

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

Application Details

Incorporation date: _____

Business #: _____

Number of full-time staff: _____

Number of part-time staff: _____

Grant amount requested:
(maximum \$15,000) _____

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. Which communities does your organization 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. Please describe how your organization's programming develops the audience for your particular art form(s) and/or provides unique arts skills development opportunities for Manitobans.
6. What are your organization's goals for audience development and/or arts skills development programming in the coming year (diversify audiences by attracting more youth, add classes at a higher level in an established art form, etc.)?
7. Please provide a detailed description of your programming plans for the coming year and highlight any significant changes from the previous year in: Performing Arts Events, Visual Arts Exhibitions, Film and Video Presentations, and Arts Instruction.

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, 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).
- 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.
- 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.
- Completed application form including program summary, financial and programming information, and signed declaration.

Program Summary

On a separate sheet, please provide a list of activities completed during the next-to-last fiscal year in each of the following categories:

- A. Performance presentations (your group presented someone else's performance of a concert, play, reading, lecture, dance recital, etc.)
For each presentation, list the type of event, the names of the performers or artists, the dates, total audience attendance, and total revenue from ticket sales.
- B. Performance by applicant (your group performed)
For each performance, list the location, the presenter (if other than your organization), the dates, total audience attendance, performance fees and/or honoraria, and (if your organization was the presenter) total revenue from ticket sales.
- C. Film presentations
For each presentation, list the title, the presenter (if other than your organization), the dates, total audience attendance, total revenue from ticket sales, and total eligible expenses (including screening fees). Eligible expenses include: screening fees, installation, shipping, exhibition insurance, printing, publications, advertising, promotion, facility rental, security.
- D. Visual arts exhibitions
For each exhibition, list the name, the artists, the dates, total attendance, total revenues, and total eligible expenses. Eligible expenses include: installation, shipping, exhibition insurance, printing, publications, advertising, promotion, facility rental, security.
- E. Instructional programming
For each class or workshop, list the type, the instructors, the dates, the number of hours, the number of participants, the total number of student hours, and total revenue from registration fees. For the total number of student hours, multiply (total number of students) by (the number of hours) for each class/workshop and then add up those numbers across all classes/workshops.

Financial and Programming Information

To determine maximum grants, please list all requested information below. This information is based on your next-to-last fiscal year.

Information required to calculate total net revenue

Total revenues	_____
Monies raised/received for capital purposes	_____
Fundraising expenses (for <u>net</u> fundraising)	_____
Interest earned other than endowment interest	_____
GST revenue	_____

Required information from your programming summary

Total ticket sales from performing arts presentations (Section A in the Programming Summary)	_____	(Line A1)
Total ticket sales from performances by your organization (Section B)	_____	(Line B1)
Total fees and honoraria from performances by your organization (Section B)	_____	(Line B2)
Total eligible expenses for film presentations and visual arts exhibitions (Sections C and D)	_____	(Line CD1)
Total student hours across all workshops and classes (Section E)	_____	(Line E1)

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