

# Community Arts Councils Operating Support

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## Guidelines

The Community Arts Councils Operating Support program provides non-profit community organizations outside the City of Winnipeg with annual operating grants. The program supports organizations that develop and coordinate a variety of arts programming open to the public in a range of arts disciplines. The program increases access to local arts programming across the province by encouraging arts skills development and arts presentation opportunities as well as by building community and municipal support for the arts.

Note: This operating program is fully subscribed. Submissions from new applicants are not being accepted at this time.

### Deadline

Applications **must be received** on or before **June 15**. MAC will start reviewing applications on April 1 and encourages earlier submissions. Late or incomplete applications **will not be accepted**.

### Objectives

- Encourage and stimulate the development and coordination of a variety of arts disciplines within the community.
- Encourage skills development of community members.
- Encourage community and municipal support for arts activities.
- Develop an infrastructure for arts development at the local level.
- Increase accessibility of arts programs at the community level.

### Level of Assistance

Grants awarded are based on a formula applied to the operations of the organization in its next-to-last fiscal year. Grants consist of a Municipal Matching component based on municipal government support, a Community Support Incentive component based on matching non-government revenues, and a Consolidated Program component based on matching earned revenue from arts programming. The program maximum is \$33,000. Actual grants may be less than the amount requested and are subject to availability of funds.

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## Eligibility Criteria

Organizations must:

- Be a community-based, non-profit organization.
- Be located outside the City of Winnipeg.
- Have a constitution/by-laws, be incorporated, and operate with a duly elected board of directors.
- Have provided programming for a minimum of two years.
- Have municipal support as evidenced by letters of financial commitment.
- Offer programming which consists of a variety of arts activities, including performing arts events, exhibitions, readings, lectures, workshops, and classes.
- Allow membership to be open to the public and make programs open and accessible to the public.
- Provide evidence of sound management and fiscal accountability. In order to ensure organizational stability, clients are encouraged to develop an operating surplus or reserve appropriate to the size and scope of their operations.

Note: Grants are not awarded for capital expenditures or major equipment purchases.

## Assessment and Notification

Funding decisions are based on the grant formula, an assessment of how well the organization reflects the program objectives, and the general merits of the proposal.

Applicants will be notified by email within six weeks of the application deadline. MAC is unable to consider appeals because of the limited funds available and the short turn-around time for disbursing funds. Meeting the general and eligibility criteria does not guarantee funding, nor does failure to receive financial support reflect a negative assessment of an application. It is not the intent of this program to duplicate assistance provided by MAC or other provincial departments and agencies. Previous funding does not guarantee funding in future years. Results will not be released over the telephone.

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## Grant Disbursement

Grants will be paid by cheque in two instalments. The first instalment (75% of the awarded amount) will be conveyed following the notification of the awarded grant. The second instalment (up to 25% of the awarded amount) will be released subject to receipt of a satisfactory narrative and financial report. **This final instalment will not be paid until all required information has been received.**

## Reporting Requirements

Approved applicants will receive a report form by email. The report is due to MAC by **February 1**. Late or incomplete reports can result in the suspension or forfeiture of the second grant instalment. Consideration for future grants is dependent upon the satisfactory completion of all outstanding reporting obligations.

Reports for funds awarded as of 2020 are to be submitted to MAC by email ([helpdesk@artscouncil.mb.ca](mailto:helpdesk@artscouncil.mb.ca)) or regular mail (525 - 93 Lombard Avenue, Winnipeg, MB, R3B 3B1).

Note: If you are reporting on funds awarded prior to 2020 through the Arts Branch of the Department of Sports, Culture, and Heritage, communicate with the Arts Branch ([artsbranch@gov.mb.ca](mailto:artsbranch@gov.mb.ca) or 204-945-3847) to submit your report and receive your second instalment.

## Application Procedure

Applicants are strongly encouraged to contact MAC's helpdesk before filling out an application. The helpdesk can be reached by email ([helpdesk@artscouncil.mb.ca](mailto:helpdesk@artscouncil.mb.ca)) or phone (204-945-2237 or toll-free at 1-866-994-2787). MAC may request additional information beyond that included in the project proposal.

Please send completed applications and all required supporting materials to the Manitoba Arts Council by email ([helpdesk@artscouncil.mb.ca](mailto:helpdesk@artscouncil.mb.ca)) or regular mail (525 - 93 Lombard Avenue, Winnipeg, MB, R3B 3B1). All applications must be received on or before the application deadline in order to be considered for support.