



Film Training Manitoba
100-62 Albert St., Winnipeg, MB, R3B 1E9
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CREW COURSE AND TRAVEL FUND APPLICATION FORM

*PLEASE PRINT YOUR INFORMATION

APPLICANT INFORMATION:

Name:		
Address:		
Phone: Home/Office:	Cell:	
Email:	Fax:	
Have you been a resident of Manitoba for the past 12 months?	YES	NO
Current position in the film industry:		

Please include the following with the completed Application Form:

- Applicant's project proposal – 1 to 2 pages in length; outlining the proposed course of study, including its relevance to the applicant's career. Please provide information about the course including information on the institution and instructor(s) offering the course.
- A completed Budget Form – see attached.
- Applicant's resume – including work history, as well as any relevant education and training.
- Any supporting materials – including letters of reference, letters of invitation or acceptance, information about the proposed professional development opportunity, such as the workshop or course description and/or information on the organization providing the training and/or instructor's resume or bio.

PROFESSIONAL DEVELOPMENT INFORMATION:

Name of professional development opportunity:
Organization/ Facility/ Individual offering the training:
Date of professional development opportunity (from start to finish):
Location:
Website or contact details:

All application forms and supporting documents are confidential and shall only be used for the purposes of assessing the applicant's request for funding.

I acknowledge that the Crew Course and Travel Fund administrators and jury may request additional application materials in order to complete the review of the application and I agree to provide any additional requested documentation in a timely manner.

I acknowledge that should I be successful in my application to the Crew Course and Travel Fund I will be required to submit an evaluation form and budget summary form. I acknowledge that my final written report may be used by Film Training Manitoba for reporting or marketing purposes.

I acknowledge that should I be successful in applying to the Crew Course and Travel Fund this application form will constitute a letter of agreement, and as such Film Training Manitoba reserves the right to terminate this agreement if the terms listed in this application are not being met.

I hereby certify that the above information is true and accurate to the best of my knowledge and hereby authorize the fund administrators to contact sources necessary to verify the contents of this application and supporting documents.

I am now, and have been, a Manitoba resident for the past 365 days.

Signature of Applicant

Print Name

Date

CREW COURSE AND TRAVEL FUND BUDGET PROJECTION FORM

Applicant: _____

Eligible Items for professional development within Manitoba	Amount
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Workshop/ Course/ Registration fees	\$ _____
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Eligible expenses for professional development outside Manitoba	Amount
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Per Diem - UP TO \$50.00 per day x _____ days	\$ _____
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Accommodations – UP TO \$150.00 per night x _____ nights	\$ _____
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Airfare – Advanced booked economy airfare	\$ _____
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Rental vehicle & fuel costs	\$ _____
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Total Estimated Eligible Expenses (Please use Canadian funds In all calculations)	\$ _____
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Revenues	Amount
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Funding from other sources* Source (s)	\$ _____
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Participant Contribution (estimated) (Minimum 20% of total eligible expenses-where not covered by funding from other sources)	\$ _____
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Amount requested from the Crew Course and Travel Fund (Maximum 80% of total eligible expenses to a maximum of \$1,000.00)	\$ _____
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Total Revenues (Please use Canadian funds In all calculations)	\$ _____
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- Note:
1. All amounts must be calculated in Canadian Dollars and without GST and PST.
 2. Copies of all receipts must be provided for expenses and included in your final cost report.
 3. Ineligible costs include:
 - Professional development opportunities that have already been completed at the time of application.
 - Courses taken as part of a full-time university degree program.
 - Workshops or courses offered by FTM.
 - GST and PST on any eligible expenses.

* Funding from other sources may include Federal, Provincial &/or Municipal contributions including: Manitoba Arts Council, Canada Council, Winnipeg Arts Council, and all other government sources. Related Unions or Guilds including IASTE Local 865, IATSE Local 669 or the Director's Guild of Canada may also provide funding assistance.