

The Bernice Adams Memorial Bursary Program

PURPOSE: To provide assistance to deserving and qualified individuals to assist in their further development in the fields of:

- I. Visual Arts
- II. Performing Arts
- III. Music
- IV. Communications/Literary Arts

The Cultural Awards committee

Following the untimely death of former City Counselor Bernice Adams in 1980, the "Bernice Adams Memorial Fund" was initiated to recognize her contributions to the community.

The City of Cambridge City Council appoints nine citizens as Trustees of the Bernice Adams Memorial Fund. This volunteer Committee meets on a monthly basis administering the distribution of the funds through bursaries and Cambridge Secondary School scholarships. Funds disbursed are derived from the interest earned from the Memorial Trust Fund and from committee fundraising initiatives such as the silent auction and ticket sales at the Memorial Awards gala, corporate sponsorships, and donations from the private sector.

The Committee administers the distribution of awards and expenses of the Bernice Adams Memorial Fund to deserving, qualified persons to assist in furthering their development in the fields of arts and culture.

The committee is also responsible for the Annual Bernice Adams Memorial Awards Night at which members of the community are recognized for their outstanding contributions to the artistic and cultural life of Cambridge.

Contributions to the Memorial Trust Fund or the Annual Awards Night are gratefully appreciated. If you are interested in supporting the development of Arts and Culture in the Cambridge community through this program, contact the Accounting Coordinator for the City of Cambridge at (519) 740-4685.

Bursary application deadlines are March 1st and October 1st.

Bernice Adams Memorial Bursary Program

Information Package

Please refer to the following guidelines when completing the Bernice Adams Memorial Fund Bursary Application.

General information

The purpose of the Bursary program is to provide assistance to deserving and qualified individuals in Cambridge to assist in their further development in the fields of visual arts, performing arts, music, and communications/literary arts.

SECTION A- APPLICATANT

PRINT CLEARLY the name of the individual, or the name of a contact person representing the group, that is requesting the bursary. Please be sure to provide complete information.

SECTION B – PREVIOUS APPLICANT

Due to the number of applicants and the Committee's wish to be fair and offer assistance to as many candidates as possible, it is unlikely that applicants will receive bursaries in more than two successive years.

Section C - CATEGORY OF APPLICATION

Trustees include in their scope of consideration, activities from the fields of Communication, Literary Arts, Music, Performing Arts and Visual Arts. The committee may recognize a special achievement on the part of individuals or groups.

Check () the category you believe best describes the programme/project for which you are requesting financial assistance.

Categories

Communications/Literary Arts: Refers to the use of the written word or spoken word in prose or verse (author, poet, playwright, critic), or visual presentation in one of the many vehicles of communications: radio, television, newspaper, or other printed work.

Music: Refers to instrumental and vocal. Included under this heading are songwriters, musicians, singers, technicians, etc.

Performing Arts: Refers to plays, musicals, dance or film. Included under this heading are the directors, producers, performers, technicians, etc.

Visual Arts: Refers to art appreciation, drawing, painting, printmaking, fine crafts (such as clay, glass, textile, leather, etc.), sculpture, puppetry, photography, graphic arts, etc.

Section D - RESIDENCE CRITERIA

Check (☐) one or more applicable statements on the Bursary form. You must fit at least one of these statements to be eligible for a bursary.

Applicants must comply with at least one of the following residence criteria below. Assistance is provided to individuals who, for a minimum of three (3) consecutive years prior to their bursary application have been:

- A resident of the City of Cambridge, or employed in the City of Cambridge
- An associated member, or student of a relevant group or school in the City of Cambridge

The recognition is provided to groups or organizations, which provide services to Cambridge residents and have been established in Cambridge for a minimum of three years prior to the recognition night

SECTION E- BURSARY DESCRIPTION

Bursary recipients are selected based on the information provided on their bursary application. Therefore, it is important to provide as complete a profile as possible. Supporting documentation is welcome.

SECTION F –PURPOSE OF BURSARY REQUEST

At the discretion of the Trustees, the financial assistance would be provided to a qualified individual to further the development of the individual's talent, or to represent the City of Cambridge in an out of town cultural activity.

Check (☐) one or more applicable statements on the Bursary form. Each area must be related to the program/project for which assistance is being applied.

Training/Education:

Refers to post-secondary education by full or part-time registration, lessons, courses, and training programs; acceptable expenses include fees, resources such as books, special equipment, and other learning materials.

Workshop/Seminar

Refers to attendance at a presentation or participation in workshops; acceptable expenses include fees, resources such as manuals and other learning materials.

1st Exhibition

Refers to an artist's first professionally recorded work; acceptable expenses include blank tapes and fees for the studio, performers, etc.

Resources

Refers to reference material; acceptable expenses include books, music, educational video tapes, etc.

Competition

Refers to registering and participating in a formal competition or judging providing an opportunity for critique of one's work; acceptable expenses include fees, travel, and costume.

Other

The 'Other' section is offered to the applicant to use if their purpose does not fit those listed. Whether the 'other' item is an acceptable expense will be at the discretion of the Trustees.

Travel

Refers to the distance the person will be travelling from the Cambridge community. Acceptable expenses include car mileage at .27¢/km, airfare, bus fare and boat fare.

Materials

Refers to items required specifically for the cultural activity where the individual is representing the City of Cambridge; acceptable expenses include costumes, music, and scripts.

Fees

Refers to the cost of registration for the specific cultural activity where the individual is representing the City of Cambridge.

SECTION G – BURSARY EXPENSES

Please use the space provided on the application form. Successful applicants are required to complete and submit a "Post Award Information Form" outlining the expense summary related to the spending of their bursary. This form will be issued with the bursary cheque and submission of the completed form is a condition of funding. Failure to return the Post Award Information Form may result in future requests being denied.

It is intended that the amount requested by any applicant will not exceed ten percent (10%) of the annual interest incurred on the capital of the fund. The alteration of this amount is at the discretion the Trustees.

SECTION H – REFERENCES

Please attach a reference letter and personal profile or resume along with your Bursary application.

SELECTION PROCESS

Bursaries given to individuals representing the City in a cultural activity as part of a larger group shall be issued to the organization directly in the applicant's name.

The Trustees decisions regarding fund disbursements are final.

BURSARY SUBMISSION DEADLINE

Bursary application deadlines are March 1st and October 1st of each year. All applicants will receive reply by written letter or by email to the status of their application no later than one month after the Bursary deadline. The final decision by the Trustees will be posted by a written letter.



CITY OF CAMBRIDGE CULTURAL AWARDS BURSARY APPLICATION FORM

(See the above guidelines for assistance in completing this application)

Section A - APPLICANT

Name of applicant: _____ or Name of
Group: (if applicable) _____

Address: _____

City: _____ Postal Code: _____

Daytime phone: _____ evening phone: _____

Email: _____

Section B - PREVIOUS APPLICANT

If you have previously received a bursary from the Bernice Adams Memorial Funds,
please indicate the date and amount received:

Date: _____ Amount: _____

Section C - CATEGORY OF APPLICATION

Place check () the most appropriate category:

- Communications/Literary Arts
- Music
- Performing Arts
- Visual Arts

Section D - RESIDENCE CRITERIA

Please check () the most appropriate statement(s):

- I have been a resident of Cambridge for a minimum of three (3) consecutive years prior to this application.

I have been employed in Cambridge for a minimum of three (3) consecutive years prior to this application through the following employers:

I am currently an associated member or student of a relevant group or school in Cambridge and have been for a minimum of three (3) consecutive years prior to this application:

Name of Group or School: _____

Address: _____

City: _____ Postal Code: _____

Contact Person: _____ Phone: _____

Email: _____

Section E – BURSARY DESCRIPTION (use additional paper if necessary)

- i. Provide a brief description of the program/project for which you are requesting assistance including relevant dates, locations and participation level.

- ii. How will this program/project further develop your affiliated organization or your talent/skills as an artist?

- iii. How will the Bernice Adams Memorial Fund receive recognition?

Section F – PURPOSE OF BURSARY REQUEST

Place check the (☐) the appropriate statement(s):

I am requesting financial assistance to off-set the following expenses related to the further development of my talent/skills as an artist:

- Training/Education, 1st Recording, 1st Exhibition, Resources,
- Workshop/Seminar, Competition, Other: _____

I am requesting financial assistance as a representative of the Cambridge community in a cultural activity to off-set the following expenses:

- Travel, Materials, Fees, Other: _____

Section G – EXPENSES

List all of the expenses related to the program/project

\$ _____

\$ _____

\$ _____

\$ _____

\$ _____

\$ _____

\$ _____

Total: \$ _____

Amount of the Request = \$ _____

Section H - REFERENCES

Please provide:

- a personal reference letter from someone who is familiar with and qualified to comment on your work, and
- a written personal profile or resume focusing on your arts/culture experience.

I understand that the Bernice Adams Memorial Awards Committee may publicize my name and photograph in the promotion of the Memorial fund.

Date: _____ Signature: _____

OFFICE USE ONLY

Date application received: _____

Trustee Decision: Decline__ Accept__ Approved Amount \$ _____ Date of Approval: _____

Reason for Decline:

NOTES: