



# Newfoundland and Labrador Arts Council

## Labrador Cultural Travel Fund

### Purpose:

The Labrador Cultural Travel Fund (LCTF) provides travel assistance to:

- Residents of Labrador to participate in arts and heritage activities on the island portion of the province
- Labrador organizations to bring in resource people from the island for seminars, workshops or similar events

### Eligibility:

- Residents of Labrador (minimum of twelve consecutive months at the time of application)
- Individuals and groups (including adults and/or children "qxgt 'j g'ci g'qh'34)
- Labrador-based arts and heritage organizations

If you have any concerns regarding eligibility, please contact the Labrador Cultural Outreach Officer before submitting an application.

### Eligible activities:

- Participating in arts festivals or competitions
- Attending arts or heritage fairs or workshops
- Receiving or being nominated for significant cultural awards
- Participating in major arts performances or heritage presentations
- Participating in major arts or heritage conferences
- Organizations bringing in resource people for seminars, workshops or similar events

### Ineligible activities:

Projects funded for *travel* through any other NLAC program are not eligible to apply to the LCTF.

### Program funding:

The LCTF operates on a six-month cycle with \$50,000 available to be awarded per grant cycle.

### Maximum grant and eligible costs:

The LCTF will cover up to 90% of the total travel

costs to a maximum of:

- \$1500 per individual applicant
- \$5000 per group (at least four individuals)

Eligible costs include: return airfare, bus tickets, local transportation, hotel/accommodations and per diems. Only **one** travel grant can be awarded to an applicant within a 12-month period.

### Program Guidelines:

- Applications are accepted on an ongoing basis until funds are depleted for a given granting session.
- Retroactive applications cannot be considered.
- It is recommended that applications be submitted at least two weeks prior to departure.
- Applications **must** include: a completed application form; a detailed description of the activity; complete budget of all revenues and expenses; up-to-date resume(s) of key participants.
- Optional attachments: relevant support material

### Assessment:

Applications are evaluated by a peer assessment committee made up of two NLAC members. Applicants are normally informed of decisions within 14 days of submitting a complete application.

### Final report:

A final report is required within three months of the project end date. Late final reports will restrict eligibility for future NLAC funding. A final report form is available from the NLAC offices or website.

### For more information contact:

Donna Roberts, Labrador Cultural Outreach Officer  
Newfoundland and Labrador Arts Council  
Grl' cdg'j 'I qwf lg'Dwrf lpi  
141 Hamilton River Road  
P.O. Box 2243, Station B  
Happy Valley-Goose Bay, NL, A0P 1E0  
Phone: (709) 896-9565  
Toll Free: 1 (888) 896-9565 (NL only)  
Fax: (709) 896-9564  
www.nlac.nf.ca  
droberts@nf.aibn.com



# Newfoundland and Labrador Arts Council

## Labrador Cultural Travel Fund Grant Application Form

*You cannot save data typed into this form. Application forms cannot be submitted electronically. Please print and sign the completed form and submit it in hard copy. Only fully completed applications will be processed.*

**NOTE:** If your application is successful, the **cheque** will be **made payable** to the **INDIVIDUAL, GROUP or ORGANIZATION** listed below

for office use only - FILE NUMBER:

NAME (individual or group):

MAILING ADDRESS:

CITY:

POSTAL CODE:

PHONE: (H)

(W)

FAX:

E-MAIL:

WEBSITE:

CONTACT PERSON (if different than above):

TRAVELING TO:

REASON FOR EVENT AND TRAVEL:

DATE OF DEPARTURE:

DATE OF RETURN:

Applicants must include the following attachments:

Detailed description of the activity

A complete budget stating all revenues and expenses

Updated resume

"

Or relevant support material

\*\*\*\*\*Relevant support material

**BUDGET INFORMATION:**

Give specifics and amounts for each applicable category. A more detailed budget may be attached.

- a) Travel (flight, mileage, bus, taxi, etc.) a) \$
- b) Accommodations b) \$
- c) Per Diems (Max \$40/day) c) \$
- d) Other (specify) d) \$

**Budget Summary:**

- e) **Total Expenses** e) \$
- f) **Total Income** At least 10% of total income must be confirmed from sources **other** than the NLAC. f) \$
- g) **Total Amount Requested** from the NLAC (e ÷ f = g) Applicants may request up to \$1500 per individual and \$5000 per group (at least four individuals.) The program will cover up to 90% of the total travel costs. g) \$ =====

**DECLARATION**

By the following signature the applicant declares that:

- All statements made in this application are true.
- Any funds awarded will be used solely for the purposes stated therein, otherwise the monies will be returned to the Newfoundland and Labrador Arts Council.
- Any publicity or promotional materials related to the work shall acknowledge the assistance of the Newfoundland and Labrador Arts Council and include the NLAC logo.
- I have been authorized by the board/membership of the applying group/organization to sign this proposal on their behalf.
- I accept the conditions of the LCTF and will accept the decision of the peer assessment committee.
- I have submitted all final reports for previous NLAC grants to this applicant. I understand that any funding awarded for this project will not be released until all final reports have been submitted.

(Signature)

(Date)