



Application Deadline: May 10, 2024
Professional Development Grant Program Guidelines

MISSION of the BCECM

Established at Memorial University of Newfoundland through a generous benefaction, the Bruneau Centre for Excellence in Choral Music (BCECM) promotes research and community projects that seek to understand, encourage and enhance the powerful impact that choral singing can have on individuals and communities. The resources of the Centre assist in the realization of projects that have the potential to stimulate excellence in community music-making at local levels both across the province of Newfoundland and Labrador and on national and international levels. It is understood that, in accordance with the wishes of Drs. Angus and Jean Bruneau, funds may be disbursed in support of research and scholarship inside and outside the university community. Administrative support for this competition is provided through the School of Music.

Purpose:

In addition to the annual BCECM project grant competition, the BCECM Professional Development Fund is available to students and choral musicians, particularly those working with community-based singing groups, who are invited to take part in activities that will enhance their choral skills, such as presentations or study/training. The BCECM will accept applications for professional development activities up to \$1500.

Application deadline: There are two application deadlines per year: May 10, 2024 and October 11, 2024.

Program funding: The BCECM will allocate \$10,000 annually to this fund.

Adjudication Process:

The Board of Directors of BCECM evaluates applications for professional development grants. Applicants are normally informed of decisions within 30 days of submitting a completed application.

Applications will be adjudicated according to the following selection criteria:

- relevance of the proposed professional development activity to the Centre's mission;
- merit of the proposal, based on potential contribution to choral music;
- consideration of [equitable project design \[pdf\]](#).
- clarity of presentation and appropriateness and justification of the timeline and budget;
- expertise and experience;
- for professional development in excess of \$1500, applicants should demonstrate support from other sources

Who may apply?

- Applicant must be a resident of Newfoundland and Labrador or a registered student at a post-secondary institution in Newfoundland and Labrador;
- Priority consideration will be given to first-time applicants and students.

What kind of expenses are allowed?

- Applications must be received in advance of the proposed activity.
- Eligible costs include travel (return airfare, bus or train tickets, local transportation), accommodation, and registration fee. Online programs are also welcomed. *Per diems are not covered by this program.*
- Restrictions to eligible expenses: best economy rates for flights and hotels. All applications must comply with the University's travel policy:
<https://www.mun.ca/policy/browse/policies/view.php?policy=317>.
- Should the scope, budget, or timeline of your original proposal change, please submit a written request for deviation to the Board no less than 3 weeks in advance of the proposed activity.
- In the unusual case that a specific timeline for the use of funds is not available, note that the funds must be used within one year of the date of the award notification.

How do I apply?

1. Complete the application form (see page 3).
2. Attach a project description indicating how your proposed activity/project is related to the Centre's mission and your program of study or professional or community work, and how your participation in the proposed activity will benefit the group singing community in our province.
3. Complete the Full Project Budget (see page 4).
4. Attach a résumé of qualifications and experience (max. 2 pages).
5. Include any supporting documentation on the professional development opportunity (e.g. notice of invitation or acceptance for a program of study or conference).

How will the funds be given out?

The funds will be issued by reimbursement upon completion of the project and delivery of eligible receipts and a final report, including a statement of expenses. The final report must be filed within thirty (30) days of the project's completion. Failure to do so will void the current application and make the applicant ineligible for future funding. Please note that reimbursements will be made only to the applicant/grant holder, not a third party.

Reporting Requirements:

1. Fill out the final reporting form within 30 days of the completion of the project. Attach a separate page describing the completed professional development activity, any changes to your original proposal (i.e., dates, funding sources, program), and a short statement about what you learned.
2. Complete a Statement of Expenses. You must provide a statement of expenses to be covered by the grant using the Final Report Form.
3. Include all original, itemized receipts for eligible expenses and official travel itinerary with your final report, including original boarding passes.
4. Send your completed report, itemized receipts, boarding passes, and official itinerary to:
Ms. Maureen Houston, BCECM Secretary, School of Music, Memorial University of Newfoundland
St. John's NL A1C 5S7

Enquiries can be directed to choralcentre@mun.ca.

Applicant Information

Name _____

Address _____

City _____ Prov _____ Postal Code _____

Phone # _____ Email _____

Are you a first time applicant to a BCECM funding program? _____

Summary of Proposed Activity

Title _____

Location _____

Your role _____

Start date _____ End date _____

Brief description of the activity

Application Submission Checklist:

- Complete application form
- Project description (max. 2 pages single spaced)
- Complete Full Project Budget (see page 4)
- Résumé of qualifications and experience (max. 2 pages)
- Supporting materials (optional)

Applications and enquiries can be directed to:

choralcentre@mun.ca | 709-864-7487

Full Project Budget

Registration or other fees (please specify)

\$ _____

Other expenses

\$ _____

Total Expenses \$ _____

Please indicate if you will receive or have applied for funding from other sources for the project:

Agency/Sponsor _____ Amount: _____ Is this funding confirmed? _____

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Will you receive any revenue from this activity (artist fee, subsidy, etc.)? If yes, please specify:

Amount requested from BCECM \$ _____