

# NEW BURSARY PROGRAM AT A GLANCE

	Emerging Professional Development Bursary	Mid-Career Professional Development Bursary	Conference Professional Development Bursary
<b>PURPOSE</b>	<ul style="list-style-type: none"> <li>• <b>Assistance</b> with costs of travel, accommodation and registration fees</li> <li>• <b>Activities:</b> short courses, seminars and workshops</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Assistance</b> with costs of travel, accommodation and registration fees</li> <li>• <b>Activities:</b> professional exchanges as well as courses, seminars, workshops, symposia, related museum studies programs not leading to an academic degree, specialized conferences</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Assistance</b> with costs of travel, accommodation and registration fees</li> <li>• <b>Activities:</b> national and provincial museum conferences</li> </ul>
<b>ELIGIBILITY</b>	<ul style="list-style-type: none"> <li>• <b>Applicants:</b> employed by public, non-profit museum, related institution/ organization</li> <li>• <b>Required experience:</b> <ul style="list-style-type: none"> <li>☞ Full-time</li> <li>☞ Part-time: at least 1 year</li> <li>☞ Volunteers: at least 1 year</li> </ul> </li> <li>• <b>Event duration:</b> at least 1 full day</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Applicants:</b> full-time professionals employed by public, non-profit museum, related institution/ organization</li> <li>• <b>Required experience:</b> at least 5 years accumulated/consecutive museum experience</li> <li>• <b>Event duration:</b> at least 3 days</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Applicants:</b> <ul style="list-style-type: none"> <li>☞ Employed by public, non-profit museum, related institution/ organization</li> <li>☞ Students registered full-time in museum studies or related program</li> </ul> </li> <li>• <b>Required experience:</b> <ul style="list-style-type: none"> <li>☞ Full-time: minimum 1 year</li> <li>☞ Part-time: minimum 2 years</li> <li>☞ Volunteers: at least 2 years</li> <li>☞ Full-time students for at least 2 years</li> </ul> </li> <li>• <b>Event duration:</b> at least 2 days</li> </ul>
<b>VALUE</b>	<ul style="list-style-type: none"> <li>• Up to \$500 per event</li> <li>• Up to \$700 if remote areas</li> </ul>	Matches 50% of total eligible expenses up to a maximum of \$1,500	<ul style="list-style-type: none"> <li>• Up to \$600 per event</li> <li>• Up to \$800 if remote areas</li> </ul>
<b>ELIGIBLE EXPENSES</b>	<ul style="list-style-type: none"> <li>• Travel expenses, accommodation, per diem, and registration fee <b>(Rate:</b> according to Treasury Board Secretariat policies)</li> </ul>	<ul style="list-style-type: none"> <li>• Travel expenses, accommodation, per diem, and registration fee <b>(Rate:</b> according to Treasury Board Secretariat policies)</li> </ul>	<ul style="list-style-type: none"> <li>• Travel expenses, accommodation, per diem, and registration fee <b>(Rate:</b> according to Treasury Board Secretariat policies)</li> </ul> <p><i>* Please note that only travel expenses can be claimed in a Conference bursary application for participation to any CMA conferences activity.</i></p>
<b>FREQUENCY</b>	1 bursary per individual in any 12 month period	1 bursary per individual in any 12 month period	1 bursary per individual in any 24 month period (for museum related annual conferences)
<b>LOCATION</b>	Canada	Canada and internationally	Canada
<b>APPLICATION SUPPORTING MATERIALS</b>	<ul style="list-style-type: none"> <li>• Completed application form</li> <li>• Detailed program agenda</li> <li>• Learning objectives</li> <li>• Employer/institution letter of support</li> <li>• <i>Résumé For volunteers, include a statement of volunteer work, with description of work, dates and location(s)</i></li> <li>• Job description</li> </ul>	<ul style="list-style-type: none"> <li>• Completed application form</li> <li>• Detailed program agenda</li> <li>• Learning objectives</li> <li>• Employer/institution letter of support</li> <li>• Résumé</li> <li>• Job description</li> <li>• Work plan for those individuals seeking funding for professional exchange</li> </ul>	<ul style="list-style-type: none"> <li>• Completed application form</li> <li>• Detailed program agenda</li> <li>• Learning objectives</li> <li>• Employer/institution letter of support <b>or</b> copy of letter of acceptance for students</li> <li>• <i>Résumé For volunteers, include a statement of volunteer work, with description of work, dates and location(s)</i></li> <li>• Job description</li> </ul>

## NEW BURSARY PROGRAM AT A GLANCE (page 2)

	Emerging Professional Development Bursary	Mid-Career Professional Development Bursary	Conference Professional Development Bursary
CLAIM SUPPORTING MATERIALS	<ul style="list-style-type: none"> <li>• Completed claim form</li> <li>• Original receipts</li> <li>• Proof of attendance</li> <li>• Evaluation questionnaire</li> <li>• 500 to 1000 word narrative report</li> </ul>	<ul style="list-style-type: none"> <li>• Completed claim form</li> <li>• Original receipts</li> <li>• Proof of attendance</li> <li>• Evaluation questionnaire</li> <li>• 1500 word narrative report</li> </ul>	<ul style="list-style-type: none"> <li>• Completed claim form</li> <li>• Original receipts</li> <li>• Proof of attendance</li> <li>• Evaluation questionnaire</li> <li>• 500 to 1000 word narrative report</li> </ul>
APPLICATION DEADLINE	The bursary application including the required supporting material must be submitted at least <b>4 weeks prior</b> to the beginning of the learning activity.	The bursary application including the required supporting material must be submitted at least <b>4 weeks prior</b> to the beginning of the learning activity.	The bursary application including the required supporting material must be submitted at least <b>4 weeks prior</b> to the beginning of the learning activity.
CLAIM DEADLINE	The bursary must be claimed no later than <b>30 days</b> after completion of the learning activity upon submission of the claim supporting materials.	The bursary must be claimed no later than <b>30 days</b> after completion of the learning activity upon submission of the claim supporting materials.	The bursary must be claimed no later than <b>30 days</b> after completion of the learning activity upon submission of the claim supporting materials.
OTHER REQUIREMENTS		Applicant's commitment to share learning knowledge and experience as conference speaker or by writing article in Muse	Applicant's commitment to share learning knowledge and experience



Canadian Museums Association  
The Bursary Program



Canadian  
Heritage

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