SHARE – Present

CONSEIL DES ARTS DU MANITOBA ARTS COUNCIL

Grant application guidelines

Les candidats S/sourds ou vivant avec une incapacité qui ont besoin d'un formulaire de demande accessible, ou ceux qui ont un accès limité à Internet, peuvent présenter leur demande à l'aide de nos formulaires de demande imprimables ou remplissables au format PDF. Ces formulaires sont disponibles sur la page web de chaque subvention.

Grant details

Present grants support the presentation of work in Manitoba in all disciplines by professional artists, arts groups, and arts organizations.

Important Dates

Application deadlines: February 25 and September 10

Notification of results: Within three months after the deadline

Grant amount

- up to $15,000

Applicants - who can apply

- Professional artists
- Arts/cultural professionals
- Indigenous Knowledge Keepers
- Professional arts groups
- Professional arts organizations

Activities - what you can apply for

- Public presentations
- Publication

Expenses - what is eligible

Direct costs related to the current project

Assessment - how decisions are made

Your Share-Present grant application will be evaluated by an external peer assessment panel based on the following criteria:

- Artistic merit
- Impact

- Feasibility

Note: Refer to <u>MAC's Granting Decision Process</u> for more information.

Looking for help?

Accessibility

If you are D/deaf or living with a disability, you can request extra funding to cover the costs of accessibility-related supports and services. Visit our <u>Accessibility webpage</u> for an application form or contact MAC's Help Desk to learn more.

Offline applications

Applicants who are D/deaf or living with a disability who require an accessible application, or those who have limited internet access may apply using our Printable or fillable PDF application forms. These applications are available on each grant's webpage.

Program consultants

If you have any questions about the grant, a Program Consultant can speak with you about your project idea and review a draft of your application. Consultations are in high demand closer to the application deadline, so we suggest you contact us as soon as possible.

Help Desk

To get in touch with the appropriate program consultant, to get technical assistance with Manipogo (MAC's online application system), or to request <u>an offline application or accessibility assistance form</u>, contact our Help Desk during our regular business hours (8:30-4:30, Monday to Friday).

Help Desk
Phone: 204-945-2237
Toll-Free: 1-866-994-2787
Email: <u>helpdesk@artscouncil.mb.ca</u>

Application content

MAC receives grant applications through Manipogo, our online application system. To apply for this grant, create a profile in our system.

1. Project information

You will be asked to provide your project title, the artistic discipline(s) most relevant to this application, the project start date and end date, and the type of activity within your project.

In addition, you will be asked to address the following:

- **Background** (maximum of 350 word)
  Provide an overview of your history and experience in your field of practice.

  Assessors may not be familiar with your work, specific practice(s), community(ies), or culture(s). Provide the information they need to understand who you are and your work. Include your recent activity.

  Note: The CV/resume that you uploaded to your profile is shared with the assessors automatically. Make sure this document is up-to-date, as it will be used in the assessment of your application.

- **Project description** (maximum of 500 words)

  Tell us about your project. Consider the following questions, if applicable:

  o What are you planning to do?
  o What do you hope to achieve?
  o Why is this project important?
  o What is the rationale behind your artistic choices?
  o How is this relevant to your goals?
  o How are you exploring a traditional and/or contemporary artistic practice?

- **Audience** (maximum of 100 words)

  Who is your audience and how will you reach them?

- **Payment and working conditions** (maximum of 250 words)

  o Paying professional fees and/or honorariums is required and should be reflected in your budget. Explain how fees are being determined.
  o If there are participants involved in this project, how will you ensure safe working conditions?

- **Permission and confirmation** (uploaded documents)

  If applicable, attach:

  - confirmation letters from any collaborators or <u>mentors</u> working with you on the project.
  - an agreement or a copy of a letter/email that indicates what the partner is providing to support your project.
  - letters of permission to adapt or use <u>copyrighted</u> material.

- **Provide a schedule of presentations, publications, and/or events.** (maximum of 750 words)

  Identify:

  - key steps
  - dates
  - venues (if applicable)
  - marketing and outreach plans

- **Cultural Integrity** (maximum of 300 words)

  Cultural integrity is the practice of respecting and honouring the ownership of materials, traditions, and knowledges that originate from a particular culture or community.

  Describe your relationship to the cultures or communities represented in your project and how you are approaching your work with cultural integrity. Consult the resource page to learn more about <u>MAC's understanding of cultural integrity</u>.

- **Additional information** (maximum of 250 words)

  If there is anything that has not been asked that is essential to understanding your application, provide it here.

2. Collaborator information

Fill out this section if you are working with others (e.g. co-creators, other artists, editors, consultants).

- **Collaborator contributions** (maximum of 750 words)
  Who will be working with you on the project? Explain why you chose to work with them and what they bring to the project.

- **Confirmation of collaborators** (maximum of 100 words)
  If the collaborators are still to be confirmed, explain how selection will be determined.

- **Collaborator details**
  Enter your collaborator's name, discipline, and city/town/reserve of residence.

- **Collaborator biography** (File upload)
  Upload biographies for each of your key collaborators. Be sure to include the name of the collaborator in each file name.

3. Budget

You will be asked to complete the budget form provided.

The standard budget form is used across most MAC applications and some sections may not apply to your project. Skip any fields that do not apply. Enter whole dollar amounts only; do not include cents. Briefly indicate in the description fields the expenses that will be covered by your grant from the Manitoba Arts Council.

Note: Total revenues must equal total expenses.

4. Support materials

Support material is one of the most important parts of your grant application. The assessment panel, who decide whether your project will be funded, will view these examples of your work to see the type and quality of art you create. These materials can include writing samples, images, videos, audio recordings, and more.

Support material should be samples of your current or past work, and it should relate to and/or support your proposed project; it may include the work/activities of other key artists or partners.

For further details, see support material requirements.

- **Support material** (File upload)
  You will have the opportunity to upload images, text, audio/video files or a combination of all three to support your grant application.

  Quantity of support material allowed
  You can submit a minimum of one, and up to a maximum of three items of support material.

The following count as **a single item**:

5 digital images, **OR**

15 pages of text, **OR**

4 minutes of audio or video

For instance, your three items can be a total of 15 images, or 45 pages of text, or 12 minutes of audio/video. But you can also submit a combination of images, text, and recordings, as long as it falls within the limits.

- **Support material description** (maximum of 500 words)
  Describe how the support material you are submitting relates to this application.

Assessor review questions

When reviewing your application, the assessors will rank each statement on a scale of 1 to 5, 5 being the highest. The assessors will not rank you on the questions that do not apply to your application.

1. The applicant proposes innovative and promising experimentation. Consider, for instance:

    - Does the project undertake artistic risk?
    - Does it push the envelope?
    - Is it original and/or innovative?

2. A clear artistic, thematic, and conceptual vision underlies this application. Consider, for instance:

    - Does the application make clear how it will explore a contemporary and/or traditional artistic practice?
    - Does the applicant explain their choices?
    - Is there a clear logic behind the project?

3. The applicant has the technical skills and artistic rigour to complete this project.

4. The proposed project has artistic value. Consider, for instance:

    - Will the proposed project contribute to the applicant's artistic development?
    - Does it address themes and issues relevant to the public and/or the applicant's artistic practice?
    - Will it contribute to the art form?

5. The applicant has given adequate consideration to questions of cultural integrity.

    - Consult the resource page to learn more about MAC's understanding of cultural integrity.

6. The proposed project develops meaningful connections with the potential to generate future artistic opportunities.

7. The proposed project will contribute to the applicant's artistic development or (if the applicant is an organization) will strengthen the organization's ability to fulfill its mandate.

8. The proposed project will benefit the artistic community in Manitoba.

9. The proposed project will benefit audiences and participants.

10. The proposed project will support Manitoba artists.

11. The proposal reflects thorough research and planning. Consider, for instance:

- Does the workplan accurately identify and address all key stages of the project?

12. The budget accurately acknowledges the likely costs and revenues of the project. Consider, for instance:

- Has the applicant given adequate consideration to artist payment and working conditions?

13. The applicant has the resources to complete the proposed project. Consider, for instance:

- Does the application reflect the resourcefulness of the applicant and the applicant's ability to find practical and creative ways to overcome obstacles?
- Does the applicant have the support of presenters, partners, and host organizations?