



## MAIL DISRUPTION PLAN

As of Monday, May 30<sup>th</sup> MAC will stop using regular mail for cheques, program applications, and funding agreements to ensure mail is not held at Canada Post for the duration of the disruption.

**CHEQUES** Cheques will be held at MAC for pickup.

**In Winnipeg:** You will require a photo ID to collect your cheque. If someone is picking up a cheque on your behalf they will need a letter of permission with your signature on it and a photo ID.

**Outside of Winnipeg:** Arrange delivery at your cost.

### PROGRAM APPLICATIONS & FUNDING AGREEMENTS

- For the duration of the disruption, applications and funding agreements may be submitted by email, fax, courier or dropped off at the MAC office.
- Delivery of all support material for applications will be the responsibility of the applicant. Please advise your program consultant of the mode of delivery.
- If you have posted an application or agreement by regular mail to MAC prior to May 30<sup>th</sup> and haven't been notified by June 14<sup>th</sup> that it has been received please call your program consultant.
- Your original document will need to be submitted once the disruption ends by either dropping it off at MAC or posting by regular mail.

### DROP OFF:

**Manitoba Arts Council**

525 – 93 Lombard Avenue  
Winnipeg, Manitoba R3B 3B1

**office hours:** 8:30 am – 4:30 pm (closed 12:30-1:30pm)

**drop off box:** outside office doors ( building hours 7:00am-6:00pm)

**EMAIL** [info@artscouncil.mb.ca](mailto:info@artscouncil.mb.ca)

**FAX** (204) 945-5925

**CONCERNS & QUESTIONS: (204) 945-2237 Toll Free (MB only): 1-866-994- 2787**