

# General Guidelines

## Contact us

### **Manitoba Arts Council**

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### **Office Hours**

8:30 a.m. to 4:30 p.m., Monday to Friday,  
closed for lunch from 12:30 p.m. to  
1:30 p.m.

The Manitoba Arts Council carries out its work on the original lands of the Anishinaabeg, Anishinewuk, Dakota Oyate, Denesuline and Nehethowuk 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.

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The Manitoba Arts Council (MAC) offers 15 grants that fund different kinds of arts and cultural activities. Each grant has its own specific set of guidelines and application forms. This document outlines important information that is relevant to many of the 15 grants.

When applying for a MAC grant, use these general guidelines alongside the guidelines specific to each grant.

## How to apply

### 1. Online through Manipogo

MAC has an online application system called [Manipogo](#) where you can draft and submit grant applications and manage documents related to awarded grants such as funding agreements and final reports.

In order to apply online, you need to have a valid [profile in Manipogo](#).

### 2. Offline applications (PDF and paper forms)

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.

To request a PDF or paper application form, contact [helpdesk@artscouncil.mb.ca](mailto:helpdesk@artscouncil.mb.ca) or call toll free 1-866-994-2787.

### Accessibility fund

If you are D/deaf or living with a disability, or you represent a D/deaf and disability arts/cultural group or organization, you can apply for financial assistance to help cover the costs of disability-related services to:

- create a profile in Manipogo, MAC's Online Application System;
- write a grant application;
- submit a final report; or
- complete your project.

See MAC's [Accessibility page](#) for details.

## Eligibility

### Applicant types

MAC accepts applications from applicants who are:

- professional artists
- arts/cultural professionals
- Indigenous Knowledge Keepers
- students of the arts
- professional arts groups
- professional not-for-profit arts organizations
- professional for-profit arts organizations (book and periodical publishers)
- professional arts service organizations
- community not-for-profit organizations

MAC also accepts nominations for our Recognize – Prizes program. Any person, group, or organization that has no conflict of interest with the nominee can submit a nomination.

Definitions for each applicant type can be found in **Appendix I**.

### Ineligible applicants

The following organizations are generally ineligible to apply for all Manitoba Arts Council grants:

- Museums and Heritage groups
- Libraries
- Organizations, affiliated with large institutions, that are not financially, curatorially, and artistically independent
- Municipalities and sub-committees of municipalities
- Charitable Foundations
- Organizations that directly or indirectly receive ongoing funding from the Department of Sport, Culture, Heritage and Tourism

### Manitoba residents

To apply for MAC grants, you must be a resident of Manitoba and either a Canadian citizen or a permanent resident.

This means that before applying for a MAC grant:

- You must have a permanent physical address in Manitoba; and
- You must have lived in Manitoba for at least one full year\*

**\*Exemptions:**

If you live in Manitoba, you can be absent from the province for up to one year if:

- the absence is temporary (for example: because of an artistic opportunity, or because you're in school);
- you do not apply for public funding from the province or country where you are temporarily living.

## **Grant amounts and application limits**

- You can only receive up to \$30,000 of MAC grants within a calendar year.\*
- Only one application can be submitted per grant deadline (except for Share – Artists in Schools grants).
- The project or activity that you need funding for must begin after the grant application deadline.
- When applying for multiple grants, you cannot apply for funding to cover the same expenses twice.
- You cannot apply for more grants if you have a final report overdue from previous grants (which is due within 18 months of being awarded).
- If your application is unsuccessful, you will only be able to resubmit your application one more time to a different deadline.

\*Grants received through the Share – Tour, Support – Strengthen, Support – Looking Forward, Support – Operate, Support – Community Impact, and Recognize – Prizes programs are excluded from the \$30,000 limit.

## **Ineligible activity**

The following activities are ineligible in most of MAC's programs, with some exceptions:

Activities that do not have art as a primary focus

- Activities that are predominantly political, religious, academic, or sports-related
- Art therapy in all disciplines, where the primary intention is therapeutic as opposed to artistic
- Journalistic podcasts
- Fundraising activities and contributions to endowment funds
- Academic writing and publishing
- Presentations of academic papers at academic conferences
- Youth activities that are not led by a professional artist
- Equipment purchases that constitute more than 25% of the MAC grant request with the exception of the Support – Strengthen grants

Activities which prioritize sales over the creation of artistic work

- Commercial, corporate, or industrial production work in any discipline. (for example: promotional videos)
- Travel guidebooks, how-to books, reference books, self-help books, cookbooks, catalogues of exhibitions, trade or professional periodicals and books
- Previously published material

Activities where the applicant does not have creative control over the work

- Works commissioned by a government agency
- Assistant directing

Activities that do not follow standards of the art practice or sector

- Activities carried out by groups and organizations that are not planning to pay fees, honoraria or royalties to artists and performers
- Printing and distribution costs of literary materials that are not produced by a professional publisher

Activities without a majority of Manitobans or touring outside of Manitoba

- Touring\* and producing outside the province of Manitoba
- Activities that do not employ a majority of Manitoban professional artists, arts/cultural workers, or Indigenous Knowledge Keepers

Activities that are funded through other provincial government funding

- Music recording and music videos\*\*, with the exception of the Indigenous 360 grants
- Television projects\*\*

\*Touring outside of Manitoba may be eligible for funding through the Canada Council for the Arts' Arts Across Canada grants.

\*\*Music recording and other commercial production work may be eligible for funding through Manitoba Film & Music's grant programs.

## Components of a grant application

### Project information

Every grant application form has unique questions related to your proposed project. Read the grant-specific guidelines to know what information to include in your application.

## Budget

For most MAC grant applications, you must complete a budget form. A standard budget form is used for most MAC grant applications and some sections may not apply to your project. Include brief explanations of items within the budget by using the description fields, if necessary.

Check the grant-specific guidelines to see if a budget is a component of your application.

MAC uses the following guidelines for determining expenses:

- Mileage: \$0,45 per kilometer
- Living expenses: approximately \$2,500 per month, but may vary based on your location, living situation, and other factors
- Meal per diem (if traveling more than 100 kms to another community):
  - South of 53rd parallel or in Canada: \$75,00 per day
  - North of 53rd parallel or outside Canada: \$90,00 per day

**Note:** In your budget, the total revenues must match the total expenses.

## Support material

Most MAC grants require support material. These are samples of your current work that help give context for your grant application. They may include the work or activities of other artists or collaborators involved in your project.

For more details on support material, see **Appendix III**.

Check the grant-specific guidelines to see if support material is a component of your application.

## Collaborators

For some grant applications, you will be asked to describe who will be involved or participating in the project. Explain why you chose to work with them and what they bring to the project. You will also be asked to include “bios” — a short description of who the person is, what they do, and what experiences or credentials they have — for key collaborators.

Check the grant-specific guidelines to see if the collaborators section is a component of your application.

## Application tips

MAC occasionally publishes blogs and tutorials to help you put together the best application possible. You can find these at: <https://artscouncil.mb.ca/category/blog/application-tips/>

Have an idea for a topic we should cover? Let us know by emailing [esaurette@artscouncil.mb.ca](mailto:esaurette@artscouncil.mb.ca).

## Submitting your application

### Submitting applications through Manipogo

Your application must be submitted online before 11:59 pm CT on the deadline date. We recommend that you submit your application during MAC's office hours when staff is available to help in case you need assistance (Monday to Friday, 8:30 a.m.-4:30 p.m.)

We highly recommend that you contact a program consultant well in advance of the grant deadline to discuss and review your application and the eligibility of your project.

#### Extend button

If you need more time to finish your application, you can automatically give yourself two (2) additional days to submit your application by clicking the "Extend" button on the bottom right corner of the application.

### Submitting offline applications

Paper or PDF applications must be submitted together with the support material and must be received or postmarked on or before the deadline. The application deadline moves to the next business day if it falls on a weekend or a statutory holiday.

If you submit an offline application, a MAC staff member will contact you to confirm that your application has been received by mail or email. Please contact the MAC Help Desk if you do not hear back within two weeks of submitting your application.

### Submitting an application in French

MAC welcomes applications in both official languages. When MAC receives applications in French, we select bilingual assessors who are familiar with your discipline and activities to sit on the assessment panel. An assessment panel that includes at least one French application will have a minimum of one bilingual assessor.

Portions of the application will also be translated into English for non-French speaking assessors. Support material will not be translated.

When parts of an application need to be translated, you have two options:

1. MAC will translate the application for you.
2. You can hire a translator of your choice and MAC will then repay you at a rate of \$0,27 per word. MAC will let you know which portions need translation.

For more details on how MAC processes and assesses applications submitted in French, read our [French Services webpage](#).

## Assessment process

MAC uses a peer assessment process to make decisions on who receives funding. Assessment panels include professional artists, arts/cultural professionals, and Indigenous Knowledge Keepers who can speak about the different kinds of projects and activities within the eligible applications for any given grant deadline.

For a few grants that are time-sensitive and have restricted grant amounts, MAC program consultants assess the applications and decide who is awarded internally.

Assessors decide which applications are awarded based on several different factors, including:

- artistic merit: the project's artistic value
- impact: how it will affect your communities
- feasibility: how possible it is to complete the project

Assessors will look over all eligible applications, including support material. MAC then gives them an evaluation rubric. Refer to your grant's specific guidelines for details on the rubric.

All assessors that participate in a panel are listed in the annual [Grants Listing](#) on our website. However, MAC does not disclose which assessors served on which panels.

For more information, read about [MAC's Granting Decision Process](#).

## Grant results

The granting process is competitive and funds are limited. Submitting an application does not guarantee that you will be awarded all or any of the amount you've requested.

For most grant programs, you will receive an email from MAC with the funding decisions within three months of the deadline date. Refer to the program guidelines to determine the time frame in which you will be notified of the review results.

There are three possible decisions:

- Awarded
- Declined with merit
- Declined

### Awarded

If your application is awarded, congratulations! You must log into your Manipogo profile and complete the funding agreement to receive your grant. Your name and the amount of your grant will be published on the MAC website and in MAC's annual Grants Listing.

**Note:** MAC must approve any large changes to a project. If the project is significantly changed without approval, MAC has the right to rescind your grant.

### Declined with merit

If your application is declined with merit, it means that the assessment panel would have awarded your project if they had the funding. Once a year, MAC takes the money from rescinded grants and grants it to applicants who were declined with merit, starting with the highest scoring applications. Your name and the amount of your grant will be published on the MAC website and in MAC's annual Grants Listing, but it will not say that your project was originally declined with merit.

### Declined

If your application is declined, you can request feedback from a MAC program consultant to learn how you can improve your application. Declined applications are kept confidential.

## Grant payment

Most of MAC grants are released in two installments (with the exception of Support – Operate, and Recognize – Prizes).

- **First installment:**  
After you complete the funding agreement, MAC will send your first grant payment (90% of the awarded amount).  
It will be sent at the earliest **two months** before the project start date listed in your application.  
  
If your project starts within 60 days of being awarded, MAC will send your first grant payment within 2 to 4 weeks of receiving your funding agreement.
- **Second installment:**  
After you submit your final report and it is approved by MAC, we will send the remaining 10% of your grant.  
  
It may take MAC up to 15 business days to process your payment.

If you applied on behalf of an arts group or an organization, your grant will be made payable in the group or the organization's name. A bank account in the group or organization's name is required.

### Rescinded funds

If you are awarded a grant but can't complete your project, contact MAC to discuss repaying your unused funds. Once a rescind has been processed, it cannot be reversed.

If you owe MAC money from a rescinded grant, you will not be able to submit any more applications until MAC receives payment.

If you have not signed your funding agreement within six months of being awarded and you have not responded to our correspondence, we will rescind your grant.

## Acknowledgement of support

MAC requires that grant recipients prominently acknowledge MAC's financial assistance on all promotional materials, publications, and programs related to the grant. This includes advertising, news releases, posters, brochures, websites, social media posts, and other promotional material.

See [MAC's logo standards](#) for more information.

## Taxes

For taxation purposes, you will receive a T4A form if the total of all grants you've received in the past calendar year is \$500 or more. When grants are awarded to groups, a T4A form will be issued to the name of the group.

MAC cannot provide advice on the income tax implications of your grant. We recommend that you speak with an accountant to determine how the grant you receive will impact your personal or business income taxes. The payment terms of a grant may also have an impact on the calculation of the taxes payable.

## Reporting requirements

You must submit a final report when your project is finished, or within 18 months of your award date. The final report will be available to fill out through your Manipogo profile after you submit your funding agreement.

**Note:** You do not need to submit receipts for project expenses with your final report, but MAC reserves the right to request them.

If you have not submitted a final report within 18 months, you cannot submit any more applications until the overdue report is approved.

If you have not submitted your final report within 24 months of being awarded and you have not responded to our correspondence, we will rescind the remaining 10% of your grant.

## Use of personal information

Information you provide, including contact information, becomes part of MAC's database. MAC is subject to the Freedom of Information and Protection of Privacy Act (FIPPA), and this information is protected under the Act.

You can choose to complete the voluntary identification portion of the applicant profile. This information will not be used in the assessment process and will not be seen by assessors. This information will only be used to monitor how well MAC grants reflect the full diversity of the residents of Manitoba. See [MAC's Use of Personal Information](#) for more information.

The content of submitted applications are confidential and the names of unsuccessful applicants are not released.

## APPENDIX I: ELIGIBILITY CRITERIA

### Professional artist

- is an individual who has a practice in an artistic field, including craft, dance, literary arts, media arts, music, theatre, and visual arts.
- is a Canadian citizen or permanent resident of Canada;
- is a resident of Manitoba for at least one year;
- is 18 years of age or older.

Additionally, to be considered eligible for funding at MAC as a professional artist, an applicant must meet at least four of the following criteria:

- be recognized as a professional by their peers (artists working in the same artistic tradition);
- have specialized training in the artistic field (not necessarily in academic institutions);
- show significant commitment to their art practice;
- have a history of professional public presentation, publication, or being engaged with a practice in a public context;
- have received compensation for their artistic work at a level consistent with other professionals working in the same art form.

### Emerging artist

- is in the early stages of their professional career and beyond basic training;
- has up to five years of artistic activity, not including student work; and
- has a minimum of one professional presentation or publication.

### Mid-career artist

- has between five and 15 years of professional activity; and
- has a minimum of three professional presentations or publications.

### Established artist

- has more than 15 years of professional activity;
- has a minimum of five professional presentations or publications; and
- has received compensation for their artistic work at a level consistent with other professionals working in the same art form.

### **Professional artists can apply for the following grants:**

- Create
- Share – Artists in Communities
- Share – Artists in Schools
- Share – Present
- Share – Tour
- Learn – Residencies

- Learn – Travel/Professional Development
- Indigenous 360 (must be Indigenous)

Professional artists can also nominate an individual as part of the Recognize – Prizes program.

## **Arts/Cultural professional**

- is an individual working in the arts but not as a professional artist. This includes:
  - arts administrators
  - producers
  - technicians
  - editors
  - designers
  - and more
- is a Canadian citizen or permanent resident of Canada;
- is a resident of Manitoba for at least one year;
- is 18 years of age or older;
- is recognized by their peers as an arts/cultural professional;
- commits a significant amount of time to their work in the arts; and
- has a history of working with arts organizations;

### **Arts/cultural professionals can apply to the following programs:**

- Share – Artists in Communities
- Share – Artists in Schools
- Share – Present
- Share – Tour
- Learn – Residencies
- Learn – Travel/Professional Development
- Indigenous 360 (must be Indigenous)

Arts/cultural professionals can also nominate an individual as part of the Recognize – Prizes program.

## **Student of the arts**

- A student intent on a professional career in the arts, studying or planning to study full-time, at a recognized post-secondary training program or institution of higher learning, in any discipline or field of arts practice;
- is a Canadian citizen or permanent resident of Canada;
- is a resident of Manitoba (for at least one year);
- is 18 years of age or older; and
- has some training, experience, or accomplishment in the area of the arts in which they plan to study.

**Students of the arts can apply to the following programs:**

- Learn – Scholarships

Students of the arts can also nominate an individual as part of the Recognize – Prizes program.

**Indigenous Knowledge Keeper**

- is First Nations, Métis, Inuit, or non-status;
- is a Canadian citizen or permanent resident of Canada;
- is a resident of Manitoba (for at least one year);
- is 18 years of age or older;
- is recognized and respected by their community as a significant contributor to cultural practice;
- commits a significant amount of time to the preservation and sharing of Indigenous artistic and cultural practices;
- has knowledge and experience with Indigenous traditional teachings, protocols, culture, and history;
- has training or learned teachings in the field of Indigenous arts, (may include mentorships, self-study, academic training, learning from family or community members and more); and
- has engaged in professional community-based arts and cultural activities on a regular basis (at least 3 years).

**Indigenous Knowledge Keepers can apply to the following programs:**

- Create
- Share – Artists in Communities
- Share – Artists in Schools
- Share – Present
- Share – Tour
- Learn – Travel/Professional Development
- Learn – Residencies
- Indigenous 360

Indigenous Knowledge Keepers can also nominate an individual as part of the Recognize – Prizes program.

**Professional arts group**

- is a group or collective made up of two or more members working in an artistic practice;
- has a majority of members that are professional artists who:
  - are Canadian citizens or permanent residents of Canada
  - are residents of Manitoba
  - are 18 years of age or older
- is recognized by their peers as a professional arts group;

- the members that make up the group have a professional history of presenting, publishing, or engaging with an arts practice in a public context;
- engages professional artists or intends to engage and pays professional fees to artists; and
- has a bank account in the name of the group or intends on having one before receiving a grant.

**Professional arts groups can apply to the following programs:**

- Create
- Share – Artists in Communities
- Share – Artists in Schools
- Share – Present
- Share — Tour
- Indigenous 360 (if Indigenous led)
- Support – Looking Forward

Professional arts groups can also nominate an individual as part of the Recognize – Prizes program.

## **Professional not-for-profit arts organization**

- creates, produces, presents, and supports artistic work in any discipline;
- is led by paid, qualified, professional personnel;
- is governed by a board of directors or an advisory body responsible for the organization;
- engages professional artists and pays professional fees to artists;
- has been active in the province for at least one year prior to applying;
- is based in Manitoba;
- is incorporated; and
- operates as a not-for profit.

**Professional not-for-profit arts organizations can apply to the following programs:**

- Share – Artists in Communities
- Share – Artists in Schools
- Share – Present
- Share – Tour
- Indigenous 360 (if Indigenous led)
- Support – Looking Forward
- Support – Operate (other eligibility criteria apply)
- Support – Strengthen
- Recognize – Competitions

Professional not-for-profit arts organizations can also nominate an individual as part of the Recognize – Prizes program.

## **Professional for-profit arts organization (book and periodical publishers)**

- supports the dissemination of artistic work in books or periodical publishing;
- is led by paid, qualified, professional personnel;
- supports professional artists and pays professional fees and royalties to writers;
- has been active in the province for at least one year prior to applying;
- is based in Manitoba; and
- is incorporated.

### **Professional for-profit arts organizations can apply to the following programs:**

- Share – Artists in Communities
- Share – Artists in Schools
- Share – Present
- Share – Tour
- Indigenous 360 (if Indigenous led)
- Support – Looking Forward
- Support – Operate (other eligibility criteria apply)
- Support – Strengthen
- Recognize – Competitions

Professional for-profit arts organizations can also nominate an individual as part of the Recognize – Prizes program.

## **Professional arts service organization**

- supports the development of professional artists and the arts and cultural sector;
- is led by paid qualified personnel;
- has professional membership;
- is governed by a board of directors or an advisory body responsible for the organization;
- has been active in the province for at least one year prior to applying;
- is based in Manitoba; and
- operates as a not-for-profit.

### **Professional arts service organizations can apply to the following programs:**

- Share – Artists in Communities
- Share – Artists in Schools
- Share – Present
- Share – Tour
- Indigenous 360 (if Indigenous led)
- Support – Looking Forward
- Support – Operate (other eligibility criteria apply)
- Support – Strengthen
- Recognize – Competitions

Professional arts service organizations can also nominate an individual as part of the Recognize – Prizes program.

### **Community not-for-profit organization**

- is governed by a board of directors or an advisory body responsible for the organization;
- hosts or organizes some artistic and/or cultural activities;
- has been active in the province for at least one year prior to applying;
- is based in Manitoba; and
- operates as a not-for profit.

#### **Community not-for-profit organizations can apply for the following programs:**

- Share – Artists in Communities
- Share – Tour
- Indigenous 360 (if Indigenous led)
- Support – Community Impact
- Support – Operate (other eligibility criteria apply)
- Support – Strengthen
- Recognize – Competitions

Community not-for-profit organizations can also nominate an individual as part of the Recognize – Prizes program.

## APPENDIX II: CULTURAL INTEGRITY

Every person exists within a cultural community. Those communities may be defined by ability, age, culture, economy, gender, geography, sexual orientation, etc.

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

All of the Manitoba Arts Council's grant applications contain a mandatory question regarding cultural integrity. It is therefore important that applicants demonstrate their understanding of how culture informs the creation and presentation of artistic works.

If you are working within your own culture, you may talk about how your project is connected to that culture.

### Cultural Integrity in the Creation and Presentation of Work

If you are applying for funding to create or present artistic work and your project includes subject matter, material, or practices outside your own cultural community, assessors will review how you demonstrate your understanding of cultural integrity within your project. Specifically, they will review your application to see if there is cultural appropriation in the project.

**Cultural appropriation** is the unacknowledged or inappropriate use of the customs, practices, ideas, etc. of a cultural group by people not of that cultural group, typically those from a more historically privileged group.

You are encouraged to reflect on and explain the role of culture in your proposed project as you prepare your application. Consider the following, if applicable:

#### Cultural Integrity in the Creative Process

- Are you aware of the origin of the material, custom, or practice you are incorporating into your project? Do you understand how it was originally used and/or its original meaning?
- What connections do you have to the cultures or communities represented in the work or activity?
- Are you aware of and/or have you addressed any cultural protocols (rules) involved in the practice or tradition you are engaging with?
- Have you considered whether your project could have unintended harmful consequences or be disrespectful to the community involved?
- Are you including collaborators, contributors, and/or consultants from that culture in your project? Have you properly acknowledged and compensated them?

- If your proposed project focuses on or includes Indigenous materials, traditions, or knowledges, do you understand Indigenous peoples' unique worldview and creative culture? How did you come by this understanding?

### **Cultural Integrity in the Presentation of Artistic Work**

- Why did you select this work(s) or activity to present? Are you aware of its history and origin?
- Who will be performing the work or leading the activity?
- Whose perspectives are being presented in the work or activity?
- What cultures or communities are represented in the work or activity?
- What connections do you and/or your group have to the cultures or communities represented in the work or activity?

### **MAC's Commitment**

The Manitoba Arts Council (MAC) is committed to fostering greater inclusion and diversity in the arts and operates in accordance with the Manitoba Human Rights Code. MAC is likewise committed to the standards and principles of the United Nations Declaration of the Rights of Indigenous Peoples.

MAC actively opposes discrimination, stereotypes, and cultural appropriation. We share the goal of equity for those who have been excluded and strongly condemn racism in every form. As we carry out our work to provide Manitoba citizens with access to the arts, we acknowledge our responsibility to also advance social justice.

## APPENDIX III: SUPPORT MATERIAL

Support materials are samples of current work that is either relevant to your grant application or helps give context for your grant application. They may include the work or activities of other key artists or partners involved in your project.

Make sure you obtain the permission of any other artists involved in the creation of the work before including it in your application. You must also credit the artists in collaborative projects, and any artists that appear or are heard in the support materials provided if necessary.

Support material may include:

- samples of your writing
- images and/or videos of your artwork
- audio recordings
- catalogues
- books
- reviews

If you are working in a new medium or genre, choose the strongest samples of your work that demonstrate the highest artistic quality. You may choose to include earlier work/activities to provide context for your application. Arts educators and artists applying to teach or work in the community should provide examples of work created in similar projects, such as workshops you may have led, sample lesson plans, etc.

For most MAC grant applications, you must submit a **minimum of one** and 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. You can also submit a combination of images, text, and recordings, as long as it falls within these limits.

Materials that are more than the allowable limits will not be distributed to the assessors. For example, an 11:34 minute video or audio recording will be stopped at exactly 4:00 minutes, which may mean it will be cut in mid-scene or mid-sentence.

## File types allowed

- **Images:** tiff, jpeg, gif, png, bmp, jpg, tif; maximum file size: 10 MB
- **Text:** pdf; maximum file size: 5 MB
- **Audio/Video:** aac, avi, mp3, wav, mov, mp4, m4v; maximum file size: 500 MB
  - For audio/video files, you may also enter a link toward Vimeo, YouTube, SoundCloud or Bandcamp.

## File descriptions

All support material must be documented in the online form. Please include the following information:

- **Images:** date produced, title of work, applicant's role, file name, dimensions, medium
- **Audio/Video:** date produced, title of work, applicant's role, file name, running time
- **Text:** date produced, title of work, applicant's role, file name, number of pages

## File naming conventions

Ensure that the file names provided in the online form match the names of the files you are submitting.

- File names must not exceed 60 characters
- File names must not contain the following:
  - ` ~ ! @ # \$ % ^ & \* ( ) = + [ { ] } \ | ; : ' " , < . > / ?
- Labeling in the following format will ensure your material is viewed in the correct sequence. Numbering should correspond with the order on your support material list.
  - Number the first nine files beginning with zero
  - Include your initials (e.g. dg)
  - Include the title of the work
  - Example: 01dgTitle, 02dgTitle, 03dgTitle...