



Application Form

Confidential when completed.

Check off the type of bursary for which you are applying

- Conference Emerging Professional Development Mid-career Professional Development

Name of Applicant _____

Residential Address _____

City _____ Province _____ Postal Code _____

Telephone: Work _____ Home _____

CMA Member: Yes No

Citizenship: Canadian Landed Immigrant — Date Status Granted _____

Name of Employer/Institution _____

Institution Address _____

City _____ Province _____ Postal Code _____

Telephone _____ Fax _____

Email _____

I agree to receive electronic communications from the CMA.

Your Title or Position _____

Date you started your job _____ Full Time Part Time Volunteer

Other positions if less than 5 years

Name of immediate supervisor _____

Telephone _____ Fax _____

Email _____

Title of Event _____

Dates of event: From _____ to _____

Location(s) _____

Event Sponsor _____

Office use only

- Approved
 Not approved
 First Time Applicant
 Previous Grant

Category *Date*

- Database status
 Email approval with claim form

Contact I.D. _____

Grant I.D. _____

Budget	Detailed costs	Amount requested* <i>(refer to grid below)</i>
Travel (must be by most economical means available)	_____	_____
	_____	_____
Accommodation Guideline		
Hotel \$100/night (CDN and US \$)	_____	_____
Private Home \$15/night	_____	_____
Per Diem Expenses Total \$72 per day		
Breakfast \$15	_____	_____
Lunch \$15	_____	_____
Dinner \$42	_____	_____
Registration Fee	_____	_____
Resource Material (Material Required for course)	_____	_____
Other Expenses (please itemize)	_____	_____
Total	_____	_____

VALUE	Emerging Professional Development Bursary	Mid-Career Professional Development Bursary	Conference Professional Development Bursary
	<ul style="list-style-type: none"> • Up to \$500 per event • Up to \$700 if remote areas 	Matches 50% of total eligible expenses up to a maximum of \$1,500	<ul style="list-style-type: none"> • Up to \$600 per event • Up to \$800 if remote areas

**Please note that only travel expenses can be claimed in a Conference bursary application for participation to any CMA conference activity.*



Canadian Museums Association • The Bursary Program



Give name(s) of other organizations to which you have applied for funding

Name _____ Date _____

Amount _____

Purpose _____

Contribution of your employer to the event

Financial Assistance _____

Purpose _____

Leave of absence Yes with pay Yes without pay No

Required Support Material

INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED.

- detailed program agenda or workplan (for professional exchanges)
- learning objectives
- employer/institution letter of support
- résumé
(Volunteers, include a statement of volunteer work with description of work, dates and location(s))
- job description

Terms of Agreement

I confirm that the information provided is true. I agree to respect the conditions and rules of the Bursary program of the CMA and the decision of the Bursary Review Board, which cannot be appealed. If I am awarded a bursary, I will use it only for the project that I have described in the preceding pages and I will renounce all claims to funds that I have been awarded if the event is cancelled or postponed.

I certify that I am **NOT** applying:

- After the start date of the event;
- As a presenter or speaker at the workshop, seminar, conference or symposia;
- For an event that is part of an academic program leading to a university undergraduate degree or graduate degree, or a community college diploma;
- As an employee of the Government of Canada, its agencies, and crown corporations. This includes indeterminate, determinate, and contract staff;
- For the same event as last year, for which I was granted a CMA bursary [IF APPLICABLE];
- For another bursary after receiving a bursary from the CMA within the last 12-month period or a conference professional development bursary from the CMA within the last 24-month period;
- As a second employee from my institution applying for the same event under the CMA bursary program.

Signature

Date

This form may be photocopied for future use.

This project has been made possible in part by the Government of Canada.

Completed applications should be sent to:

Bursary Program
Canadian Museums Association
280 Metcalfe Street, Suite 400
Ottawa, ON K2P 1R7

For more information:

Tel.: 613-567-0099 x240
Fax: 613-233-5438
Email: bursaries@museums.ca
Website: www.museums.ca



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