



# MANITOBA ARTS COUNCIL'S **General Guidelines**

**Manitoba Arts Council**

525-93 Lombard Avenue  
Winnipeg Manitoba R3B 3B1  
Ph: 204-945-2237  
Toll free in Manitoba:  
1-866-944-ARTS (2787)  
info@artscouncil.mb.ca  
artscouncil.mb.ca

## Table of Contents

<b>Purpose</b> .....	2
<b>Eligibility</b> .....	2
Manitoba residents.....	2
Eligible nominators (for Prizes) .....	2
<b>Grant maximums and restrictions</b> .....	3
<b>Submitting your application</b> .....	3
Alternatives to online submission .....	3
<b>Granting process</b> .....	3
Assessment.....	3
<b>Grant results</b> .....	4
<b>Payment</b> .....	4
<b>If you get a grant</b> .....	4
Reporting requirements .....	4
<b>Confidentiality</b> .....	5
<b>Equity</b> .....	5
<b>Accessibility</b> .....	5
APPENDIX I: <b>ELIGIBILITY CRITERIA</b> .....	6
APPENDIX II: <b>CULTURAL INTEGRITY</b> .....	12
APPENDIX III: <b>SUPPORT MATERIALS</b> .....	13

## Purpose

In fulfilling its mandate, the Manitoba Arts Council (MAC) champions excellence in the arts through support to professional Manitoba artists and arts organizations.

Use these general guidelines in conjunction with program-specific guidelines.

## Eligibility

Eligible applicants:

- professional artists
- arts/cultural professionals
- students of the arts
- Indigenous Knowledge Keepers
- professional arts groups
- professional not-for-profit arts organizations
- professional for-profit arts organizations (book and periodical publishers)
- professional arts service organizations
- non-artistic not-for-profit organizations (engaging professional artists)

Please reference [MAC's Glossary](#) for definitions.

See Appendix I for details on eligibility.

## Manitoba residents

All applicants must have a permanent physical address in Manitoba. Residency in Manitoba is verified with documentation such as a Manitoba Health registration card, a Manitoba driver's license, 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.

See MAC's Manitoba Residency Policy.

## Eligible nominators (for Prizes)

- individuals, groups, or organizations that have no conflict of interest with the nominee

## Grant maximums and restrictions

- Project applicants may receive MAC grants totaling up to a maximum level of \$30,000 in a year.
- Applicants can apply to all MAC programs for which they are eligible but may not submit more than one application to each program deadline (with the exception of Artists in Schools).
- Applicants may not request funds for the same project expenses in more than one program.
- Unsuccessful applicants may submit their project again at a subsequent deadline.
- Organizations receiving operating funding from the Manitoba Arts Council are not eligible to apply for project grants, with the exceptions of SHARE: Tour and SUPPORT: Strengthen.

## Submitting your application

Submission of a complete application that has sufficient information and is clear and concise is the responsibility of the applicant.

The entire application must be submitted online before 11:59 pm CST on the deadline date.

### Alternatives to online submission

Contact the office if you are unable to submit online.

## Granting process

### Assessment

The Manitoba Arts Council uses a peer assessment process to make decisions and operates at arm's-length from the Government of Manitoba. All applications are assessed by professional artists and other arts professionals. The composition of an assessment jury reflects the range of activity within the eligible applications and the diversity of the applicants applying.

The main criterion for determining awards in the majority of MAC's programs is artistic merit. Other criteria considered are impact, feasibility, project merit, educational merit and, for Artists in Schools, regional inclusion.

Assessors will receive eligible applications as submitted on the deadline date, including artistic examples and other support documents. They are then provided with an evaluation rubric. Refer to program guidelines for rubric details.

Artistic examples of previous work are an important part of most applications. They will be shared with the peer assessors and will inform their decisions.

For further information see [MAC's Peer Assessment Handbook](#).

## Grant results

Project applicants are informed of funding decisions within three months of the deadline date (two months for Travel/Professional Development). MAC will inform applicants by email that funding results are available online. Applicants must login to their profile to view their grant notification letter.

Names of successful applicants and grant amounts are made public on the Manitoba Arts Council's website, and in the Manitoba Arts Council's Annual Report. Declined applications remain confidential.

The Manitoba Arts Council must approve any 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 provides some feedback to applicants upon request regarding results.

## Payment

Payment will be made once the applicant has submitted their signed funding agreement. Individuals must enter their social insurance number at this time. Banking information will be required from all successful applicants for direct deposit.

## If you get a grant

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

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

Scholarships and prizes are tax-free awards.

## Reporting requirements

A satisfactory final report must be submitted within 18 months of an award date. Applicants with outstanding final reports will be unable to submit further applications.

For Artists in Schools, final reports must be submitted by June 1 of the school year for which the AIS grant was awarded. If a final report is not submitted by June 1, applicants will be deemed ineligible to apply for AIS funding for the next school year.

If an applicant has an award rescinded, they are ineligible to apply for further funding until a final report and/or repayment has been processed.

Receipts for project expenses are not required with the final report but the Manitoba Arts Council reserves the right to request them.

Full details on reporting requirements are outlined in the funding agreement.

## Confidentiality

Information provided by the applicant, including contact information, forms part of the Manitoba Arts Council's grants database. MAC is subject to the Freedom of Information and Protection of Privacy Act, and this information is protected under that Act.

The Manitoba Arts Council is committed to supporting artistic practices that reflect the diversity of Manitoba's population. The voluntary identification portion of an applicant's profile is entirely optional. This information will be used to monitor how well MAC grants reflect the full diversity of who we are as a province. This information will not be used in the assessment process and will not be made available to assessors.

See [MAC's Use of Personal Information](#).

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

## Equity

The Manitoba Arts Council is committed to equity and inclusion. Specific equity measures and targeted programs are in place to ensure full access and participation. See MAC's Equity policy.

MAC welcomes applications in English and French. Where an application is submitted in French, MAC will engage a bilingual assessor who is familiar with the discipline. Portions of the application will also be translated into English for use in the jury or panel process, in addition to being provided in the original language. When portions of an application are to be translated, the applicant has the option of having MAC provide the translation or of hiring a translator of their choice and being reimbursed for their expenses at a rate of \$0.27 per word. See MAC's Peer Assessment Handbook and Franco-Manitoban Policy for further information.

## Accessibility

Financial assistance may be available to applicants who are Deaf, or experience disability-related barriers.

See MAC's [Accessibility page](#).

## APPENDIX I: ELIGIBILITY CRITERIA

### Professional artist

- is a Canadian citizen or permanent resident of Canada
- is a resident of Manitoba (for at least one year)
- is 18 years of age or older
- has training in at least one art form consistent with the standards of their practice (may include mentorships, self-study, academic training, or any combination of these types of training)
- is recognized by their peers as professional artists (e.g., not students)
- commits a significant amount of time to their artistic practice
- has a history of professional public presentation, publication, or being engaged with their arts practice in a public context

### Emerging artists:

- is in the early stages of their professional career and beyond basic training
- has between one and five years of professional activity and a minimum of one professional presentation or publication for which they have been compensated as a professional artist.

### Established artist:

- is mid-career and beyond in their professional career;
- has more than five years of professional activity and a minimum of three professional presentations or publications for which they have been compensated as a professional artist.

### Can apply to the following programs:

- Create
- Share - Present
- Share - Artists in communities
- Share - Tour
- Learn - Artists in schools
- Learn - Travel/Professional Development
- Learn - Residencies
- Indigenous 360 - Create (if Indigenous)
- Indigenous 360 - Share (if Indigenous)
- Indigenous 360 - Learn (if Indigenous)
- They can also nominate an individual, group, or organization as part of the Recognize - Prizes program

## Arts / Cultural professional

- is an individual working in the arts but not as a professional artist (including but not limited to administrators, producers, technicians, etc.)
- is a Canadian citizen or permanent resident of Canada
- is a resident of Manitoba (for at least one year)
- is 18 years of age or older
- is recognized by their peers as an Arts/Cultural Professional
- commits a significant amount of time to their work in the arts
- has a history of professional work in the arts (e.g., paid work)

Can apply to the following programs:

- Share - Artists in communities
- Learn - Artists in schools
- Learn - Travel/Professional Development
- Indigenous 360 – Learn
- They can also nominate an individual, group, or organization as part of the Recognize - Prizes program

## Student of the Arts

- is in a program of study in any arts discipline
- is a Canadian citizen or permanent resident of Canada
- is a resident of Manitoba (for at least one year)
- is 18 years of age or older
- is registered as a full-time student at an undergraduate or graduate level post-secondary institution (accredited professional training school, university or college)
- has some training, experience, or accomplishment in the area of the arts in which they plan to study

Can apply to the following programs:

- Recognize - Scholarship
- They can also nominate an individual, group, or organization as part of the Recognize - Prizes program

## Indigenous Knowledge Keeper

- is indigenous (First Nations, Metis, Inuit, non-status)
- is a Canadian citizen or permanent resident of Canada
- is a resident of Manitoba (for at least one year)
- is 18 years of age or older
- is recognized and respected by their community as a significant contributor to cultural practice
- commits a significant amount of time to the preservation and sharing of Indigenous world views through artistic and cultural practices
- has deep knowledge and experience with Indigenous traditional teachings, protocols, culture, and history
- has training in the field of indigenous arts, or equivalent experience consistent with cultural practice. (may include mentorships, self-study, academic training, or any combination of these types of training,
- has engaged in professional community-based arts and cultural activities on a regular basis (over at least 3 years) and has received compensation for this in a manner that is consistent with the standards of their practice, community or Indigenous protocols.

Can apply to the following programs:

- Share - Artists in communities
- Learn - Artists in schools
- Indigenous 360 - Share
- Indigenous 360 - Learn
- Indigenous 360 - Create
- They can also nominate an individual, group, or organization as part of the Recognize - Prizes program

## Professional Arts Group

- is a group or collective made up of two or more members working in an artistic practice
- has a majority of members that are professional artists who:
- are Canadian citizens or permanent residents of Canada
- are residents of Manitoba
- are 18 years of age or older
- recognized by their peers as a professional arts group
- has a professional history of presenting, publishing, or engaging with an arts practice in a public context, or the intention to do so
- engages professional artists and pays professional fees to artists
- must be able to receive a grant payable to its name.

Can apply to the following programs:

- Create
- Share - Present
- Share - Artists in Communities
- Share - Tour
- Learn - Artists in Schools
- Indigenous 360 – Create (if Indigenous led)
- Indigenous 360 - Share (if Indigenous led)
- They can also nominate an individual, group, or organization as part of the Recognize - Prizes program

### **Professional Not-for-profit Arts Organization**

- creates, produces, presents, and supports artistic work in any discipline
- is led by paid qualified professional personnel
- is governed by a board of directors or an advisory body responsible for the organization
- engages professional artists and pays professional fees to artists
- has been active in the province for a at least one year prior to applying
- is based in Manitoba
- is incorporated
- operates as a not-for profit

Can apply to the following programs:

- Share – Present
- Share – Artists in Communities
- Share – Tour
- Support-Strengthen
- Learn – Artists in Schools
- Indigenous 360 – Share (if Indigenous led)
- Recognize – Competitions
- They can also nominate an individual, group, or organization as part of the Recognize - Prizes program

### **Professional For-profit Arts Organization**

- supports the dissemination of artistic work in book or periodical publishing
- is led by paid qualified professional personnel
- supports professional artists and pays professional fees and royalties to writers
- has been active in the province for a at least one year prior to applying
- is based in Manitoba
- is incorporated

Can apply to the following programs:

- Share – Present
- Share – Artists in Communities
- Support – Strengthen
- Learn – Artists in Schools
- Indigenous 360 – Share (if Indigenous led)
- They can also nominate an individual, group, or organization as part of the Recognize - Prizes program

### **Professional Arts Service Organization**

- supports the development of professional artists and the art form
- is led by paid qualified personnel
- has professional membership that is representative of an artistic discipline
- is governed by a board of directors or an advisory body responsible for the organization
- has been active in the province for a at least one year prior to applying
- is based in Manitoba
- operates as a not-for profit

Can apply to the following programs:

- Share – Present
- Share – Artists in Communities
- Support – Strengthen
- Learn – Artists in Schools
- Indigenous 360 – Share (if Indigenous led)
- They can also nominate an individual, group, or organization as part of the Recognize - Prizes program

### **Non-Artistic Not-for-Profit Organization**

- is led by paid qualified professional personnel
- is governed by a board of directors or an advisory body responsible for the organization
- has been active in the province for a at least one year prior to applying
- has a history of, or the intention of engaging professional artists and paying professional fees to artists
- is based in Manitoba
- is incorporated
- operates as a not-for profit

Can apply for the following programs:

- Share - Artists in communities
- Indigenous 360 – Share (if Indigenous led)
- They can also nominate an individual, group, or organization as part of the Recognize - Prizes program

### **Ineligible Activity**

- Commercial production work in any discipline
- Music recordings
- Musical arrangements and orchestration
- Assistant directing
- Fundraising activities
- Contributions to endowment funds
- Contests
- Activities carried out by groups and organizations that have not paid, or do not pay, fees or royalties to artists according the standards of the arts practice or sector
- Industrial or corporate projects
- Student-led projects
- Professional, trade, academic or scholarly works or activities
- Membership dues
- Activities that do not employ a majority of professional, Manitoban artists
- Touring outside the province of Manitoba
- Publication of previously published material
- Self-publication

## APPENDIX II: CULTURAL INTEGRITY

The Manitoba Arts Council (MAC) is committed to the standards and principles of the United Nations Declaration of the Rights of Indigenous Peoples. MAC is likewise committed to fostering greater inclusion and diversity in the arts and operates in accordance with the Manitoba Human Rights Code. MAC actively opposes any unreasonable discrimination and stereotypes.

Here are some things to consider when answering the question dealing with Cultural Integrity in your application. Not all questions are applicable to all projects.

- What is your relationship to the cultural community or practice represented in your project?
- Whose voice and perspective is the focus of your project? Have you received community consent and support for the use of this material or the story?
- Have you sought out appropriate advisers and collaborators from this community?
- Do you have a complex understanding of the cultural practice, material, or community that you intend to work with? How have you gained that knowledge?
- How will you engage in reciprocity and/or compensation for the knowledge shared?
- Who will benefit from this project? How will you ensure that the effects of this project are not harmful or disrespectful to the cultural community involved?
- If your proposed project focuses on or includes Indigenous communities, do you understand their unique historical and constitutional standing?

If your project deals with subject matter that touches on a specific culture, community, or practice, jurors assessing your application will consider and discuss cultural appropriation, ownership, and the impact of your proposed artistic activity. This does not necessarily mean that you do not have the right to tell a particular story or engage in a particular practice. What it does mean is that you should provide context for your relationship to a specific cultural community and the ethical use of material.

## APPENDIX III: SUPPORT MATERIALS

Support material should be samples of current work/activities relevant to your grant application; it may include the work/activities of other key artists or partners. Make sure you obtain the permission of any other artists involved in the creation of the work. You must also cite the artists in collaborative projects, and those that appear or are heard in the samples provided.

Support material may include samples of your writing, images and/or videos of your art work, audio recordings, catalogues, books and reviews. If you are working in a new medium or genre then choose the strongest samples of your work that demonstrate the highest artistic quality. You may choose to include earlier work/activities to provide a context for your application. Arts educators and artists applying to teach or work in the community should provide examples of work created in similar projects, e.g. workshops you may have led, sample lesson plans.

For most programs, you must submit a minimum of one, and up to a maximum of three items of support material. One item is defined as:

- 5 digital images OR
- up to 4 minutes of audio or video OR
- up to 15 pages of text

Please note that you may choose any combination of three items (i.e. 5 images + 30 pages; 8 minutes + 5 images; 10 images + 4 minutes), but only three items in total will be accepted. Materials that are in excess of the allowable limits will not be distributed to the assessors. For example, we will cut off your 11:34 video at 4:00 precisely; we will choose your first 5 of 25 images; we will cut audio mid-sentence if that is where it falls. Make your best choices to best represent your work.

### File types allowed

**Images:** tiff, jpeg, gif, png, bmp, jpg, tif; maximum file size: 10 MB

**Audio/Video:** aac, avi, mp3, wav, mov, mp4, m4v; maximum file size: 500 MB

**Text:** pdf; maximum file size: 5 MB

### File descriptions

All support materials must be documented in the online form. Materials not documented will not be distributed to the assessors. The following information is requested:

**Images:** date produced, title of work, applicant's role, file name, dimensions, medium

**Audio/Video:** date produced, title of work, applicant's role, file name, running time

**Text:** date produced, title of work, applicant's role, file name, number of pages

## File naming conventions

Ensure that the file names provided in the online form match the names of the files you are submitting.

- File names must not exceed 60 characters
- File names must not contain the following:
- `~!@# \$% ^ & \* ( ) = + [ { ] } \ | ; : ' " , < . > / ?
- 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.
  - Number the first nine files beginning with zero
  - Include your initials (e.g. dg)
  - Include the title of the work
  - Example: 01dgTitle, 02dgTitle, 03dgTitle...