

## Guidelines

The Provincial Arts Organizations Operating Support program provides non-profit provincial arts organizations with annual operating grants in support of the development, administration, and coordination of community arts and cultural development activities at the provincial level. The program supports the continuing development of infrastructure for arts and cultural activity in Manitoba, assisting provincial organizations in the provision of a wide range of programs and services to local/regional community arts groups.

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 support the administration and coordination of a wide range of arts and cultural development, programming, and activity on a province-wide basis.
- To assist provincial arts and cultural organizations to increase Manitobans' awareness of, support for, and participation in arts programs.
- To encourage private sector support for the arts in Manitoba.
- To support the continuing development of an infrastructure for arts and cultural activity in Manitoba, including the provision of services to local and regional community arts and cultural organizations.

### Level of Assistance

The maximum grant for the program is \$50,000. The grant will match eligible revenue to a maximum of 40% of the organization's total net revenue in its next-to-last fiscal year. Grant reductions resulting from application of the formula will be limited to \$1,000 minus 1% of the previous year's grant level. Grant increases will be limited to \$500 plus 1% of the previous grant level. Actual grants may be less than the amount requested and are subject to availability of funds.

# Provincial Arts Organizations Operating Support

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## Eligibility Criteria

Applicants must:

- Be an incorporated, non-profit organization.
- Have by-laws and operate with a duly elected board of directors.
- Convene a duly constituted Annual General Meeting that is open to the public.
- Offer programs and services that are provincial in scope and must assist the development of the arts and culture in all regions of Manitoba.
- Allow membership to be open to the public.
- Offer programs that are open and accessible to the public, either directly or through membership in an affiliate or member organization.
- 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.

## 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.