

## Grant application guidelines

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### Grant Details

The Tour grant supports touring activities in Manitoba with the aim of sharing arts and culture for the benefit of all Manitobans. This program prioritizes collaborative and community engaged tours in all artistic disciplines.

### Important Dates

**Application deadline:** April 1

**Notification of results:** Within three months after the deadline

### Grant amount

- Small scale – up to \$10,000
- Large scale – up to \$50,000 (requested grant amount may not exceed 50% of total tour budget)

Note: Tour grants are excluded from the Manitoba Arts Council's maximum level of funding of \$30,000 in a calendar year.

### Applicants - who can apply

- Professional artists
- Arts/cultural professionals
- Indigenous Knowledge Keepers
- Professional arts groups
- Professional arts organizations
- Professional arts service organizations
- Community not-for-profit organizations

Note: To be eligible, the tour must involve a majority of Manitoban artists.

### Activities - what you can apply for

- Touring within Manitoba

Note: Priority consideration is given to tours that travel to rural, remote and/or northern communities. Touring within an applicant's community of residence is only allowed as part of an extended provincial tour.

### Expenses - what is eligible

Direct costs related to the current tour

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### **Assessment** - how decisions are made

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

- Artistic merit
- Impact and engagement
- Feasibility

**Note:** Refer to [MAC's Granting Decision Process](#) for more information.

### Resources

#### 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 [Accessibility webpage](#) 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 program, 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 [an offline application or accessibility assistance form](#), 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: [helpdesk@artscouncil.mb.ca](mailto:helpdesk@artscouncil.mb.ca)

### 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, and the project start date and end date.

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

- **Itinerary information**

Provide information on your itinerary. You must have 50% of your bookings confirmed.

- **Background** (maximum of 350 words)

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:

- What are you planning to do?
- Why are you undertaking this tour?
- How is your proposed tour relevant to the communities you will visit?
- What is the rationale behind your artistic choices?
- What is your ability to undertake this project?
- Consider factors beyond your project, including climate, isolation, logistics of travel, and culture.

- **Describe the tour's potential benefit to the communities you are visiting** (maximum of 250 words). Consider, for instance:

- How will your proposed tour enhance the public's appreciation of arts and culture?
- Are you building relationships with the communities you visit?
- Are there opportunities for participants to actively engage with the tour?

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- **Explain how you are working together with presenters, partners or host organizations towards a successful outcome** (maximum of 250 words)
- **How does this project support Manitoba artists?** (maximum of 100 words)
- **Payment and working conditions** (maximum of 250 words)
  - Paying professional fees and/or honorariums is required and should be reflected in your budget. Explain how fees are being determined.
  - If there are participants involved in this project, how will you ensure safe working conditions?
  - If applicable, include contingency plans which consider current public health orders.
- **Permission and consent** (uploaded documents)
  - If applicable, attach:  
letters of permission to adapt or use copyrighted material.
- **Describe your publicity, promotion and any outreach activities** (maximum of 200 words)
- **Cultural Integrity** (maximum of 300 words)

If your project involves communities, cultures, or cultural practices outside your own community or culture, demonstrate how you are approaching the subject matter with cultural integrity. Consider, for instance:

  - if your tour travels to Indigenous communities, describe how your tour will engage with the communities in a respectful manner.
- **Provide information on the accessibility of the tour and your ability to provide reasonable accommodation** (maximum of 250 words)
- **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

- **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.
- **Selection of collaborators** (maximum of 100 words)

If the artists/participants are still to be confirmed, explain how selection will be determined.

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- **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.

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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. A clear artistic, thematic, and conceptual vision underlies this application. Consider, for instance:
  - Does the applicant clearly indicate why they want to tour?
  - Is there a strong artistic/cultural idea behind the project?
  - Does the applicant explain their choices?
2. The applicant has the technical skills and artistic rigour to complete this project.
3. The proposed project has artistic/cultural value. Consider, for instance:
  - Will it enhance the public's appreciation of arts and culture?
  - Does it address themes and issues relevant to the intended audience/participants?
4. The applicant has given adequate consideration to questions of cultural integrity. Consider, for instance:
  - If the tour travels to Indigenous communities, does the project engage with the community in a respectful manner?
  - If the tour travels to or represents underserved communities, does the applicant approach this with authenticity?
  - Consult the resource page to learn more about MAC's understanding of cultural integrity.
5. The proposed project develops meaningful connections with the potential to generate future artistic opportunities. Consider, for instance:
  - Are the communities listed in the itinerary a good fit for this applicant's goals?
  - Is the project building on a prior relationship with communities, and/or is there an intention to continue working with them?
6. The project will benefit a marginalized and/or underserved community that faces barriers to accessing the arts. Consider ways the proposed project aligns with MAC's strategic priorities.
7. The project will take place in a community whose geographic location makes it difficult to access the arts. Consider, for instance:

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- Is the project located in northern Manitoba?
  - Is it planned in a remote community that may not be accessible by road throughout the year and/or does not have reliable access to the internet?
- 8.** 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.
- 9.** The proposed project will benefit audiences and participants. Consider, for instance:
- Is there an opportunity for audience members/participants to actively engage with the project?
  - Is there an opportunity for reciprocity, as in the sharing of ideas, knowledge, and spaces between participants and the applicant?
- 10.** The proposed project will support Manitoba artists.
- 11.** The proposal reflects thorough research and planning. Consider, for instance:
- Is there a comprehensive marketing plan in place?
  - Are the proposed activities within the tour feasible?
  - Is the tour feasible given the level of confirmed communities evident in the application?
  - Does the application address current health orders regarding COVID-19 and/or provide a contingency plan?
- 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?
  - Has the applicant provided a thorough and detailed accounting of all likely costs and revenues for their tour (including in-kind revenue and related costs)?
  - Does the budget include funding from other sources?
- 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?