



THE UNIVERSITY OF MANITOBA
DESAUTELS FACULTY OF MUSIC
ENDOWMENT FUND APPLICATION FORM



Winter/Spring Projects

(completed between January 1 and May 31, 2024)

Deadline for Submission: 4:30pm on February 15, 2024

Application questions and submissions should be directed to Louella.Yambot@umanitoba.ca

Applicants should read the **General Guidelines** for the Desautels Faculty of Music Endowment Fund Program carefully before completing this form.

APPLICANT INFORMATION

Name of Applicant: _____

University Email Address: _____

Degree Program: _____ Year in Program: _____

Current Degree GPA: _____

Please check this box to confirm that you will be available to make a short midday presentation on your completed project, to be scheduled in October 2024:

Are you submitting this application on behalf of a group? If yes, please provide the name(s) of your co-applicant(s):

PROJECT INFORMATION

Project Title: _____

Estimated Project Start Date: _____

Estimated Project Completion Date: _____

Amount requested for this Endowment Fund project (maximum \$1000 per individual involved in the application): \$ _____

Is other funding available? Yes No If yes, please include both the funding agency and the amount requested / awarded in your budget

Have you applied for other funding? Yes No

Has other funding been confirmed? Yes No If no, estimated confirmation date: _____

Have you received Endowment Funds in the past? Yes No Amount \$ _____

If yes, please briefly describe the outcome of the previously funded project(s):

A Confidential Letter of Recommendation will be sent independently by: _____

CHECK LIST

Items in **bold** are required. All materials should be emailed to **Louella.Yambot@umanitoba.ca** by the call due date. Paper applications will not be accepted. Incomplete or late applications will not be considered.

___ **Application Form** (pdf format)

___ **Project Description** (maximum 3 pages, pdf format)

___ **Budget Form** (see below, pdf format)

___ **Budget Justification** (maximum 1 page, pdf format)

___ **Artistic/Academic Resume/Curriculum Vitae** (maximum 4 pages, pdf format)

___ **Confidential Letter of Recommendation** (submitted independently by recommender)

___ Confirmation Letter of Acceptance (for conferences, programs, workshops, courses)

___ Writing Sample (pdf), Score (pdf), or Recordings (MP3 or weblink format)

Applicant Signature: _____ Date: _____

Thank you for your interest in the Desautels Faculty of Music Endowment Fund!

PROJECT BUDGET

Please fill in the budget form below, making sure that both totals add up correctly and that "Total Expenses" and "Total Revenue" balance. If there are funds from other sources for which you have applied but not yet received confirmation, put a star (*) beside these amounts.

Note: In many cases, these amounts will reflect reasonable approximations of the expenses you expect to incur, a description/justification of which will be included in your project proposal. If your project is funded, you will provide a record of actual expenses (with appropriate receipts/ documentation) in your final report.

| Revenue | Amount |
|------------------------------------------------------------------------|---------------|
| DFOM Endowment Fund (maximum \$1000 per individual) | |
| Granting Agencies (please specify) | |
| • | |
| Foundations (please specify) | |
| • | |
| Sponsorships/Donations (please specify) | |
| • | |
| Box Office | |
| Other (please specify) | |
| • | |
| Total Revenue (sum of above funds) | |
| Expenses | Amount |
| Travel | |
| • Airfare | |
| • Ground Travel \$0.43/km x _____ km = | |
| • Other (please specify) | |
| Accommodations | |
| • _____ # of nights x \$_____/ night = | |
| Meals | |
| • (Canadian) \$45/day x _____ days = | |
| • (International) \$60/day x _____ days = | |
| Artist/Scholar Fees | |
| Conference/Workshop/Program/Course Fees | |
| Technology, Equipment, Books, Music (up to \$200 will be approved) | |
| Media/Promotion | |
| Production/Recording (venue/instrument rental, lighting, tuning, etc.) | |
| Other (please specify) | |
| • | |
| Total Expenses (sum of above expenses) | |