

Guidelines

The Arts Development Project Support program provides non-profit community-based organizations in Manitoba with project grants that support opportunities to develop knowledge and skills in the arts or to experience the work of professional Manitoba artists and artworks. These initiatives may be in any discipline and include:

- Performances
- Exhibitions
- Concerts
- Readings
- Showcases
- Juried art shows
- Adjudications
- Classes
- Workshops

Deadline

Applications **must be received** on or before the dates listed below. If this date falls on a weekend or statutory holiday, the deadline is the following business day. Late or incomplete applications **will not be accepted**. There are four intakes per year with the following deadlines:

- **February 1** – for projects occurring between April 1 and June 30
- **May 1** – for projects occurring between July 1 and September 30
- **August 1** – for projects occurring between October 1 and December 31
- **November 1** – for projects occurring between January 1 and March 31

Remote communities may apply at any time provided the application is received **at least 21 days prior** to the event taking place.

Objectives

- Ensure access to professional arts instruction and appropriate curricula in introductory programs to advanced levels.
- Increase community access to Manitoba professional artists and their work.
- Provide arts education and skills development across Manitoba particularly to underserved communities.
- Enable community organizations to deliver arts programming that responds to needs of the community and does not duplicate existing programs or services.

Level of Assistance

Grants awarded are based on the final project budget. The maximum annual grant available is determined by geographic location:

Location	Maximum Annual Grant Available
Winnipeg	30% of total eligible costs, up to a maximum of \$1,500
Southern Manitoba	30% of total eligible costs, up to a maximum of \$2,000
Thompson, Flin Flon, The Pas	30% of total eligible costs, up to a maximum of \$2,500
Road Accessible Remote Communities	50% of total eligible costs, up to a maximum of \$2,500
Air Accessible Remote Communities	80% of total eligible costs, up to a maximum of \$5,000

Actual grants may be less than the amount requested and are subject to availability of funds.

Eligibility Criteria

This program is open to Manitoba non-profit, community-based organizations. Professional arts organizations receiving provincial operating funds are ineligible. Applicant organizations must have been in existence for a minimum of one year with verifiable financial records. Projects must be based in Manitoba and be open and accessible to the general public. In order to be eligible for funding, workshops must offer a minimum of 3 hours of instruction per student; classes must offer a minimum of 10 hours of instruction per student.

Note: Fundraising events as well as projects already receiving Learn – Artists in Schools funding are ineligible to apply to this program.

Eligible project costs for concerts, performances, readings, lectures, classes, workshops, and adjudications are:

- Artist fees
- Qualified instructor/ adjudicator/performer fees*
- Instructional material
- Facility costs
- Advertising
- Printing
- SOCAN fees
- Long-distance/fax charges
- Equipment rental

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- Technical costs
- Artist, instructor or adjudicator meals, accommodations, and in-province travel

*Qualified instructors/adjudicators/performers are those who possess an appropriate combination of experience, peer recognition, and training in relation to the discipline and level of instruction being provided (biographies and curriculum vitae are required).

Eligible project costs for exhibitions are

- Exhibition touring fees
- Security
- Shipping
- Installation
- Facility costs
- Advertising
- Printing
- Long-distance/fax charges
- Exhibition insurance
- Adjudicator meals, Accommodations and in-province travel

Ineligible costs are any costs not listed above and include:

- Capital expenses
- Equipment purchase
- Prize monies
- Student meals, accommodations
- Hospitality
- Trophies
- Certificates
- Coordinator's fees
- Out-of-province travel
- Publishing
- Jury fees, related costs covered by a MAC grant.
- Bursaries
- Scholarships

Note: You cannot request support for the same expenses in more than one MAC application.

Assessment and Notification

Funding decisions are based on the grant formula, an assessment of how well the project reflects the program objectives, the capacity of the applicant to complete the project, and the general merits of the proposal. Applicants will be notified by email within six weeks of the application deadline. MAC is unable to consider appeals because of the limited funds available and the short turn-around time for disbursing funds. Meeting the general and eligibility criteria does

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not guarantee funding, nor does failure to receive financial support reflect a negative assessment of an application. It is not the intent of this program to duplicate assistance provided by MAC or other provincial departments and agencies. Previous funding does not guarantee funding in future years. Results will not be released over the telephone.

Grant Disbursement

Grants will be paid by cheque in two instalments. The first instalment (50% of the awarded amount) will be conveyed following the notification of the awarded grant. The second instalment (up to 50% of the awarded amount) will be released subject to receipt of a satisfactory narrative and financial report. **This final instalment will not be paid until all required information has been received.**

Reporting Requirements

Approved applicants will receive a report form by email. The report is due to MAC within **60 days** of the project's completion. If upon review of the final report it is found that the approved amount exceeds the percentage of eligible expenses for which funding was approved, the second installment will be adjusted. Late or incomplete reports can result in the suspension or forfeiture of the second grant instalment. Consideration for future grants is dependent upon the satisfactory completion of all outstanding reporting obligations.

Reports for funds awarded in 2020 are to be submitted to MAC by email (helpdesk@artscouncil.mb.ca) or regular mail (525 - 93 Lombard Avenue, Winnipeg, MB, R3B 3B1).

Note: If you are reporting on funds awarded prior to 2020 through the Arts Branch of the Department of Sports, Culture, and Heritage, contact the Arts Branch (artsbranch@gov.mb.ca or 204-945-3847) to submit your report and receive your second instalment.

Application Procedure

Applicants are strongly encouraged to contact MAC's helpdesk before filling out an application. The helpdesk can be reached by email (helpdesk@artscouncil.mb.ca) or phone (204-945-2237 or toll-free at 1-866-994-2787). MAC may request additional information beyond that included in the project proposal.

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Please send completed applications and all required supporting materials to the Manitoba Arts Council by email (helpdesk@artscouncil.mb.ca) or regular mail (525 - 93 Lombard Avenue, Winnipeg, MB, R3B 3B1). All applications must be received on or before the application deadline in order to be considered for support.