

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

Comités Culturels Operating Support

Application Details

Incorporation date: _____
 Business number: _____
 Number of full-time staff: _____
 Number of part-time staff: _____
 Grant amount requested:
 (maximum \$16,500) _____

Financial Information

Complete the section below by including actual financials from your organization's next-to-last fiscal year. This information will be used to determine the maximum grant amount.

| Information required to calculate total net revenue | Actual amounts |
|---|----------------|
| Total revenues | |
| Monies raised/received for capital purposes | |
| Interest earned other than endowment interest | |
| GST revenue | |
| Fundraising expenses | |

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. Which communities does your Council serve?
3. Please list all community partnerships throughout the most recently completed fiscal year (e.g., local sponsors, programming partners such as schools, community centres, municipalities, etc.).
4. Please share a success story from the past year.
5. Explain how the organization's programming promotes audience development and/or skills development in the particular art form.
6. Please describe the organization's objectives in the coming year that promote audience development or arts skills development (e.g., diversify audiences by attracting more youth, increase student hours, 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, Arts Instruction, and any other programming initiatives.

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 most recently completed fiscal year (may be prepared by treasurer/staff).
- A board-approved budget for the 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.

Comités Culturels Operating Support

Program Summary

On a separate sheet, please provide a list of activities completed during the most recently completed fiscal 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 performers involved, the date, and attendance.

- B. Visual arts exhibitions
For each exhibition, list the name, the artists involved, the date, and attendance.

- C. Other arts activities (literary arts activities, musical or arts groups, etc.)
For each activity, list the name of the activity, the name of the artist or facilitator, the date, and the number of participants.

- D. Arts instruction
For each class or workshop, include a description or title, the name of the facilitator, the date, the number of hours, the number of participants, and the total number of student hours.

Clearly indicate the total attendance across all activities in sections A, B, and C, and the total number of student hours across all classes and workshops in section D. For the total number of student hours, multiply total number of student hours by the number of hours for each class/workshop and then add up those numbers across all classes/workshops. This information will be used to determine the maximum grant amount.

Total attendance:

(All activities listed in sections A, B, and C)

Total number of student hours:

(All activities listed in section D)

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