



## University Creative Works Grants Program General Guidelines

### Purpose

The purpose of the University Creative Works Grants Program is to support high quality creative works and, in so doing to enhance the overall quality of artistic production at the University of Manitoba.

Creation is defined as the artistic effort of producing a new or substantially revised artwork, a remounting of works, or presentation phase of a work. Artistic disciplines include: architecture, design, creative writing, visual arts (painting, drawing, sculpture, ceramics, and textiles), performing arts (dance, music, theatre), film, video, performance art, interdisciplinary arts, media and electronic arts, and new artistic practices.

The Program is not intended to provide continuing support for ongoing creative work or to serve as a substitute for external funding. Grant recipients are expected to use the funds awarded to enhance their work to the point where applications for external funding can be made.

Proposals must involve a significant creative component to be eligible for funding under this Program. Applications that do not involve a significant creative component (e.g., proposals focused on research on the history and philosophy of art, architecture, theatre, music and film as well as scholarly biographies of artists and critical studies of their work) should be directed, as appropriate, to one of the University's other internal funding sources, including the University Research Grants Program or the UM/SSHRC Research Grants Program.

### Eligibility and Program Priorities

All full-time academic staff members *with professorial or academic librarian rank*, holding tenure or tenure-track appointments; and geographical full-time (GFT) academic faculty members, appointed for three years or longer and who have a minimum 40% protected time for research are eligible to apply to the Creative Works Program for support.

*\*Contingent, nil-salary and adjunct professors are not eligible to apply for internal grants.\**

While the Program is open to both new and established faculty, priority is placed on providing grants to new faculty to position them to compete successfully for external support. For purposes of this program, new faculty members are defined as those members applying for support within three years of the date of their first full-time appointment.

Established staff members are defined as those members applying for support beyond three years of their first full-time appointment.

New faculty members, as defined under this Program, are eligible to receive funding twice in the three-year period during which they are defined as new faculty. Established staff members are eligible to receive funding once in every thirty-six (36) month period.

### Type, Nature and Extent of Support

The Program will provide support to a **maximum level of support of \$5,000**, for a maximum one-year period, for specific creative activities which include, *but are not limited to*, the following:

- creation of works of art;

- arrangement for performance, production, display/exhibit or prototype design of works of art;
- creation of a literary work, including translating books on arts/aesthetics from other languages

Support is provided for, but not limited to the following: student assistance, technical, professional and secretarial services; material and supplies; equipment (purchase or rental); and travel costs. All items must be essential to the proposed work and must be carefully justified. The Program does not support professional development, such as attendance at workshops, residencies, symposiums or conferences, nor the creation of curriculum.

### **Evaluation Process and Criteria**

Applications for support are reviewed and judged on a competitive basis by a Peer Assessment Committee, chaired by the Vice-President (Research) or designate and comprised of members from the University's artistic community, as previously defined.

Applications are assessed on the basis of the following criteria:

- the quality and originality of the proposed creative work;
- the creative achievements of the applicant;
- plans of the applicant(s) to apply for external research funding
- the impact of previous grants, as evidenced by final reports;
- any special circumstance or other factor deemed appropriate in a particular instance (e.g., career interruptions/delays, career pattern and responsibilities).

In all cases, the resulting creative work must meet peer standards of excellence and be suitable for publication, public performance or viewing. To this end, the overriding factors in the evaluation of an application are the quality and originality of the proposed creative work and the creative achievements of the applicant, measured against the stage of his/her career as well as career patterns and responsibilities.

### **Competition Deadline Date and Program Administration**

The application deadline is **May 1**. If this date falls on a weekend or statutory holiday, the deadline moves to the next business day. The University Creative Works Grants Program is administered by the Office of Research Services.

### **Conditions of the Award**

Grants must be used for the purposes described in the application. Any significant change in expenditures and/or any change in plan must be submitted to the Office of Research Services (via email to: [jenna.silva@umanitoba.ca](mailto:jenna.silva@umanitoba.ca)) for prior approval.

The award recipient is responsible for the use of the funds and for any over-expenditure of accounts. Expenditures must comply with University regulations concerning the use of special project funds and must be made in accordance with standard University financial procedures. Grants involving the purchase of equipment are made on the understanding that any costs associated with the installation, operation and maintenance of any equipment purchased will be the responsibility of the award recipient and his/her department.

Results of the competition will be announced approximately six weeks following the competition deadline date. Awards will terminate approximately one year following the award announcement. Any unspent funds are automatically returned to the Program. All applications are confidential and the decision of the Peer Assessment Committee is final.

Grants will not be awarded retroactively. Notwithstanding, expenditure(s) necessarily incurred following the application deadline date will be deemed as eligible expense(s).

Within three months of the termination of the grant, a one-page report is to be submitted to the Office of Research Services (via email to: [jenna.silva@umanitoba.ca](mailto:jenna.silva@umanitoba.ca)). The report should describe: the impact of the grant in terms of the art form/art practice; impact on applicant's career or your unit/institution; public impact and dissemination; and efforts to secure external funding.

If an award recipient receives an award for the same work from an external agency as a result of a concurrent or previous application, the Creative Works award or balance remaining will be recalled.

If an award recipient loses his/her eligibility to hold internal grant funding during the term of award, all unused funds must be returned to the program's funding pool.

Grant-holders are requested to acknowledge the assistance of The University of Manitoba Creative Works Program in all publications and media coverage resulting from this support.

### **Application Procedures**

Application forms are available on the web at: [http://umanitoba.ca/research/ors/um\\_funding.html](http://umanitoba.ca/research/ors/um_funding.html).

If you have any questions, please contact Jenna Silva - 4 74-7437; (email: [jenna.silva@umanitoba.ca](mailto:jenna.silva@umanitoba.ca)) .

**The application must be filled out in the format provided.**

Final reports for all projects receiving support within the last four years from URGP and UM/SSHRC Grants Program must be attached to each copy of the application.

**The application deadline date is May 1. If this date falls on a weekend or statutory holiday, the deadline moves to the next business day.**

Results of the competitions will normally be announced approximately eight weeks after the application deadline. There is no provision for appeal of funding decisions.