

In fulfilling its mandate, the Manitoba Arts Council (MAC) supports the professional arts of demonstrated or potential artistic excellence for individuals, groups, and organizations.

## Equity and Access

The Manitoba Arts Council is committed to the principle of equitable access to the arts for all Manitobans. Artists and arts organizations may face a range of barriers to access; for example, cultural, geographic, physical, or socio-economic. MAC endeavours to provide reasonable and responsive accommodation to help reduce these barriers. Please contact the program consultant if you require accommodation measures.

Equity policy: [www.artscouncil.mb.ca/about/council-policy/](http://www.artscouncil.mb.ca/about/council-policy/)

MAC accepts applications in either English or French. See our website for general and program-specific guidelines in French – [www.artscouncil.mb.ca/fr/accueil/](http://www.artscouncil.mb.ca/fr/accueil/). **Use these general guidelines in conjunction with program-specific guidelines.**

## Eligibility

**Individuals / Groups / Collectives / Ensembles** must be:

- professional artists
- Canadian citizens or permanent residents of Canada
- residents of Manitoba

**Please note:** Full-time students are eligible for Student Bursary program funding only.

**Organizations** must be:

- professional arts organizations
- incorporated in Manitoba
- based in Manitoba
- operating as a not-for-profit

## Exceptions

Community organizations whose primary purpose is other than artistic are eligible to apply for:

- Community Connections and Access
- Artist in the Community Residency

Music organizations both within and outside Manitoba that are commissioning works by Manitoban composers are eligible to apply for the Commission and Development grant for Composers.

Publishers do not have to be incorporated as a not-for-profit organization or have a board of directors or advisory body.

Schools are eligible to apply for:

- Artists in the Schools Residencies Program
- ArtSmarts programs

## Terminology

### Manitoba residents

Residency in Manitoba is verified with documentation such as a Manitoba Health registration card, a Manitoba driver's licence, or evidence of income taxes paid in the previous year as a Manitoba resident.

Applicants must have lived in Manitoba for at least one full year immediately preceding application to the Manitoba Arts Council.

Applicants who live in Manitoba may be absent from the province for a period of up to one year if:

- the absence is temporary (due to an artistic or educational opportunity)
- they do not apply for support from the jurisdiction of their temporary residence.

Documentation is not required as part of the application but must be available upon request.

### Professional artists

- have specialized training in at least one art form
- are recognized by their peers as professional artists
- can commit a significant amount of time to their artistic practice
- have a history of professional public presentation or publication

### Professional arts organizations

- support, present, or produce the works of professional artists
- are led by qualified professional personnel
- are governed by a board of directors or an advisory body responsible for the organization
- pay professional fees to artists
- have been active in the province for at least one year prior to applying

For other terminology, see: [www.artscouncil.mb.ca/apply-for-a-grant/glossary-of-terms/](http://www.artscouncil.mb.ca/apply-for-a-grant/glossary-of-terms/).

## Applications

Contact a program consultant to determine your eligibility and to ensure that you are applying to the appropriate program.

Use the application forms provided for the programs to which you are applying. Altering forms will void the application. If you have difficulty or questions, contact the consultant.

Unsuccessful applicants may submit their project for a subsequent deadline. Generally, applicants may hold only one Manitoba Arts Council grant at a time.

### Exceptions

If you cannot report on a previous grant before the next deadline, contact the program consultant.

Grants in the following programs may be held concurrently with creation/production grants in any discipline:

- Residency programs
- Travel and Professional Development
- Touring
- Artists in the Schools
- Management and Governance

## Costs

In programs where living costs and travel expenses apply:

- Current per diem rate: \$40.00
- Current ground transportation rate: 40 cents/km
- Living allowance rate: \$2,000 per month or as per program-specific guidelines.

## Ineligible costs

Project costs incurred prior to the award notification (six to twelve weeks after the program deadline date, depending on the program).

## Preparing your application

Guidelines and programs are subject to revision. Ensure you have the most recent forms by visiting our website at: [www.artscouncil.mb.ca](http://www.artscouncil.mb.ca).

Your application will be registered under the individual, group, or organization name indicated on the registration form.

If you are applying both as an individual and on behalf of an organization, you will need two distinct email addresses. All correspondence (grant notifications and funding agreements) will be sent to the email address indicated on the application registration form.

## Confidentiality

Information provided by the applicant on the registration form, including contact information, will be entered in the Manitoba Arts Council's database as the most current information. MAC is subject to the [Freedom of Information and Protection of Privacy Act](#), and this information is protected under that Act.

The contents of applications to MAC are confidential and the names of unsuccessful applicants are not released.

## Submitting your application

The application and support material must be submitted together and received or postmarked on or before the deadline. The application deadline moves to the next business day if it falls on a weekend or a statutory holiday.

**Note:** Hard copies of applications and funding agreements must be dropped off or sent by mail. The Manitoba Arts Council **does not** accept faxed or emailed applications and funding agreements.

**Applications must be signed.**

### **Manitoba Arts Council**

525-93 Lombard Avenue  
Winnipeg, Manitoba R3B 3B1

### **Office Hours**

8:30 am to 4:30 pm, Monday to Friday. Closed for lunch (12:30 pm to 1:30 pm). The main building doors are open from 7 am to 6 pm, Monday to Friday. There is a 5th floor hallway drop-box for delivery of materials outside of business hours.

Submission of a complete application that has sufficient information and is clear and concise is the responsibility of the applicant. Applications will be scanned in black and white in the same order as received.

### **Formatting guidelines**

- print in black on 8 ½ x 11 white paper, single sided
- submit reviews on 8 ½ x 11 paper, portrait format
- your application should be in the same order as the documents are listed on each program application checklist
- number the back of the pages
- do not hole punch, bind, or staple the application
- submit one copy of the application

All applicants will receive an email acknowledgement that their application has been received. Please contact the program consultant if you do not receive acknowledgement within two weeks of submitting your application.

### **Support Material**

The support material you submit is an important part of your application. It is shared with peer assessors, and will have a significant impact on the assessment of your application as a whole. It should relate to your proposal and demonstrate your ability to complete your project. Support material is specific to programs, and you must comply with the requirements for the program to which you are applying.

### **General Information**

Audio visual support material should not exceed a total of 10 minutes. Assessors will not consider material that exceeds the specified limits. Please contact the consultant for the program if you have any questions.

- Files must be PC compatible format or they will not be accepted
- File size must not exceed 100MB per file
- Files submitted on CD or DVD must be data files in the accepted format
- File names must not exceed 60 characters
- File names must not contain the following:  
Tilde (~) Number sign (#) Percent (%) Plus sign (+) Ampersand (&) Asterisk (\*) Braces { } Backslash (\)  
Colon (:) Angle brackets (< >) Question mark (?) Slash (/) Pipe (|) Quotation mark (")
- Video uploaded to VIMEO (vimeo.com)
  - set as private password protected and downloadable video
  - include the link with the password in your application

Ensure that electronic files are working before you submit your application.

Support material other than photocopies will be returned after your application has been assessed, if requested.

Do not submit originals. The Manitoba Arts Council is not responsible for material that is lost or damaged.

## These materials are not accepted

- CMYK colour mode files
- support material embedded in documents (Word, PDF, PowerPoint, etcetera)
- compressed files (WinZip, Stuffit, etcetera)
- media cards
- RealMedia files
- material that requires third-party software, plug-ins, extensions, or other executables that need to be downloaded and installed
- material accessed on websites – only artworks that are created specifically for the Internet to take advantage of one or more of its technologies may be submitted
- personal websites or online documentation of artworks in an online gallery, portfolio, or archive

## Technical requirements

### Audio

- .mp3, m4a (192 kbps)

### Moving images

- .mp4, .mov

### Still images

- jpg files in PC file format
- 72 dpi resolution
- Recommended size: 300 x 300 pixels
- maximum size: 1024 x 768 pixels
- maximum file size: 3 MB
- RGB, sRGB or greyscale colour mode files only

### Print

Use white, single-sided, 8 ½ x 11 paper in portrait format (not landscape). Use 11 point font size. Material will be scanned in black and white and added to the peer assessor package prior to a jury or panel date.

Complete scores, books, catalogues, programs or other published promotional materials will not be included in the peer assessment package but will be provided for viewing during the peer assessment meeting.

**Please note:** Peer assessor packages for literary programs include books and catalogues.

## Labelling still images

Labeling in the following format will ensure your material is viewed in the correct sequence. Numbering should correspond with the order on your support material list.

### Still images

- number the first nine images beginning with zero
- include your initials (e.g. dg)
- include the title of the work
- include the year created

Example: 01dgTitle2009 02dgTitle2009 03dgTitle2011

## Labelling still images (continued)

### Audio visual

All works should be cued and labeled with the numbers 01, 02, 03, etcetera at the start of each title.

## Granting Process

### Assessment

In most programs, grants are assessed by independent professionals with expertise in the discipline and genre of the project in the applications.

Grants are awarded by the Manitoba Arts Council according to the recommendations of the assessors. Artistic merit is the primary criterion. Where other criteria apply, they are outlined in the specific program guidelines.

Peer Assessment handbook: [www.artscouncil.mb.ca/about/peer-assessment/](http://www.artscouncil.mb.ca/about/peer-assessment/)

### Grant recipients

Grant recipients must inform the program consultant if they are contemplating substantial changes to a project. If the project is significantly changed without approval, the Manitoba Arts Council reserves the right to rescind the grant.

The granting process is competitive and funds are limited. Submission of a request does not guarantee the applicant will be awarded all or any of the amount requested.

The Manitoba Arts Council does not provide feedback to applicants regarding awarded or declined project grant applications.

Project applicants are informed of funding decisions six to twelve weeks after the deadline date.

Names of successful applicants, assessors, and amounts awarded are made public on the Manitoba Arts Council's website.

The Manitoba Arts Council requires acknowledgement of its financial assistance on all materials relating to the activities it supports.

MAC acknowledgement and logos: [www.artscouncil.mb.ca/about/logo-standards](http://www.artscouncil.mb.ca/about/logo-standards)

## Payment

Project applicants may receive grant commitments of up to \$30,000 in a fiscal year (April 1 - March 31). Cheques will be made out to the applicant named on the registration form.

## Taxation

For taxation purposes, T4A forms will be issued to individuals for amounts received over \$500. When grants are awarded to groups or ensembles and the cheque is issued to the name of an individual, a T4A form will be issued to the named individual.

## Final Report

You must submit a final report on an outstanding project grant before a new application can be deemed eligible. It is your responsibility to submit a final report when due.

Creation/Production projects must be completed and a final report submitted within 18 months of the date on the letter of notification unless otherwise indicated in specific program guidelines.

Travel/Professional Development projects must be completed and a final report submitted within six months of the date on the letter of notification.

Unless specified on the budget template in the program guidelines, receipts for project expenses are not required with the final report but the Manitoba Arts Council reserves the right to request them.

Final Report Forms: [www.artscouncil.mb.ca/apply-for-a-grant/reporting-on-your-project/](http://www.artscouncil.mb.ca/apply-for-a-grant/reporting-on-your-project/)

## Program Consultants

### **Aboriginal Arts Programs, Community Programs, Travel and Professional Development, Juried Art Shows, Bingos**

Tracey Longbottom

[tlongbottom@artscouncil.mb.ca](mailto:tlongbottom@artscouncil.mb.ca) (204) 945-3180 or 1-866-994-2787

### **Literary Arts**

Patricia Sanders

[psanders@artscouncil.mb.ca](mailto:psanders@artscouncil.mb.ca) (204) 945-0422 or 1-866-994-2787

### **Music, Dance, Student Bursaries, Manitoba/New Brunswick/Quebec Creative Residency**

Cathleen Enns

[cenns@artscouncil.mb.ca](mailto:cenns@artscouncil.mb.ca) (204) 945-8631 or 1-866-994-2787

### **Theatre, Touring, Major Arts, Management and Governance Assistance, Deep Bay Artists' Residency, Churchill Artists' Residency, Iceland Performing Arts Residency**

Martine Friesen

[mfriesen@artscouncil.mb.ca](mailto:mfriesen@artscouncil.mb.ca) (204) 945-8630 or 1-866-994-2787

### **Visual Arts, Media Arts, Craft, Brooklyn Visual Arts Residency, Basse-Normandie Creative Residency**

Marian Butler

[mbutler@artscouncil.mb.ca](mailto:mbutler@artscouncil.mb.ca) (204) 945-0399 or 1-866-994-2787

### **Arts and Learning Manager**

Leanne Foley

[lfoley@artscouncil.mb.ca](mailto:lfoley@artscouncil.mb.ca) (204) 945-5102 or 1-866-994-2787

## Useful web links

Manitoba Arts Council: [www.artscouncil.mb.ca/](http://www.artscouncil.mb.ca/)

Program deadlines: [www.artscouncil.mb.ca/deadline-calendar/](http://www.artscouncil.mb.ca/deadline-calendar/)

Helpful hints: [www.artscouncil.mb.ca/apply-for-a-grant/helpful-hints/](http://www.artscouncil.mb.ca/apply-for-a-grant/helpful-hints/)