

Provincial Arts Organizations 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: _____

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 geographic communities does your organization serve?
3. How many events, performances, or exhibitions did your organization present in the most recently completed fiscal year?
4. How many people participated in/attended your programs or used your services in the most recently completed fiscal year?
5. How many student hours of instruction or adjudication were provided by your organization in the most recently completed fiscal year (e.g., 10 students x 2.5 hours of instruction = 25 student hours of instruction)?
6. Please provide a detailed description of your organization's plans for the coming year.

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Required Supporting Information

- An audited/actual financial statement for the next-to-last fiscal year. You may submit a financial statement prepared by a qualified accountant (who is not a member of your organization) that 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).
- 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 and signed declaration.
- A copy of strategic, business, or marketing plans, as applicable.

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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