This is the application form for offline submissions to the **Share – Tour** 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 – Tour 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 – Budget
- Section E – Support Material
- Section F – Collaborators
- Section G – Additional information (optional)
- Section H – Declaration
- Section I – 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.

CONSEIL DES ARTS DU MANITOBA ARTS COUNCIL

Section A - Applicant details [part 1/1]

For individual applicants, 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 ☐ Other name	☐ Legal first name legal last name	☐ 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.

Section A - Applicant details [part 2/2]

For individual applicants, group and organization contacts

Additional information

Attach the document required for your applicant type

Individual:

o   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:

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

Organization:

o   An organizational history

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

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

For individual applicants

You are required to attach your resume/CV for review.

☐ 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:

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

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

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

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

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

*Check all disciplines that are applicable to your organization:

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

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)	

Section C - Project Information [part 1/12]

For all grant types

Project title:	
Project start date:	Project end date:

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

Grant type:

☐ Small-scale – up to $ 10,000
☐ Large scale – up to $ 50,000

Check the artistic discipline(s) most relevant to this application:

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

Section C - Project Information [part 2/12]

For all grant types

Provide information on your itinerary.

You must have 50% of your bookings confirmed.

Date	City/Town/Reserve	Status
		☐ Confirmed ☐ Pending ☐ Speculative
		☐ Confirmed ☐ Pending ☐ Speculative
		☐ Confirmed ☐ Pending ☐ Speculative
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		☐ Confirmed ☐ Pending ☐ Speculative

Section C - Project Information [part 3/12]

For all grant types

Background, influences, and previous activities relevant to this application:

Use this field to build upon your CV/resume, group history, or organizational history.

Note: The CV/resume, group history, or organizational history 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 to assess your application.

For organizations, make sure that your history document clearly states your organization's mission, vision, and mandate.

Word count: maximum of 500 words

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Section C - Project Information [part 4/12]

For all grant types

Project description:

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.

Word count: maximum of 750 words

Section C - Project Information [part 5/12]

For all grant types

Describe the tour's potential benefit to the communities you are visiting.

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?
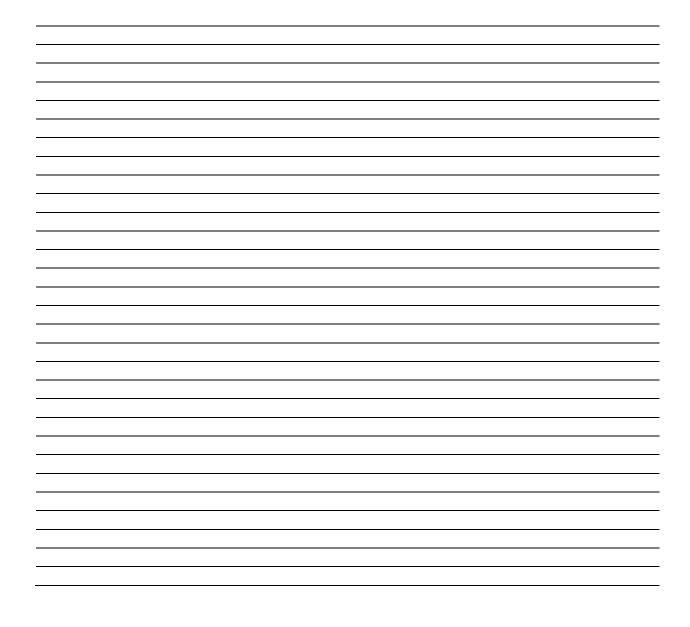
Word count: maximum of 250 words

Section C - Project Information [part 6/12]

For all grant types

Explain how you are working together with presenters, partners or host organizations towards a successful outcome.
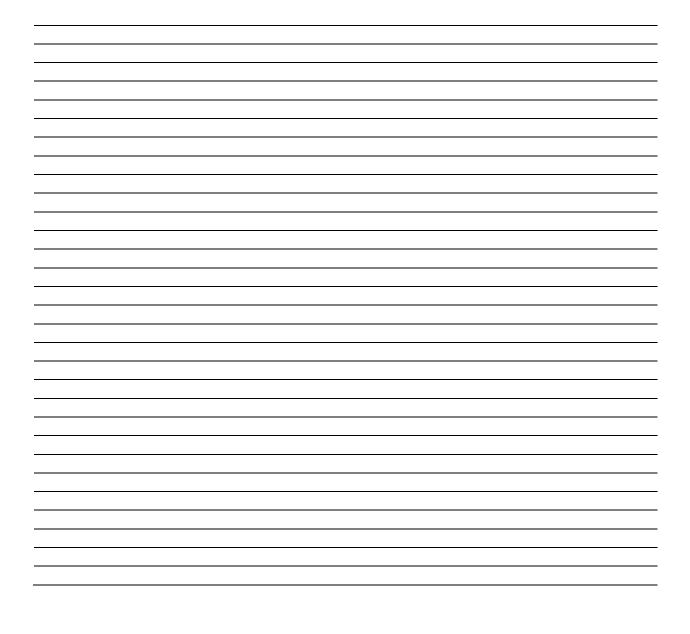
Word count: maximum of 250 words

Section C - Project Information [part 7/12]

For all grant types

How does this project support Manitoba artists?

Word count: maximum of 100 words

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Section C - Project Information [part 8/12]

For all grant types

Payment and working conditions

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.

Word count: maximum of 100 words

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Section C - Project Information [part 9/12]

For all grant types

Permission and consent (optional)

If applicable, attach:

- Confirmation letters from any collaborator or mentors 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 produce, adapt, or use copyrighted material

Section C - Project Information [part 10/12]

For all grant types

Describe your publicity, promotion and outreach activities.
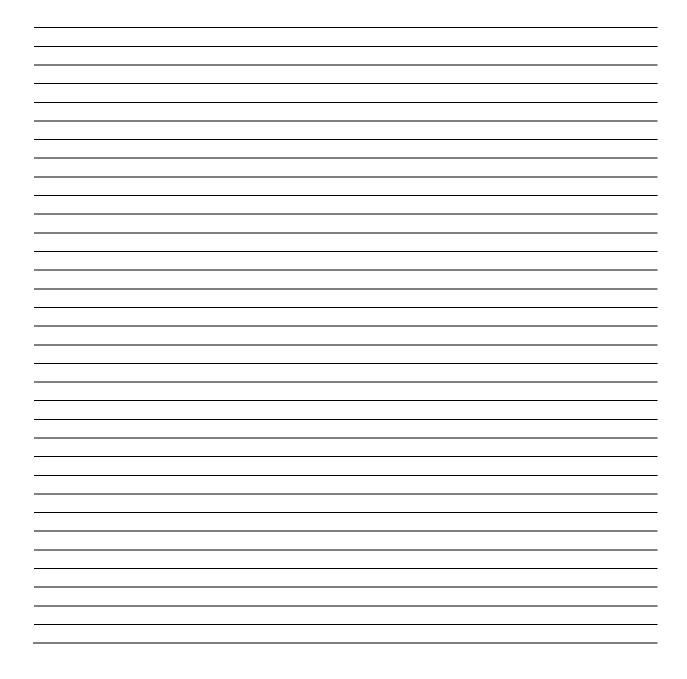
Word count: maximum of 200 words

Section C - Project Information [part 11/12]

For all grant types

Provide information on the accessibility of the tour and your ability to provide reasonable accommodation.

Word count: maximum of 250 words

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Section C - Project Information [part 12/12]

For all grant types

What is your relationship to the cultures and/or communities represented in your project?

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.

See the General Guidelines to learn more about MAC's understanding of cultural integrity.

Word count: maximum of 400 words

Section D – Budget Form [part 1/1]

For all grant types

Complete the budget form below. This standard budget form is used across most MAC grant 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. Include brief notes in the description fields for the costs you will be using your Manitoba Arts Council grant to cover.

MAC uses the following guidelines for determining expenses:

- Mileage: 45 cents per kilometer
- Living expenses: approximately $2,500 per month, but may vary based on your situation
- Per diems: $60 per day

Note: Total revenues must equal total expenses.

Total Budget

Total revenues:
Total expenses:

Revenue: Grants

	Amount	Description
Manitoba Arts Council		
Canada Council for the Arts		
Other federal grants (specify)		
Other provincial grants (specify)		
Winnipeg Arts Council		
Other municipal arts council grants (specify)		
Other municipal grants (specify)		

Revenue: Tickets and Box office

# of presentations	Average % of venue sold out	Average venue capacity	Description
Projected audience:			

	Amount	Description
Average ticket price		
Total ticket or box office		

Revenue: Sales

	Amount	Description
Sales and merchandise		
Other (specify)		

Revenue: Fundraising

	Amount	Description
Sponsorship		
Donations		
Fundraising events		
Crowdsourcing		
Other (specify)		

Revenue: Contributions

	Amount	Description
Financial contributions by the applicant		
Financial contributions by partners		
Other financial contributions (specify)		
In-kind contributions by the applicant		
In-kind contributions by partners		
Other In-kind contributions (specify)		

Total revenue :

Expenses: Professional fees/honorariums

	Amount	Description
Artists (all disciplines)		
Designers, editors, and dramaturges		
Royalties and copyright		
Indigenous Knowledge Keepers		
Professional consultants and cross-sectoral collaborators		
Living expenses*		
Other (specify)		

* approximately $2,500 per month, but may vary based on your situation

CONSEIL DES
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ARTS COUNCIL

Share – **Tour**
Offline grant application form
Deadlines: April 1

Expenses: Travel

	Amount	Description
Transportation (specify)		
Accommodations		
Per diem ($60 per day)		
Other (specify)		

Expenses: Production and publication costs

	Amount	Description
Materials (includes visual art materials, wardrobe, set, props)		
Technical personnel		
Equipment		
Rentals (venue, studio, equipment)		
Other (specify)		

Expenses: Administration

	Amount	Description
Administrative personnel		
Shipping and extra baggage		
Printing		
Promotion		
Translation costs		
Workshops		
Other (specify)		

Expenses: Research

	Amount	Description
Research		

Expenses: Professional development

	Amount	Description
Professional development costs		

Total expenses	

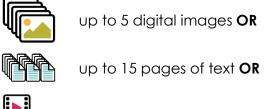## Section E - Support Material Instruction

For all grant types

Support material should be samples of current work/activities relevant to your grant application; it may include the work/activities of other key artists or partners. You may choose to include earlier work/activities to provide a context for your application.

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.

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 digital 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.

Section E - Support Material [part 1/3]

For all grant types

Provide descriptions of the files, documents, (etc.) you are submitting as support material for this grant application.

In the note field, enter the following details about your support material:

- For images of visual art or craft: dimensions and medium
- For print: number of pages
- For audio/video: running time

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

	File name or link	Year produced	Title	Note
Item 1				

Section E - Support Material [part 2/3]

For all grant types

	File name or link	Year produced	Title	Note
Item 2				

	File name or link	Year produced	Title	Note
Item 3				

Section E - Support Material [part 3/3]

For all grant types

Describe how the support material relates to this application. If you are submitting any support material created by artists other than yourself, clearly identify and discuss this work.

Word count: maximum of 500 words

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

For all grant types

Who will be working with you on the project? Enter information for each collaborator in the form below.

Attach bios for the key collaborators. Make sure the name of the collaborating artist is clearly indicated in their bio.

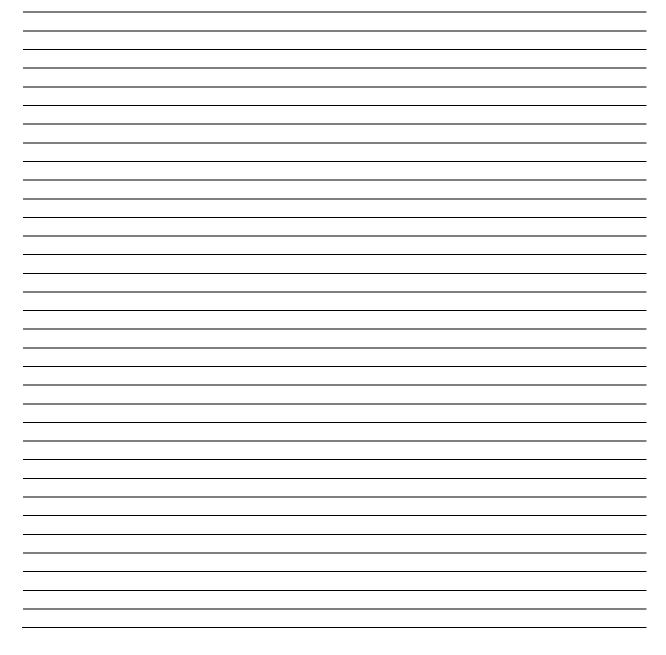| Collaborator: First name	Last name
Discipline	City/Town/Reserve
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Section F. Collaborators [part 2/2; optional]

For all grant types

Who will be working with you on the project? Explain why you chose to work with them and what they bring to the project. If the artists/participants are still to be confirmed, explain how selection will be determined.
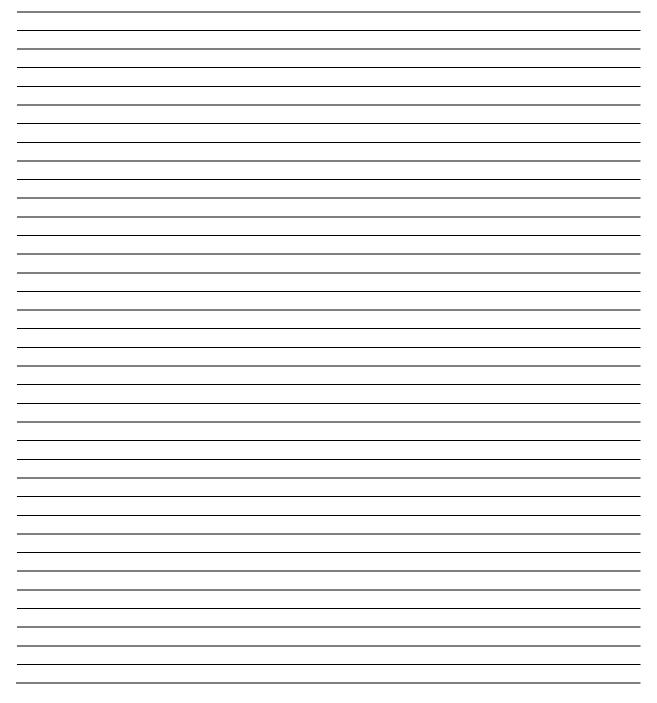
Word count: maximum of 850 words

Section G. Additional Information [1/1; optional]

For all grant types

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

Section H. Declaration [part 1/1]

For all grant 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**

Section I - 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	**French**	**Other (specify):**
☐ Speak	☐ Speak	☐ Speak
☐ Read	☐ Read	☐ Read
☐ Understand	☐ Understand	☐ Understand

Birth year:

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

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.

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