

Grant application guidelines

Grant details

Artists in Communities grant supports arts-related activities for underserved applicants and/or communities that face barriers to accessing artistic opportunities.

Important Dates

Application deadlines: January 30, May 15, September 15

Notification of results:

- Applications from individuals and arts groups: within two months after the deadline
- Applications from organizations: within three months after the deadline

Grant amounts

- Micro-grant: \$1,000 (for individual applicants only)
- Small scale: up to \$7,500
- Large scale: up to \$15,000

Note: Large scale grants over \$7,500 must have a matching amount of revenue within the budget from other sources equal to or greater than the amount requested from MAC.

Applicants - who can apply

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

Ineligible Applicants

- Organizations receiving funds through MAC's Support – Operate or Support – Community Impact grants
- Organizations that directly or indirectly receive ongoing funding from the Department of Sport, Culture, Heritage, and Tourism

Note: For a complete list of ineligible applicants, see General Guidelines.

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Activities - what you can apply for

- Creation
- Production
- Public presentations (performances, exhibitions, juried art shows, concerts, readings)
- Publication
- Community art projects involving artists
- Artistic workshops, classes, and knowledge sharing opportunities
- Arts-related gatherings

Note: For ineligible activities, see General Guidelines.

Expenses - what is eligible

An Artists in Communities grant can be used towards direct costs related to the proposed activities. Examples of eligible expenses include:

- Fees to collaborating artist
- Travel expenses
- Materials expenses
- Production and publication expenses
- Etc.

Assessment - how decisions are made

Your Artists in Communities grant application will be evaluated based on the following criteria:

- Impact and inclusion
- Project quality
- Project feasibility

Applications from individuals and groups will be evaluated by an internal panel.
Applications from organizations will be evaluated by an external panel.

Note: Refer to MAC's Granting Decision Process 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 [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 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 [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

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 details on the type of grant that you are applying for, your project title, the artistic discipline(s) most relevant to this application, and the project start date and end date, and the type of activity within your project. You will also be asked to identify who is facing the barrier(s) to accessing artistic opportunities (the applicant or the community of the project) and what are the barriers.

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

- **How will your project address these barriers?** (maximum of 250 words)
Describe how your proposed project addresses these barriers. Consider, for instance:
 - How have these barriers impacted your arts practice and how do you aim to address them?

If you are working with a community:

- Have you worked within this community previously?
 - Have you consulted with the community in planning this project?
 - Is this project responsive to the needs of the community?
- **Background** (for small-scale and large-scale projects only, 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 upload 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 is this project important?
 - What is your ability to undertake this project?
 - Consider factors beyond your project, for instance timing and logistics of travel, cultural protocols, etc.

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- **Community impact, *if applicable*** (maximum of 200 words)
If you are working with a community, consider the following questions:
 - What will be the impact on your community?
 - Does this proposed project strengthen community connections?
- **Organization rational**, (for organizations only, maximum of 200 words)
How will this project strengthen your organization's ability to fulfil its mandate, mission, and values?
- **Artistic development** (for individuals and groups, maximum of 200 words)
How will this project strengthen your artistic development?
- **Payment and working conditions** (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?
- **Letter of confirmation, *if applicable*** (File upload)
If applicable, attach:
 - confirmation letters from any collaborators 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
- **Permission for use, *if applicable*** (maximum of 200 words)
If you need permission to use materials, stories, and/or copyright, explain how you plan to receive this permission or attach documented permission.
- **Work plan** (maximum of 250 words)
Provide a work plan for the project. Include timelines, schedules, venues, outreach plans, and dates, if applicable.
- **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 MAC's understanding of cultural integrity.

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- **Additional information, optional** (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 300 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.

Note: 50% or more of the artists you collaborate with must be Manitoban.

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

Note: At least 50% of collaborators must be confirmed at the time of submission.

- **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

For micro grants:

Describe how you will use the grant (maximum of 200 words)

Keep in mind that the program you are applying to is competitive. MAC is not able to honour all requests for funding. Your application will be assessed in part on the basis of your explanation of why you need the full amount that you are requesting.

For small-scale and large-scale projects:

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 collaborators 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.

Assessment Rubric

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.

Project Impact & Inclusion

1. The proposed project will benefit a marginalized and/or underserved artist and/or community that faces barriers to accessing the arts.
2. The proposed project is thoughtful and responsive to the needs of the community.
3. The proposed project develops meaningful connections with sustained impact.
4. The proposed project will contribute to the applicant's artistic growth.
5. The relationship between the applicant and community is authentic.
6. The proposed project will help the organization to fulfill its mandate, mission and values.
7. The proposed project will take place in a community whose location makes it difficult to access the arts.

Consider for instance:

- 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 applicant has addressed questions of cultural integrity within their project.

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

Consult the resource page to learn more about [MAC's understanding of cultural integrity](#).

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Project Quality

9. The proposed project has artistic value.

Consider for instance:

- Does it address themes and issues relevant to the applicant's artistic practice and/or the community the project serves?

10. A clear vision underlies this application.

Consider for instance:

- Does the applicant explain their choices?
- Is there a clear logic behind the proposed project?

11. The applicant and collaborators have the necessary skills and experience to complete this project.

Consider for instance:

- Does the applicant have experience working with a marginalized or underserved community?
- If the applicant is new to the community, are they collaborating with a community member?
- If applicable, are Indigenous Knowledge Keepers included in the project activities in ways that are respectful, honourable, and significant?

12. The support material is appropriate for the application.

Consider for instance:

- Do they reflect the quality of the artist's or organization's work?
- Do they demonstrate the potential impact of the proposed project?

Project Feasibility

13. The work plan is clear, detailed and realistic.

Consider for instance:

- Does the application workplan clearly identify and address all key stages of the project?
- Does the application show collaborative planning and project development?
- Does the application clearly show the ideas, objectives, roles, and responsibilities of all identified partners?

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- 14.** The applicant has considered safe and respectful working conditions.
- 15.** The applicant has attached confirmation, if applicable, of participation from listed artists, and of support from partners and communities involved.
- 16.** The applicant has confirmed at least 50% of their collaborators and the majority are Manitoban.
- 17.** The applicant has given appropriate consideration to artist payment.
- 18.** The budget accurately acknowledges the estimated costs and revenues of the project.
Consider for instance:
 - Has the applicant secured funding from other sources, including financial contributions from key partners?
 - Is the budget appropriate for the scale of the project?
- 19.** The applicant has the resources to complete the 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?