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## 1. DESCRIPTION

The Endowment Funds were established at the University of Manitoba to allow donors to contribute to the pursuit of excellence in areas of greatest interest to them. Each Fund is administered by a committee consisting of students, academics, support staff, alumni, and other “friends of the faculty.” These committees meet each year to determine the most effective way of spending the interest from gifts received.

The goal of the Desautels Faculty of Music Endowment Fund is to enrich the activities of and promote excellence in the Faculty through support of students for a wide variety of innovative projects and activities consistent with the academic and artistic goals of the Faculty. Each year the DFOM Endowment Fund has approximately \$6000 to award.

### **DFOM Endowment Fund projects have included (but are not limited to):**

- artist workshops/programs
- academic conferences
- research fieldwork
- recording sessions
- non-UM courses (in-person and online)
- performances/competitions
- concert series/tours

### **The DFOM Endowment Fund does *not* support:**

- activities and projects that are part of normal degree requirements
- payments to DFOM students or full-time DFOM professors or instructors

### **Target Initiatives:**

At this time, the Committee especially encourages projects that explore:

- Underrepresented music(ians), particularly BIPOC (Black, Indigenous, People of Colour) contributions
- Issues of social concern, such as the environment, human rights, and mental health
- Artistic innovations in a global pandemic

## 2. CRITERIA FOR ELIGIBILITY

- The applicant must be a current DFOM student in the undergraduate, graduate, pre-masters, or post-baccalaureate program, AND commit to making a short (approximately 10-minute) midday presentation on their project in the term following its completion. In other words:
  - For winter/spring projects, you must make a presentation in the following fall semester.
  - For summer/fall projects, you must make a presentation in the following winter semester.
- Each applicant may only be involved in one project per call, whether solo or part of an ensemble, group, collaboration, or organization.
- Past recipients of the DFOM Endowment Fund are only eligible to apply for the next round of funding once they have submitted a Final Report for their previous project.

## 3. PREPARING YOUR APPLICATION

### a) Writing your project proposal

Your project description should be a maximum of 3 typed pages (11-point font, double spaced) and should include the following sections:

- **Description & Objective(s)** – what do you plan to accomplish with this project and why?
- **Timeline/Schedule** – what are the steps/stages of this project and when will you complete them?
- **Significance** – how will this project benefit the DFOM/broader community and your own career development?
- **Target Initiatives (optional)** – does your project address any of the current target areas identified by the Committee? – if so, please discuss.
- **Method for Evaluating the Outcome(s)** – how do you define the successful completion of your project?

### b) Preparing and justifying the budget

The maximum dollar amount that will be awarded to an individual applicant is \$1000 per round, with the typical range being \$300-500 per individual, whether as a solo applicant or part of a group application. If funds are available from other sources, *it is expected that applicants will apply for those funds.*

- Fill out the budget form provided, making sure that revenue and expenses balance.
- Provide a detailed written explanation (maximum 1 page, 11-point font, double spaced) of your proposed expenses and any other sources of funding for which your project may be eligible.

- Whenever possible, provide invoices or quotes for items and services, even if not yet purchased.
- If applicable, provide biographies of artists/scholars and descriptions/schedules of conferences/workshops/programs/courses.

**Eligible Expenses:**

- Travel, accommodations, & meals – where applicable, provide itineraries and use the rates provided in the budget template to calculate eligible expenses. Note: These expenses will not be funded if UM travel restrictions are in effect.
- Artist/scholar fees – refers to money that an applicant might pay an established artist/scholar for lessons/coaching or guest lectures/presentations (may *not* be used to pay DFOM students or full-time DFOM professors/instructors).
- Conference/workshop/program/course fees – where applicable, provide notification of acceptance.
- Technology, equipment, books, music, and other materials – up to \$200 will be approved toward the purchase of such materials. Applicants should confirm that such items are not already available through the University.
- Media/promotion/production/recording expenses – provide quotes/estimates.
- Other expenses may be approved by the Committee. Please contact the Admissions Coordinator to confirm eligibility.

**c) Required Supporting Materials**

- Artistic/academic resume/curriculum vitae (maximum 4 pages) – highlight especially the items that speak to your ability to complete the proposed project.
- Confidential letter of recommendation – must be submitted directly to the Admissions Coordinator by the recommender.
- Confirmation letter of acceptance to conferences/workshops/programs/courses, where applicable – Note: You may apply for this fund even if you have not yet received notification of acceptance. In your project description, please indicate the expected date of notification. *Any Endowment funds that may be awarded are contingent on this confirmation being submitted to the Admissions Coordinator as soon as possible.*

**d) Optional Supporting Materials**

Depending on the nature of the project, the following supplementary materials may be submitted (at the applicant’s discretion) and may play a role in the Committee’s ranking of applications:

- A writing sample in support of an academic project.
- An original score in support of a composition project.
- Recordings (sound and/or video) in support of a performance project – maximum 10 minutes per application.

## 4. DEADLINES

Two calls for applications take place each year:

- For winter/spring projects completed between January 1 and May 31:
  - **Applications due February 15**
  - Award Decisions/Notifications due March 15
  - Award Acceptances due March 31
  - Final Project Reports due June 30
  - Midday Presentation in October
  
- For summer/fall projects completed between June 1 and December 31:
  - **Applications due October 1**
  - Award Decisions/Notifications due November 1
  - Award Acceptances due November 15
  - Final Project Reports due January 31
  - Midday Presentation in February

## 5. DECISIONS & NOTIFICATIONS

### a) Once applications have been submitted

- Applications will be distributed to the Committee, which will meet at least once per call to make decisions.
- Decisions will be communicated to applicants via **UM email** within a month of each call for applications.
- Award recipients should confirm their acceptance within 2 weeks of this email.
- Award recipients may request that expenses be paid (travel booked, items purchased, etc.) directly by DFOM staff on their behalf, or may submit receipts for reimbursement.
- Award payments will be processed after the final project report (with exact expense amounts and receipts) is received. Any recipient who does not make a presentation following their project completion may be required to repay their award.
- If you are unable or do not wish to proceed with your submitted project for any reason, at any time in the application process, it is expected that you will notify the Admissions Coordinator immediately so that the Committee may redistribute funds.
- Any changes to the nature of your proposal and/or spending of funds must be submitted to the Admissions Coordinator for Committee reassessment and approval.

## **b) Ranking of the applications**

In addition to such factors as academic/artistic merit, originality/creativity, and feasibility of the proposal, the Committee will also take into consideration the following in its deliberations:

- While pre-masters and post-baccalaureate students are eligible to apply, priority will be given to DFOM undergraduate and graduate students.
- Priority will be given to projects that demonstrate a significant impact within the current DFOM student body and/or wider community.
- Priority will be given to projects that address one of the target initiatives identified by the Committee for the current call.
- Priority will be given to applicants who have applied for funds from other sources, when available.
- Priority will be given to first-time applicants over those who have received Endowment funds in the past.

## **6. FUNDED PROJECT COMPLETION**

Within a month of the completion of the project, award recipients must email to the Admissions Coordinator a Final Report including:

- A one-page narrative summarizing what was done (with justification for any changes to proposed activities) and how the project has benefitted the DFOM and/or broader community.
- Actual dollar figures – fill in the budget form again, this time reflecting actual expenses and revenue.
- Receipts or other appropriate expense and revenue documentation.

In consultation with award recipients, a midday date will be set in the term following the project completion. Each recipient will make a short presentation (approximately 10 minutes in length) to the DFOM about their completed project.

If you have any questions as you complete this application, please do not hesitate to contact the Admissions Coordinator. Contact information is provided on the current application form.