

## Guidelines

The Comités Culturels Operating Support program is designed to give Manitoba's cultural committees the opportunity to apply for a single grant to help them achieve their objectives in audience development and arts skills development programming over a twelve-month period.

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

- To encourage and stimulate the development in the community of new audiences for particular art forms.
- To assist cultural committees in providing ongoing opportunities for Manitobans to develop arts skills at the local level.
- To encourage community support for arts activities.
- To increase accessibility of arts programs at the local or regional level.

### Level of Assistance

The maximum grant of the program is \$16,500. It will not exceed 35% of the committee's **net revenue** in its next-to-last fiscal year, plus a maximum of 15% of **net revenue** (excluding federal assistance) of its next-to-last fiscal year for an arts programs incentive grant. Actual grants may be less than the amount requested and are subject to availability of funds.

### Eligibility Criteria

Cultural committees must:

- 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.

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- Demonstrate a history of successfully achieving clearly defined objectives related to audience development or arts skills development.
- Demonstrate that the programming for which funding is requested is part of the organization's overall audience development or arts skills development strategy.
- Offer programming in Manitoba and must be open to the entire Francophone community.
- 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.

Applications must be submitted by Manitoba cultural committees. Professional arts organizations are not eligible for funding under this program.

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.

## **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.