

## Applying for a CMA Travel Bursary

AMM members who take a 1 or 2 day workshop or seminar with the Association of Manitoba Museums may be eligible for a Canadian Museums Association (CMA) Travel Bursary

### Procedure

- Obtain a CMA Bursary form from the AMM office or online at [www.museumsmanitoba.com](http://www.museumsmanitoba.com). Click on Applying for a CMA Travel Grant on the sidebar and follow the links.
- Fill out application form (page 9-12 in booklet, also available on the AMM website. Estimate the mileage if driving.)
- Get a letter of support from your institution/employer
- Send application and letter of support to:  
Monique Brandt  
Association of Manitoba Museums  
1040 – 555 Main Street  
Winnipeg MB R3B 1C3  
FAX: (204) 942-3749
- The AMM will send you a letter saying if you are approved or not, and will include a Bursary Program Claim Form to be filled out.
- After the course/workshop/seminar is finished send to the AMM office:
  - The completed and signed Bursary Program Claim Form with exact mileage
  - Proof of Attendance (copy of List of Participants is acceptable)
  - Detailed Program Agenda (copy is acceptable)
  - Receipt for payment of the course (copy is acceptable)

### Things to Note

- An individual is allowed a maximum of two claims per year.
- Only one person per institution per event is allowed to claim
- Maximum of five claims per event is allowed.
- Maximum of \$400 per claim
- Please pay attention to the eligibility criteria on pages 5 and 8 of booklet.