

Share - Artists in Schools



Offline Application Form

Application deadlines: June 5 and October 5

This is the application form for offline submissions to the **Share – Artists in Schools** grant. This application form is intended for applicants who have limited internet access or who have accessibility needs.

We strongly recommend that you have the Share – Artists in Schools grant guidelines and MAC’s general guidelines with you while you work on your application.

To complete your application, fill out the following forms:

- Section A - Applicant details
- Section B – Registration details
- Section C – Project Information
- Section D – School Information
- Section E – School Commitment Form
- Section F – Project Cost Calculator
- Section G – Support Material
- Section H – Collaborators (optional)
- Section I – Additional information (optional)
- Section J – Declaration
- Section K – Voluntary Identification (optional)

Submit a complete application including your support material to the Manitoba Arts Council on the day of the deadline by mail, email or by delivering it in-person.

Note: if the deadline falls on a weekend or statutory holiday, we will accept your application on the following business day.

If you are submitting your application by mail, make sure that the envelope is post-marked on the date of the deadline (or earlier).

Contact us

Manitoba Arts Council
525-93 Lombard Avenue,
Winnipeg, MB R3B 3B1
helpdesk@artscouncil.mb.ca
Telephone: (204) 945-2237
Toll-Free: 1 (866) 994-2787
www.artscouncil.mb.ca

Office Hours
8:30 am to 4:30 pm, Monday to Friday, closed for
lunch from 12:30 pm to 1:30 pm.

The Manitoba Arts Council carries out its work on the original lands of the Anishinaabeg, Cree, Oji-Cree, Dakota, and Dene Nations, and on the National Homeland of the Red River Métis. We acknowledge that northern Manitoba includes ancestral lands of the Inuit. Our office is located on Treaty One territory, but our work extends throughout Treaties Two, Three, Four, and Five.

Share - Artists in Schools



Offline Application Form

Application deadlines: June 5 and October 5

Section A - Applicant details [part 1/2]

For individual applicant, group and organization contacts

Are you applying as (check only one):

- An individual
- A group
- An organization

Legal first name	Legal middle name	Legal last name
Other name*		Pronouns
Preferred name <input type="checkbox"/> Other name <input type="checkbox"/> Legal first name legal last name <input type="checkbox"/> Other name (Legal first name Legal last name)		
Address		
City/Town/Reserve	Province/Territory	Postal code
Primary email		
Secondary email		
Primary phone	Work phone	
Mobile phone	Fax number	

* If you use a different name in your professional career, such as a stage name or a chosen name, please enter it in full. For example, if your legal name is Jonathan Smith but you prefer to be called John, enter "John Smith."

For individuals, your first and last name will appear on your cheque. It will also appear on the T4A for tax purposes. T4A forms will be issued to individuals for amounts received in excess of \$500.00. Your professional name will be used on all correspondence and announcements.

For organizations and groups, the details above is for the primary contact that will receive all correspondence and is authorized to submit a grant application on behalf of the organization or group. The group or organization name will appear on your cheque.

Note: The Manitoba Arts Council is subject to the Freedom of Information and Protection of Privacy Act (FIPPA). The information you provide is protected under that Act. For more on this, please read MAC's policy on the use of personal information

Share - Artists in Schools



Offline Application Form

Application deadlines: June 5 and October 5

Section A - Applicant details [part 2/2]

For all applicant types

Additional information

Attach the document required for your applicant type

Individual:

- An artistic resume or curriculum vitae

Note: Your resume or CV should demonstrate a level of professional experience suitable to your chosen role (e.g., professional artist, arts/cultural professional) in each of the artistic disciplines you have selected.

Group:

- A group history
- A bio, artistic resume or curriculum vitae for each key group member

Organization:

- An organizational history

Note: Your history must indicate your organization's mission, vision, and mandate.

Share - Artists in Schools



Offline Application Form

Application deadlines: June 5 and October 5

Section B.1 - Registration details for individuals [part 1/1]

For individual applicants

Confirm the following:

- I am a Canadian citizen or permanent resident of Canada
- I am a resident of Manitoba
- I am 18 years of age or older

I am applying for this grant as:

- A professional artist
- An arts/cultural professional
- An Indigenous Knowledge Keeper

Note: Definitions for each applicant type can be found in MAC's General Guidelines.

Artistic discipline

Check all disciplines that are applicable to you as an individual applicant:

- | | | | |
|---|--------------------------------|-------------------------------------|--|
| <input type="checkbox"/> Craft | <input type="checkbox"/> Dance | <input type="checkbox"/> Inter-arts | <input type="checkbox"/> Literary arts |
| <input type="checkbox"/> Media arts | <input type="checkbox"/> Music | <input type="checkbox"/> Theatre | <input type="checkbox"/> Visual arts |
| <input type="checkbox"/> Other (specify): _____ | | | |

Share - Artists in Schools



Offline Application Form

Application deadlines: June 5 and October 5

Section B.2 - Registration details for groups [part 1/1]

For group contacts

I am applying for this grant on behalf of an artistic group who meets the following criteria:

- The majority of the members of the professional arts group are residents of Manitoba

Note: Definitions for each applicant type can be found in MAC's General Guidelines.

Group name	
Address	
City/Town/Reserve	Province/Territory
Postal code	Primary phone
Website	Fax number

*Check all disciplines that are applicable to your group:

- Craft
- Dance
- Inter-arts
- Literary arts
- Media arts
- Music
- Theatre
- Visual arts
- Other (specify): _____

List up to a maximum of four key group members.

1.	First name*	Last name*
	Email*	Phone*
2.	First name	Last name
	Email	Phone
3.	First name	Last name
	Email	Phone
4.	First name	Last name
	Email	Phone

Share - Artists in Schools



Offline Application Form

Application deadlines: June 5 and October 5

Section B.3 - Registration details for organizations [part 1/2]

For organization contacts

I am applying for this grant on behalf of an organization who meets the following criteria:

- The organization is based in Manitoba
- The organization has been active in the province for at least one year prior to applying for funding

My organization is a:

- Professional not-for-profit arts organization
- Professional for-profit arts organization
- Professional arts service organization
- Community not-for-profit organization

Notes:

- Organizations receiving operating funding from the Manitoba Arts Council are not eligible to apply for this grant.
- Definitions for each applicant type can be found in MAC's General Guidelines.

Organization name		
Address		
City/Town/Reserve	Province/Territory	Postal code
Primary phone	Fax number	
Website		
Date of incorporation (if applicable)	Registered charity number (if applicable)	

*Check all disciplines that are applicable to your organization:

- | | | | |
|---|--------------------------------|-------------------------------------|--|
| <input type="checkbox"/> Craft | <input type="checkbox"/> Dance | <input type="checkbox"/> Inter-arts | <input type="checkbox"/> Literary arts |
| <input type="checkbox"/> Media arts | <input type="checkbox"/> Music | <input type="checkbox"/> Theatre | <input type="checkbox"/> Visual arts |
| <input type="checkbox"/> Other (specify): _____ | | | |

Share - Artists in Schools



Offline Application Form

Application deadlines: June 5 and October 5

Section C - Project Information [part 1/11]

For all applicant types

Project title:	
Project start date:	Project end date:
Grade level(s) of the students involved in this project:	
Approximate number of students involved in this project:	

Note: Payments on awarded grants will be released one month before the start date at the earliest.

Artistic discipline

Check all disciplines that are applicable to you as an individual applicant:

- | | | | |
|---|----------------------------------|--|-------------------------------------|
| <input type="checkbox"/> Craft | <input type="checkbox"/> Dance | <input type="checkbox"/> Literary arts | <input type="checkbox"/> Media arts |
| <input type="checkbox"/> Music | <input type="checkbox"/> Theatre | <input type="checkbox"/> Visual arts | <input type="checkbox"/> |
| <input type="checkbox"/> Multi disciplinary/Inter-arts (specify): | _____ | | |
| <input type="checkbox"/> Other (specify): | _____ | | |

Share - Artists in Schools



Offline Application Form

Application deadlines: June 5 and October 5

Section D - School Information [part 1/1]

For all applicant types

1. Enter the school name, division, and mailing address:

School name	
School Division	
Street	
City/Town/Reserve	Postal code

Note: The information above is needed to identify the school and to determine whether this application is eligible for the Northern and Remote allowance.

2. Enter the school contact's details:

Prefix	First name	Last name
Primary email		

Inviting a school contact person is needed for MAC to communicate directly with the school. The contact you list here will receive an email confirmation when this application is submitted and when a funding decision has been made. After your project is over, the school contact will be mailed or emailed a link to a survey that everyone involved with the project can complete to provide feedback on the project and the Artists in Schools program.

Offline Application Form

Application deadlines: June 5 and October 5

Section E - School Commitment Form Instruction [part 1/1]

For all applicant types

A School Commitment Form signed by the principal must be submitted as part of each application. This form is the basis of the partnership between the artist and the school, and it represents the school's commitment to the project. This may include a financial contribution.

The School Commitment Form must also indicate that all artists and collaborators listed in the application have been approved by the school to work with students. Schools may ask for recent Police Record/Vulnerable Sector and Child Abuse Registry checks as part of this process. Applications will be deemed ineligible if the School Commitment Form is incomplete, including if any artists, arts/cultural professionals, Indigenous Knowledge Keepers, and collaborators listed in the application form are not also listed and approved by the school.

1. Ask your contact at the school to complete a School Commitment Form
2. This form is available on the Manitoba Arts Council website and the Artists in Schools. You can also ask MAC's Help Desk to send you a copy of the form.
3. Attach the completed and signed form to your application
4. If submitting the form as a digital file, be sure to include the name of the school in the file name

Share - Artists in Schools



Offline Application Form

Application deadlines: June 5 and October 5

Section F - Project Cost Calculator [part 1/1]

For all applicant types

Complete the form below to determine the cost of the proposed project. Some sections may not apply to your project. Skip any fields that do not apply.

Primary artist costs

1. Primary applicant fees

Hours working directly with students:	Hours providing teacher training:	Hours of prep:
Subtotal: Artist fee	Subtotal: Prep fee	Total: Primary Artist fee

Note: "Artist fees" are calculated at a rate of \$50 per hour of student contact time. "Preparation fees" are calculated at a rate of \$25 per hour.

Primary applicant travel

Complete the following fields if the primary artist is traveling more than 20kms to another community.

2. Travel by plane

Airfare:	Hours of flight (round-trip):	Taxi cost:
	Subtotal: Air travel time	Total: Air travel expenses

Note: "Air travel time" is calculated at \$20 per flight hour.

3. A. Travel with own vehicle

Distance one-way from home to school:	Number of one-way trips to and from home to school:	
Subtotal: Mileage	Subtotal: Car travel time	Total

Note: Mileage is paid to help offset costs of gas and wear and tear of your own vehicle. "Mileage" is calculated at a rate of \$0.45 per km, rounded to the nearest dollar. Mileage cannot be claimed for rented vehicles. "Car travel time" is calculated at \$20 per 100 kms traveled, rounded to the nearest dollar.

Share - Artists in Schools



Offline Application Form

Application deadlines: June 5 and October 5

Primary artist costs, continued

3. B. Travel with rented vehicle

Total cost of rental and gas:

Primary applicant accommodations

Complete the following fields if the primary artist is traveling more than 100kms to another community.

4. Accommodations & Per diem

Number of nights	Room rate and taxes	
Subtotal: Per diem	Subtotal: Hotel cost	Total: Accommodation Expenses

Note: Per diem is paid to offset the cost of meals while traveling. "Per diem" is calculated at a rate of \$75 per accommodation night.

Project administration fee

5. Project administration fee

A project administration fee to be paid to the primary applicant must be added to the project costs. "Project administration fees" are based on 10% of primary artist's student contact hours and are paid at the rate of \$25 per hour.

Hours working directly with students	
_____ hours X 0.1 =	_____ X \$25
	Total: Project administration fee =

Total primary applicant fees and travel

(1) Total Primary Applicant fees:	(2) Total Air Travel Expenses:	(3) Total Vehicle Expenses:	(4) Total Accommodation Expenses:	(5) Project administration fee:
Total overall:				

Share - Artists in Schools



Offline Application Form

Application deadlines: June 5 and October 5

Collaborator costs (if applicable)

Fill out a Collaborators costs form for each collaborator involved in the project.

Collaborator name:

1. Collaborator Fees

Hours working directly with students	Hours providing teacher training	Hours of prep	Flat fee*
	Subtotal: collaboration fee	Subtotal: Prep fee	Total: Collaborator fee

Note: “Collaboration fees” are calculated at a rate of \$50 per hour of student contact time. “Preparation fees” are calculated at a rate of \$25 per hour.

*If the collaborator will not be working with students, use the “flat fee” field only.

Collaborator travel

2. Travel by plane

Airfare	Hours of flight	Taxi cost
	Subtotal: Air travel time	Total: Air travel expenses

Note: “Air travel time” is calculated at \$20 per flight hour.

3. Travel by car

Is the collaborator a passenger? <input type="checkbox"/> Yes <input type="checkbox"/> No	Distance one-way from home to school	Number of trips one-way trips to and from home to school
Subtotal: Mileage	Subtotal: Car travel time	Total: Car travel expenses

Note: Mileage is only paid to collaborators that travel using their own vehicle and is paid to help offset costs of gas and wear and tear of your own vehicle. “Mileage” is calculated at a rate of \$0.45 per km, rounded to the nearest dollar. Mileage cannot be claimed for rented vehicles. “Car travel time” is calculated at \$20 per 100 kms traveled, rounded to the nearest dollar. If the collaborator is a passenger, they are compensated for their time, but not for mileage on the vehicle.

Share - Artists in Schools



Offline Application Form

Application deadlines: June 5 and October 5

Collaborator costs (if applicable), continued

Collaborator name:

Collaborator accommodations

4. Collaborator accommodations and per diem

Complete the following fields if this collaborator is traveling more than 100kms to another community.

Number of nights	Room rate and taxes	
Subtotal: Per diem	Subtotal: Hotel cost	Total: Accommodation expenses

Note: Per diem is paid to offset the cost of meals while traveling. "Per diem" is calculated at a rate of \$60 per accommodation night.

Total collaborator costs

(1) Total Collaborator Fees	(2) Total Air Travel Expenses	(3) Total Vehicle Expenses	(4) Total Accommodation Expenses
Total Overall			

Share - Artists in Schools



Offline Application Form

Application deadlines: June 5 and October 5

Revenue contributions

1. Cash contributions

Total school cash contribution:	Other cash contributions (if applicable):
	Total overall:

Note: Do not include in-kind contributions.

2. Description

Briefly describe the other cash contributions

Grant Amount Request

1. Total project costs

Total primary applicant cost:	Total collaborator costs:	Total material costs:
		Total overall project costs:

2. Grant amount request

Total project costs:	Total cash contributions:
	Grant Amount Request:

Note: "Grant amount request" equals the total project costs minus cash contributions.

Share - Artists in Schools

Offline Application Form

Application deadlines: June 5 and October 5

Section G - Support Material Instruction

For all applicant types

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 collaborators or partners.

Quantity of support material allowed

Submit a minimum of one, and up to a maximum of three items of support material.

The following count as **one item**:



up to 5 images **OR**



up to 15 pages of text **OR**



up to 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. Do not submit original work or the only copy you have. Support material will not be returned.

How to submit support material

Support material may be submitted on a DVD, CD, USB or sent by email to helpdesk@artscouncil.mb.ca. For audio/video files, you may also enter a link toward Vimeo, YouTube, SoundCloud or Bandcamp.

If you are submitting digital files, make sure that the file names you provide in the follow form match the names of the digital files you are submitting.

For further details see Support Material Requirements in MAC's General Guidelines.

Share - Artists in Schools



Offline Application Form

Application deadlines: June 5 and October 5

Section G - Support Material [part 1/4]

For all applicant types

File name or link: <input type="checkbox"/> Image <input type="checkbox"/> Text <input type="checkbox"/> Audio/video	
Title	Year Produced
Applicant's role	
Image: Dimension, medium; Text: # of pages; Audio/video: start time/end time	

File name or link: <input type="checkbox"/> Image <input type="checkbox"/> Text <input type="checkbox"/> Audio/video	
Title	Year Produced
Applicant's role	
Image: Dimension, medium; Text: # of pages; Audio/video: start time/end time	

File name or link: <input type="checkbox"/> Image <input type="checkbox"/> Text <input type="checkbox"/> Audio/video	
Title	Year Produced
Applicant's role	
Image: Dimension, medium; Text: # of pages; Audio/video: start time/end time	

File name or link: <input type="checkbox"/> Image <input type="checkbox"/> Text <input type="checkbox"/> Audio/video	
Title	Year Produced
Applicant's role	
Image: Dimension, medium; Text: # of pages; Audio/video: start time/end time	

File name or link: <input type="checkbox"/> Image <input type="checkbox"/> Text <input type="checkbox"/> Audio/video	
Title	Year Produced
Applicant's role	
Image: Dimension, medium; Text: # of pages; Audio/video: start time/end time	

Share - Artists in Schools



Offline Application Form

Application deadlines: June 5 and October 5

Section G - Support Material [part 2/4]

For all applicant types

File name or link: Image Text Audio/video

Title	Year Produced
Applicant's role	
Image: Dimension, medium; Text: # of pages; Audio/video: start time/end time	

File name or link: Image Text Audio/video

Title	Year Produced
Applicant's role	
Image: Dimension, medium; Text: # of pages; Audio/video: start time/end time	

File name or link: Image Text Audio/video

Title	Year Produced
Applicant's role	
Image: Dimension, medium; Text: # of pages; Audio/video: start time/end time	

File name or link: Image Text Audio/video

Title	Year Produced
Applicant's role	
Image: Dimension, medium; Text: # of pages; Audio/video: start time/end time	

File name or link: Image Text Audio/video

Title	Year Produced
Applicant's role	
Image: Dimension, medium; Text: # of pages; Audio/video: start time/end time	

Share - Artists in Schools



Offline Application Form

Application deadlines: June 5 and October 5

Section G - Support Material [part 3/4]

For all applicant types

File name or link: Image Text Audio/video

Title	Year Produced
Applicant's role	
Image: Dimension, medium; Text: # of pages; Audio/video: start time/end time	

File name or link: Image Text Audio/video

Title	Year Produced
Applicant's role	
Image: Dimension, medium; Text: # of pages; Audio/video: start time/end time	

File name or link: Image Text Audio/video

Title	Year Produced
Applicant's role	
Image: Dimension, medium; Text: # of pages; Audio/video: start time/end time	

File name or link: Image Text Audio/video

Title	Year Produced
Applicant's role	
Image: Dimension, medium; Text: # of pages; Audio/video: start time/end time	

File name or link: Image Text Audio/video

Title	Year Produced
Applicant's role	
Image: Dimension, medium; Text: # of pages; Audio/video: start time/end time	

Share - Artists in Schools



Offline Application Form

Application deadlines: June 5 and October 5

Section H. Collaborators [part 1/2; optional]

For all applicant types

Collaborator biography

- Attach bios for key collaborators.

Collaborator details

Enter information for each collaborator in the form below.

Collaborator Name	
Discipline	City/Town/Reserve
Collaborator Name	
Discipline	City/Town/Reserve
Collaborator Name	
Discipline	City/Town/Reserve
Collaborator Name	
Discipline	City/Town/Reserve
Collaborator Name	
Discipline	City/Town/Reserve
Collaborator Name	
Discipline	City/Town/Reserve
Collaborator Name	
Discipline	City/Town/Reserve
Collaborator Name	
Discipline	City/Town/Reserve

Offline Application Form

Application deadlines: June 5 and October 5

Section J. Declaration [part 1/1]

For all applicant types

Translation

MAC welcomes applications in English and French. Where an application is submitted in French, MAC will engage a bilingual assessor who is familiar with the discipline. Portions of the application will also be translated into English for use in the jury or panel process, in addition to being provided in the original language. When portions of an application are to be translated, the applicant has the option of having MAC provide the translation or of hiring a translator of their choice and being reimbursed for their expenses at a rate of \$0.27 per word.

- I am completing this application in English.
- I am completing this application in French and I will contract my own translator.
- I am completing this application in French and MAC can send my application for translation.

Communication

How would you like to receive written communication from the Manitoba Arts Council?

- By email
- By postal mail

Declaration

- I hereby declare that the information above is correct to the best of my knowledge.
- I understand that my eligibility must be approved by Manitoba Arts Council staff before my application is considered.
- I confirm that I have gone through the grant-specific guidelines included in this package and that I have also reviewed MAC's general guidelines for completing grant applications.
- I understand that this application form is intended for applicants who have limited internet access or who have accessibility needs.

Signature

Date

Offline Application Form

Application deadlines: June 5 and October 5

Section K - Voluntary identification information

[part 1/3; optional]

For all applicant types

The Manitoba Arts Council is committed to supporting artistic practices that reflect the diversity of Manitoba's population. You are invited to complete the voluntary identification portion of this profile registration. This is entirely optional. This information will be used to monitor how well MAC grants reflect the full diversity of who we are as a province. You can see how we use this information on MAC's website. This information will not be used in the assessment process and will not be made available to assessors. For further information, please read MAC's policy on the use of personal information.

What is your primary language?

- English
- French
- Indigenous language Specify:
- Sign language Specify:
- Other language Specify:

Do you speak, read and/or understand the following:

English

- Speak
- Read
- Understand

French

- Speak
- Read
- Understand

Other (specify):

- Speak
- Read
- Understand

Birth year:

Gender:

- Female
- Male
- Non-Binary
- Other (specify):

Offline Application Form

Application deadlines: June 5 and October 5

Section I - Voluntary identification information

[part 2/3; optional]

For all applicant types

Do you identify as any of the following:

- Indigenous**
 - First Nations
 - Metis
 - Inuit
 - Other (specify):

What is the Indigenous community that you belong to?

- Francophone**
 - Franco-Manitoban
 - Francophone from Quebec
 - Francophone from another part of Canada
 - Francophone from France
 - Francophone from another country. Specify:
 - I learned French as an additional language
 - Other (specify):
- Black and/or a Person of Colour**
 - Black. Specify:
 - Person of colour. Specify:

D/deaf

Please select 'Yes' if you are D/deaf, deafened or hard of hearing.

- Yes. Specify:

Financial assistance may be available for applicants who are Deaf. See MAC's accessibility page for further information.

Offline Application Form

Application deadlines: June 5 and October 5

Section I - Voluntary identification information

[part 3/3; optional]

For all applicant types

Living with a disability (including physical, psychiatric, and intellectual disabilities)

Please select 'Yes' if you live with any type of disability, including physical, psychiatric, and intellectual disabilities.

- Yes. Specify:

Financial assistance may be available for applicants who live with a disability. See MAC's accessibility page for further information.

2SLGBTQ+

Please select this option if you identify as Two-Spirit, lesbian, gay, bisexual, transgender, queer, or part of the 2SLGBTQ+ community in any other way.

- Yes. Specify:

Part of any other underserved community

- Yes. Specify:

Assessor selection

As an individual applicant, you are automatically considered for membership in upcoming assessment panels. If you would like MAC to take into account the information you share in this section when putting together assessment panels (so that you can help assess applications where your background and insights might be especially valuable), we ask you to give us permission for that by checking the box marked 'I agree' below. You may withdraw your permission whenever you want by unchecking that same box.

The information I provide in this section may be used by MAC when considering me for membership in upcoming assessment panels

- Agree