

Community Arts Councils Operating Support

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.

Organization name

Mailing address

City/Town/Reserve

Province/Territory

Postal code

Website

Primary contact

Secondary contact

Name

Name

Title

Title

Email

Email

Phone

Phone

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Application Details

Incorporation date: _____

Business number: _____

Number of full-time staff: _____

Number of part-time staff: _____

Grant amount requested:
(maximum \$33,000) _____

Please answer the following questions on a separate sheet:

1. How many members does your organization have? Please list membership categories (e.g., individual, student, family, corporate, affiliate, etc.)
2. What communities does your Council serve?
3. Please list all community partnerships throughout your organization's most recently completed fiscal year.
4. Please share a success story from the past year.
5. What are your audience development goals in the coming year? How will your organization develop new audiences in your community (reaching out to various age groups, other populations, other towns, etc.)?
6. What are your organization's goals for arts skills development programming in the coming year (introduce new arts forms, add classes at a higher level in an established arts form, etc.)?
7. Please provide a detailed description of your programming plans for the coming year, highlighting any significant changes from the previous year in: Performing Arts Events, Visual Arts Exhibitions, Film and Video Presentations, and Arts Instruction.

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Required Supporting Information

- An audited/actual financial statement for your organization's next-to-last fiscal year. You may submit a financial statement prepared by a qualified accountant or by two members of your organization elected for that purpose who must sign and date the statement indicating that it reflects a true and accurate record of all financial transactions.
- An actual or projected financial statement to the end of your organization's most recently completed fiscal year (may be prepared by treasurer/staff).
- Letters of support documenting financial commitments and support received in your organization's most recently completed fiscal year from municipalities, towns, villages, and recreation commissions.
- A board-approved budget for your organization's current fiscal year.
- A use-of-surplus plan must be submitted should your accumulated surplus exceed 50% of annual revenues. A deficit reduction plan must be submitted in the event of an accumulated deficit.
- A list of current board members and staff.
- The Annual Report presented at and minutes of your organization's last Annual General Meeting.
- A copy of Articles of Incorporation and Constitution/By-laws, if not already submitted as part of a previous application to this program.
- This completed application form including financial information, program summary and signed declaration.

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Program Summary

On a separate sheet, please provide a list of activities completed during the previous year in each of the following categories:

- A. Performing arts events (concerts, plays, readings, lectures, recitals, etc.)
For each event, list the type of event, the partner/producer, the performers involved, the date, the target audience, attendance, total ticket sales, and other revenue.
- B. Film and video presentations
For each presentation, list the title, the originator (if not your organization), the date, attendance, screening fees, admission revenue, and total expenses including screening fees.
- C. Visual arts exhibitions
For each exhibition, list the name, the artists involved, the date, attendance, revenue, and eligible expenses. Eligible expenses include: installation, shipping, exhibition insurance, printing, publications, advertising, promotion, facility rental, security.
- D. Arts instruction
For each class or workshop, include a description or title, the instructor(s), the level of instruction, the age range, the date, the number of hours, the number of participants, and registration fee revenue.

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Financial Information

Municipal matching component

Please list all rural municipalities, towns and villages whose governments provided financial assistance/gifts-in-kind to your organization during your organization's most recently completed fiscal year.

Municipality/Town/Village	Cash	Gift-in-kind
Totals:	\$	\$

Community Support Incentive Component

	Next-to-last fiscal year actuals	Most recently completed fiscal year
Total revenues		
Monies raised/received for capital purposes		
Interest earned other than endowment interest		
Total government funding		
Fundraising expenses (for <i>net</i> fundraising)		

The numbers provided for the most recently completed fiscal year are:

- Projected Actual

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Consolidated Program Component

	Next-to-last fiscal year actuals	Most recently completed fiscal year
Total ticket sales (sections A and B of the Program Summary)		
Total eligible visual arts exhibition expenses (section C of the Program Summary)		
Total arts-related registration fees revenues (section D of the Program Summary)		

The numbers provided for the most recently completed fiscal year are:

- Projected Actual

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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

Signature

Signature

Name

Name

Title

Title

Date

Date