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## Application Form

FOR OFFICE USE ONLY:

Date: \_\_\_\_\_

App. ID: \_\_\_\_\_

**Note:** The information collected using this form is required for the administration of this Manitoba Arts Council program and may be shared with other government departments/agencies with interests in your project. Information will not be disclosed to any other third parties except as allowed by The Freedom of Information and Protection of Privacy Act.

### Contact Information

Please provide a mailing address for your organization as well as an email address and phone number for two contacts. If this application is successful, payments are issued in the form of cheques made out to your organization. Cheques will be mailed to the address you provide below. All other correspondence will be sent by email to the primary contact.

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Organization name

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Mailing address

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City/Town/Reserve

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Province/Territory

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Postal code

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Website

#### Primary contact

#### Secondary contact

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Name

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Name

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Title

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Title

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Email

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Email

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Phone

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Phone

## Application Details

Project title:

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Project start date:

Project end date:

Grant amount requested:

(see guidelines for maximum eligible costs)

How long has your organization been in existence?  
(minimum of 1 year required)

Is your organization non-profit?

Yes  No

Is your organization incorporated?

Yes  No

Date of incorporation:

Is this project open and accessible to the general public?

Yes  No

Is this project part of another event or a touring initiative?

Yes  No

If yes, please describe:

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## Please address the following items on a separate sheet:

1. Please state the mission and mandate of your organization.
2. Provide a detailed description of your project.
3. Please explain how your project meets the Arts Development Project Support program objectives.

## Required Supporting Information:

- Biographies and CVs for all artists, instructors, adjudicators, and performers.
- Supplementary materials (i.e., programs, flyers, local media articles, letters of support from partner organizations).
- Completed project budget form.
- Completed application form and signed declaration.

# Arts Development Project Support

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**Select the option (check only one) that best matches your project and complete the relevant sections of the form below:**

- Arts presentation: concert, performance, reading, or lecture (please complete sections 1, 5, and 6)
- Exhibitions (please complete sections 2, 5, and 6)
- Arts classes or workshops (please complete sections 3, 5, and 6)
- Adjudications and juried art shows (please complete sections 4, 5, and 6)

## **SECTION 1 – Arts presentation only**

Name of performer(s): \_\_\_\_\_

Name of facility: \_\_\_\_\_ Seating capacity: \_\_\_\_\_

Type of performance(s): \_\_\_\_\_

Target audience (e.g., children, family, adult): \_\_\_\_\_

Estimated attendance: \_\_\_\_\_ Ticket price range: \$ \_\_\_\_\_ to \$ \_\_\_\_\_

Estimated box office revenue: \$ \_\_\_\_\_

## **SECTION 2 – Exhibitions only**

Title of exhibition: \_\_\_\_\_ Type of exhibition: \_\_\_\_\_

Originating organization: \_\_\_\_\_

Name of facility: \_\_\_\_\_

Target audience (e.g., children, family, adult): \_\_\_\_\_

Estimated attendance: \_\_\_\_\_ Ticket price range: \$ \_\_\_\_\_ to \$ \_\_\_\_\_

Estimated box office revenue: \$ \_\_\_\_\_

# of artists represented in show: \_\_\_\_\_ Total number of works: \_\_\_\_\_

# Arts Development Project Support

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## SECTION 3 – Classes and workshops only

Note: To be eligible for funding, art classes must provide a minimum of 10 hours of instruction per student and workshops must provide a minimum of 3 hours of instruction per student.

Name of instructor(s): \_\_\_\_\_

\_\_\_\_\_

Name of facility: \_\_\_\_\_

Type of instruction: \_\_\_\_\_

Age group: \_\_\_\_\_

Projected attendance: \_\_\_\_\_ Fee per student: \_\_\_\_\_

Estimated registration revenue: \_\_\_\_\_

Is this class/program receiving financial support from the Learn - Artists in Schools program? Yes  No

Note: If yes, the project is not eligible for funding under this program.

### Total estimated hours of instruction:

# of students: \_\_\_\_\_

Hours per class: \_\_\_\_\_

Classes per week: \_\_\_\_\_

# of weeks: \_\_\_\_\_

Art classes: \_\_\_\_\_ (= students x hours x classes per week x weeks)

Workshops: \_\_\_\_\_ (= students x hours)

# Arts Development Project Support

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## SECTION 4 – Adjudications and juried art shows only

Name of adjudicator(s): \_\_\_\_\_

\_\_\_\_\_

Location: \_\_\_\_\_

Start date: \_\_\_\_\_ End date: \_\_\_\_\_

Type(s) of adjudication (i.e., disciplines): \_\_\_\_\_

\_\_\_\_\_

Age group: \_\_\_\_\_ Projected number of entries: \_\_\_\_\_

Registration fees: Per individual: \$\_\_\_\_\_ Per group: \$\_\_\_\_\_

Estimated registration revenue: \$\_\_\_\_\_

Is this adjudication/juried art show receiving financial support from another MAC grant? Yes  No

# Arts Development Project Support

## SECTION 5 – Project budget form

Please complete the form below or submit your budget on a separate sheet. Use the Grant Calculation form in section 6 to calculate the maximum amount you can request.

Project revenues		Amount
<b>Earned revenue</b>	Box office, admission, registration, tuition fees	
	Catalogue sales, merchandising	
	Other (Specify)	
<b>Private sector</b>	Donations	
	Sponsorships	
	Foundations	
	Fundraising events	
<b>Public sector</b>	Federal government (Specify)	
	ADPS grant (see section 6)	
	Other provincial grants (Specify)	
	Municipal government (Specify)	
<b>Other revenue</b> (Specify)		
<b>Total project revenues</b>		

List all gifts-in-kind and total value (please note these should not be included in the above budget).

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# Arts Development Project Support

Eligible project expenses		Amount
<b>Fees for artists, instructors, or adjudicators</b>	Fees	
	In-province travel	
	Accommodation	
	Meals	
<b>Program expenses</b>	Facility rental	
	Instructional material	
	Equipment rental	
	Technical fees	
	SOCAN fees	
<b>Exhibition expenses</b>	Touring fees	
	Security	
	Shipping	
	Installation	
	Insurance	
<b>Other eligible expenses</b>	Advertising	
	Printing	
	Long distance/fax charges	
	Other (Specify)	
<b>Total eligible project expenses</b> Use this amount in column C of the Grant Calculation Form of section 6		
<b>Ineligible project expenses</b>		
<b>Total project expenses</b>		

# Arts Development Project Support

## SECTION 6 – Grant calculation form

	<b>A</b>	<b>B</b>	<b>C</b>	<b>Maximum grant request</b>
<b>LOCATION</b>	<b>% of eligible costs</b>	<b>Annual maximum for location</b>	<b>Eligible project expenses x Column A</b>	<b>Lesser of column B or C</b>
Winnipeg	30%	\$1,500		
Southern Manitoba	30%	\$2,000		
Thompson, Flin Flon, The Pas	30%	\$2,500		
Road accessible remote communities	50%	\$2,500		
Air accessible remote communities	80%	\$5,000		



## Declaration

We, the undersigned:

- have read and understood the program guidelines and understand that failure to comply with these guidelines may result in forfeiture of the grant and may jeopardize consideration of future grant requests;
- understand that if this application is successful, our organization will receive a first instalment of the approved amount and that by accepting this payment, we agree to:
  - spend the funds as proposed and approved (MAC requires repayment of funds not used for the proposed and approved purposes);
  - notify MAC in writing as soon as possible to seek appropriate approval in the event of changes to the size, scope or dates of the project;
  - acknowledge the assistance of MAC in all promotional materials for which support was provided; and
  - complete a narrative and financial report using the form provided by MAC and submit it by the due date specified in the program guidelines.

We certify the statements and information contained in this application are accurate and complete.

### Primary contact

### Secondary contact

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Signature

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Signature

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Name

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Name

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Title

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Title

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Date

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Date