

Support – Community Impact

Offline grant application form

Deadline: May 15

This is the application form for offline submissions to the **Support – Community Impact** 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 Support – Community Impact 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 – Programming
- Section D – Inclusion
- Section E – Administration
- Section F – Budget
- Section G – Support Material
- Section H – Declaration

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.

Section A - Applicant details [part 1/2]

For organization contacts

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 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 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.

Section B – 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:

- | | | | |
|---|--------------------------------|-------------------------------------|--|
| <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): _____ | | | |

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 – Programming [part 1/4]

For all grant types

Share the plans for your programming/activities for the year in which you are requesting funding.

Note: Some sections of the following tables may not apply to your organization's programming, and you may leave them blank.

If you need more space, you can copy this page as needed.

Performances/Exhibitions/Screenings

Start date	Status <input type="checkbox"/> Pending <input type="checkbox"/> Confirmed	Location
Title	Creator(s)	Featured artist(s)
Description		

Start date	Status <input type="checkbox"/> Pending <input type="checkbox"/> Confirmed	Location
Title	Creator(s)	Featured artist(s)
Description		

Start date	Status <input type="checkbox"/> Pending <input type="checkbox"/> Confirmed	Location
Title	Creator(s)	Featured artist(s)
Description		

Start date	Status <input type="checkbox"/> Pending <input type="checkbox"/> Confirmed	Location
Title	Creator(s)	Featured artist(s)
Description		

Section C – Programming [part 1/4]

For all grant types

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Note: Some sections of the table may not apply to your organization's programming, and you may leave them blank.

If you need more space, you can copy this page as needed.

Publications

Publication date	Status <input type="checkbox"/> Pending <input type="checkbox"/> Confirmed	Genre
Title	Author(s)	Type <input type="checkbox"/> New work <input type="checkbox"/> Reprint
Description		Print run

Publication date	Status <input type="checkbox"/> Pending <input type="checkbox"/> Confirmed	Genre
Title	Author(s)	Type <input type="checkbox"/> New work <input type="checkbox"/> Reprint
Description		Print run

Publication date	Status <input type="checkbox"/> Pending <input type="checkbox"/> Confirmed	Genre
Title	Author(s)	Type <input type="checkbox"/> New work <input type="checkbox"/> Reprint
Description		Print run

Section C – Programming [part 1/4]

For all grant types

Share the plans for your programming/activities for the year in which you are requesting funding.

Note: Some sections of the table may not apply to your organization's programming, and you may leave them blank.

If you need more space, you can copy this page as needed.

Classes/Workshops

Start date	Status <input type="checkbox"/> Pending <input type="checkbox"/> Confirmed	Location
Title	Instructor(s)	Student type
Description		

Start date	Status <input type="checkbox"/> Pending <input type="checkbox"/> Confirmed	Location
Title	Instructor(s)	Student type
Description		

Start date	Status <input type="checkbox"/> Pending <input type="checkbox"/> Confirmed	Location
Title	Instructor(s)	Student type
Description		

Start date	Status <input type="checkbox"/> Pending <input type="checkbox"/> Confirmed	Location
Title	Instructor(s)	Student type
Description		

Section C – Programming [part 1/4]

For all grant types

Share the plans for your programming/activities for the year in which you are requesting funding.

Note: Some sections of the table may not apply to your organization's programming, and you may leave them blank.

If you need more space, you can copy this page as needed.

Other Activities

Start date	Status <input type="checkbox"/> Pending <input type="checkbox"/> Confirmed	Location
Title	Participants	
Description		

Start date	Status <input type="checkbox"/> Pending <input type="checkbox"/> Confirmed	Location
Title	Participants	
Description		

Start date	Status <input type="checkbox"/> Pending <input type="checkbox"/> Confirmed	Location
Title	Participants	
Description		

Start date	Status <input type="checkbox"/> Pending <input type="checkbox"/> Confirmed	Location
Title	Participants	
Description		

Section C - Programming [part 3/4]

For all grant type

Describe how this programming is important for your community.

Consider, for instance:

- How does your programming benefit your community?
- What need is it fulfilling?
- What would be the impact to your community if this programming did not happen?

Word count: maximum of 300 words

Section D - Inclusion

For all grant types

The Manitoba Arts Council believes in the importance of arts and culture for the benefit of all Manitobans. We strive for funding, programs, and policies that are equitable for all.

Organizations that receive funding in this program are expected to lead by example in the areas of:

- truth and reconciliation
- accessibility
- equity

Describe how your organization is making progress in at least some of these areas. Bear in mind the size and scope of your organization.

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Section D - Inclusion [part 2/3]

For all grant types

Accessibility

Is your organization implementing tangible actions in the area of accessibility within the funded year?

- Yes No

If yes, what work is your organization undertaking?

Word count: maximum of 300 words

Section D - Inclusion [part 3/3]

For all grant types

Equity

Is your organization implementing tangible actions in the area of equity within the next funded year?

Yes No

If yes, what work is your organization undertaking?

Word count: maximum of 300 words

Section E - Administration [part 1/5]

For all grant types

Tell us about your board of directors or advisory body.

Name	Role
Years on Board	Skills and expertise

Name	Role
Years on Board	Skills and expertise

Name	Role
Years on Board	Skills and expertise

Name	Role
Years on Board	Skills and expertise

Name	Role
Years on Board	Skills and expertise

Name	Role
Years on Board	Skills and expertise

Name	Role
Years on Board	Skills and expertise

Section E - Administration [part 2/5]

For all grant types

Describe how your organization is run.

Consider, for instance:

- How do you choose your programming?
- How do you manage your organization's administration and finances?
- How do you manage your volunteers?
- Etc.

Word count: maximum of 300 words

Section E – Administration [part 4/5]

For all grant types

Finances

Include your organization's most recently completed financial statements.

Financial Statements are your organization's formal annual financial report prepared by your organization or an outside accountant.

The statements must be signed by two members of your Board and must include:

- 1) a Statement of Financial Position (sometimes called a balance sheet) and
- 2) a Statement of Revenues and Expenses (sometimes called a statement of operations).

Grant maximum

You can request up to a maximum of 50% of your organization's annual revenues or \$15,000, whichever is less.

Total annual revenue:	=
Percentage of annual revenue:	= (50%)
Maximum grant amount:	= \$15,000
Your organization's grant request limit is:	=

Note: Total annual revenue should be the amount your organization reported in its most recent fiscal year.

Section E – Budget Form [part 1/2]

For all grant types

Complete the budget form below. Enter your projected revenues and expenses for the funding request year. Do not include cents, you may enter whole dollar amounts only. Skip any fields that do not apply. Revenue and expenses must be equal. Briefly indicate in the description fields the expenses that will be covered by your grant from the Manitoba Arts Council.

Total Budget

Total revenues: _____
 Total expenses: _____

Revenue: Grants

		Amount	Description
Manitoba Arts Council			
Canada Council for the Arts	<input type="checkbox"/> Pending <input type="checkbox"/> Confirmed		
Other federal grants (specify)	<input type="checkbox"/> Pending <input type="checkbox"/> Confirmed		
Other provincial grants (specify)	<input type="checkbox"/> Pending <input type="checkbox"/> Confirmed		
Winnipeg Arts Council	<input type="checkbox"/> Pending <input type="checkbox"/> Confirmed		
Other municipal arts council grants (specify)	<input type="checkbox"/> Pending <input type="checkbox"/> Confirmed		
Other municipal grants (specify)	<input type="checkbox"/> Pending <input type="checkbox"/> Confirmed		

Revenue: Earned Revenues

	Amount	Description
Tickets/admissions		
Classes and workshop fees		
Membership fees		
Fundraising		
All other revenues (provide details)		
Total Earned Revenues		

Total Revenue: _____

Section E – Budget Form [part 2/2]

For all grant types

Expenses: Details

	Amount	Description
Fees/honoraria paid to artists and arts professionals		
Classes and workshop expenses		
Presentation costs for performances		
Exhibition costs		
Other artistic expenses (provide details)		
Administration (rent, office, staff, etc.)		
Fundraising expenses		
Marketing and promotion expenses		
Other expenses (provide details)		

Total Expenses:

Section F - Support Material

For all grant types

Support material is an important part of the assessment process. Support material should be samples of current activities of your organization.

Support material may be submitted on a 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 F - 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 and password for private files if necessary

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 F - 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 G. 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 assessment 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. [Learn more](#)

- 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 included in this application 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