g., exhibitions, projects, designs, films, programs, performances, concerts, etc.) within the last four (4) years or most recent period of activity.</p> <p>ii) Indicated any special circumstances affecting your creative achievements (administrative activities and/or course load beyond normal responsibilities)</p> <p>Do not exceed one page.</p> <p>iii) Submit support material (maximum of 10) that demonstrates your artistic accomplishments related to the proposal. (Use space provided in Part D to describe how material relates to the proposed creative work.)</p> <p>Material may include: photographs, drawings, scripts, synopsis of proposed new play, plans, music (max. 2 min. per excerpt), new media projects, architectural or design projects, media clippings and reviews.</p> <p>Six (6) copies of each, clearly labelled with your name, must be submitted. Do not forward originals.</p>			

PART C - BUDGET

SECTION 1 Budget Summary		
Summarize your budget. All items must be detailed in Section 2 below:		
<u>Budget</u>		<u>Total</u>
Personnel (total salaries/benefit costs):		\$
Student Assistance	\$	
Technical Assistance	\$	
Professional/Secretarial Assistance <i>(beyond what is normally provided in Dept/Faculty/School)</i>	\$	
Materials and Supplies		\$
Equipment		\$
Travel		\$
Other (please specify)		\$
	Total Requested	\$
SECTION 2 Budget Justification and Explanation		
Provide a brief, clear justification for each budget item using the headings above and relate it to the objectives and requirements of the proposed work.		

PART D – PROPOSED CREATIVE WORK

Description of Creative Work (include objectives, significance, creative component, timetable for completion, future plans to apply for external funding, how support material relates to the proposal, etc.)

USE THIS PAGE and, if necessary, up to one additional page. Use font size no smaller than 12 point; margins should be minimum of 3/4".

PART E - APPLICATION CHECKLIST

	Included	Not Applicable
1. The original plus five (5) copies (total of 6) of the completed & signed application form and supporting documents.		
2. Human ethics certification		
3. Record of creative achievements (Part B)		
4. Budget amounts correct and justification is complete. Quotation for equipment over \$500/item		
5. Five (5) copies of Support Material (maximum of 10 “examples”)		
6. Final report(s) for all projects receiving support within the last four years from URGP, UM/SSHRC, and Creative Works Grants Programs		
7. This checklist (include with your application)		