

Offline Application Form

Application deadlines: March 20, October 10

This is the application form for offline submissions to the **Create** grant. This application form is intended for applicants who are D/deaf or living with a disability who require an accessible application, or those who have limited internet access.

We strongly recommend that you have the Create 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
 - Form B.1 for individuals
 - Form B.2 for groups
- Section C – Project Information
- Section D – Budget
- Section E – Support Material
- Section F – Collaborators (optional)
- 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.

Land Acknowledgement

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.

Section A - Applicant details [part 1/2]

For all applicant types

Are you applying as (check only one):

- ☐ An individual
☐ A group

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 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.

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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:

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

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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

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

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Section C - Project Information [part 1/9]

For all applicants

Grant type

- ☐ Emerging – up to \$7,500
- ☐ Mid-career – up to \$10,000
- ☐ Established – up to \$15,000

Note: See the program guidelines for grant type eligibility.

Project title

This should be a brief description of your project and proposed activity. MAC staff and assessors can use this field to identify your application.

For example, Roses are Red, first draft of a poetry manuscript

Word count: maximum of 15 words

Project title:

Artistic discipline

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

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

Assessment panel

In which panel do you want your application assessed?

The Create program is MAC's largest intake of applications. The assessment panels for this granting program are formed based on artistic discipline. If you have selected multiple disciplines above, please specify which discipline is most appropriate for the current application.

If you are uncertain, contact our Help Desk.

- | | | | |
|--------------------------------|----------------------------------|--|-------------------------------------|
| ☐ Craft | ☐ Dance | ☐ Literary arts | ☐ Media arts |
| ☐ Music | ☐ Theatre | ☐ Visual arts | |

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Section C - Project Information [part 2/9]

For all applicants

Project dates

Project start date:	Project end date:
---------------------	-------------------

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

The activity for which you are applying for funding should not start before the deadline.

Type of activity to be funded:

- ☐ Research and creation of new work
- ☐ Development of works in progress
- ☐ A creation-based residency

Section C - Project Information [part 3/9]

For all grant types

Background

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.

Word count: maximum of 400 words

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[illegible]

Section C - Project Information [part 5/9]

For all grant types

Professional fees and honorariums

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.

Word count: maximum of 100 words

This image shows a single page of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page, leaving small margins at the top and bottom. There are no vertical margin lines, text, or other markings on the page.

Section C - Project Information [part 6/9]

For all grant types

Timeline

Provide a timeline/work plan for the activity. Include dates and a breakdown of the main activities involved in your project.

Word count: maximum of 200 words

[illegible]

Section C - Project Information [part 7/9]

For all grant types

Permission and confirmation

If applicable, attach:

- confirmation letters from any collaborators working with you on the project.

Residency details

If applicable, attach:

- Information about the residency organization

Is your residency confirmed?

- ☐ Yes
- ☐ No

If yes, attach:

- the letter/email confirmation indicating your acceptance to the residency

If no, provide an explanation.

Word count: maximum of 50 words

[illegible]

Section C - Project Information [part 8/9]

For all grant types

Permission of use

Do you need permission to use materials, stories, and copyright?

- ☐ Yes
- ☐ No

See MAC's glossary for a definition of copyrighted material.

If yes, do you have documented permission?

- ☐ Yes
- ☐ No

If yes:

- Attach the documented permission.

If no:

- How do you plan to receive permission to use these materials, stories and copyright?

Word count: maximum of 200 words

This image shows a single sheet of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There are approximately 20 lines visible. The paper has a slight shadow on its right side, suggesting it's resting on a surface.

Section C - Project Information [part 9/9]

For all grant types

Cultural integrity

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 culture(s) or community(ies) represented in your project and how you are approaching your work with cultural integrity.

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

Word count: maximum of 300 words

This image shows a full page of white paper with horizontal blue ruling lines. The lines are evenly spaced and run across the width of the page, providing a template for handwriting practice or general writing. There are no margins, text, or other markings on the page.

Section D - Budget Form [part 1/3]

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. Briefly indicate in the description fields the expenses that will be covered by your grant from the Manitoba Arts Council.

Balanced Budget

You must submit a balanced budget. Otherwise, your application will be deemed ineligible. Demonstrate that you will generate enough revenue to cover all your expenses. In addition, you must show how all of your project revenue will be spent.

Include this current grant and other pending grants under revenue.

Revenue: Grants

	Amount	Description
Manitoba Arts Council		
Status:	☐ Pending	☐ Confirmed
Canada Council for the Arts		
Status:	☐ Pending	☐ Confirmed
Other federal grants (specify)		
Status:	☐ Pending	☐ Confirmed
Other provincial grants (specify)		
Status:	☐ Pending	☐ Confirmed
Winnipeg Arts Council		
Status:	☐ Pending	☐ Confirmed
Other municipal arts council grants (specify)		
Status:	☐ Pending	☐ Confirmed
Other municipal grants (specify)		
Status:	☐ Pending	☐ Confirmed

Revenue: Fundraising

	Amount	Description
Sponsorship		
Donations		
Fundraising events		
Crowdsourcing		
Other (specify)		

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Section D - Budget Form [part 2/3]

For all grant types

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

Expenses: Travel

Use this section only if you are travelling outside of your home community.

- Travel costs, if traveling more than 20 kms to another community, including:
 - Roundtrip airfare (economy class), baggage and taxi to airport
 - Mileage for ground travel at a rate of 0.45 CAD per km
- Accommodations, if traveling more than 100 kms to another community
- Meal per diem (South of 53rd parallel or in Canada: 75.00 CAD per day, North of 53rd parallel or outside Canada: 90.00 CAD per day), if traveling more than 100 kms to another community

Section D - Budget Form [part 3/3]

For all grant types

	Amount	Description
Transportation (specify)		
Accommodations		
Per diem		
Other (specify)		

Expenses: Material and technical 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 Budget

Total revenues:	
Total expenses:	

Caution! Make sure your total revenues and total expenses are equal.

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Section E - Support Material Instruction

For all grant types

Support material is one of most the 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 artists 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 USB key 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.

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Section E - Support Material [part 1/4]

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	

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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	

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Section E - 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	

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

Section E - 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	

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

Section E - Support Material [part 4/4]

For all grant types

Describe how the support material relates to this application.

Word count: maximum of 500 words

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

For all grant types

Complete this section if you are working with others (e.g. co-creators, other artists, editors, consultants).

Collaborator contributions

Explain why you chose to work with them and what they bring to the project.

Word count: maximum of 500 words

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Section F - Collaborators [part 2/2; optional]

For all grant 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

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.

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Section H - 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 are D/deaf or living with a disability who require an accessible application, or those who have limited internet access.

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

- ☐ Speak
- ☐ Read
- ☐ Understand

French

- ☐ Speak
- ☐ Read
- ☐ Understand

Other (specify):

- ☐ Speak
- ☐ Read
- ☐ 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