



Application Form

Confidential when completed.

Check off the type of bursary for which you are applying

- Conference Emerging Professional Mid-career Professional

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
Database status
Email approval with claim form
Contact I.D.
Grant I.D.



Bursary Program - Budget Form

All item rates are as set out by the Canada Revenue Agency, Directive on Travel.

Item	Detailed costs	Amount requested* (refer to grid below)
Travel (must be by most economical means available)	_____	_____
Mileage	_____	_____
Accommodation Guideline		
Hotel	_____	_____
Private Home	_____	_____
Per Diem Expenses		
Breakfast	_____	_____
Lunch	_____	_____
Dinner	_____	_____
Registration Fees		
_____	_____	_____
Resource 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.



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.



Bursary Program

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 program has been made possible by the Government of Canada.

Completed applications should be sent to:

Bursary Program
Canadian Museums Association
1203 - 130 Albert Street
Ottawa, ON K1P 5G4

Tel.: 613-567-0099 x222
Email: bursaries@museums.ca
Website: www.museums.ca