Share - Present

Offline Application Form

Application deadlines: February 25, September 10

This is the application form for offline submissions to the **Share – Present** 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 Share – Present 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, Anishininewuk, 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.

Share - Present

Offline Application Form

Application deadlines: February 25, September 10

CONSEIL DES ARTS DU MANITOBA ARTS COUNCIL

Section A - Applicant details [part 1/2]

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

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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.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
- ☐ Literary arts
- ☐ Media arts
- ☐ Music
- ☐ Theatre
- ☐ Visual arts
- ☐
- ☐ Multi disciplinary/Inter-arts (specify): _____
- ☐ 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

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

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Section C - Project Information [part 1/8]

For all applicant types

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.

Project title:

Project dates

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

Project start date:	Project end date:

Specify the type of activity you will carry out in your project:

- ○ Public presentations (performances, exhibitions, concerts, readings)
- ○ Publication

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): _____

Section C - Project Information [part 2/8]

For all applicant 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 350 words

Section C - Project Information [part 3/8]

For all applicant types

Project description

Tell us about your project. Consider the following questions, if applicable:

- What are you planning to do?
- What do you hope to achieve?
- Why is this project important?
- What is the rationale behind your artistic choices?
- How is this relevant to your goals?
- How are you exploring a traditional and/or contemporary artistic practice?

Word count: maximum of 500 words

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Section C - Project Information [part 4/8]

For all applicant types

Audience

Who is your audience and/or participants, and how will you reach them?

Word count: maximum of 100 words

Section C - Project Information [part 5/8]

For all applicant 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?

Word count: maximum of 250 words

Section C - Project Information [part 6/8]

For all applicant types

Permission and confirmation (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 7/8]

For all applicant types

Provide a schedule of presentations, publications, and/or events.

Identify:

- key steps
- dates
- venues (if applicable)
- marketing and outreach plans

Word count: maximum of 750 words

Section C - Project Information [part 8/8]

For all applicant 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 cultures or communities represented in your project and how you are approaching your work with cultural integrity.

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

Word count: maximum of 300 words

Section D - Full Budget Form [part 1/4]

For all applicant 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: Tickets and Box office

a. # of presentations	**b.** Venue capacity	**c.** Projected % of venue sold	Description
d. Projected audience: *Formula: (a x b) x c = d*			

	Amount	Description
e. Average ticket price		
f. Total ticket or box office *Formula: d x e = f*		

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Section D - Full Budget Form [part 2/4]

For all applicant types

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

Section D - Full Budget Form [part 3/4]

For all applicant types

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

	Amount	Description
Transportation (specify)		
Accommodations		
Per diem		
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)		

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Section D - Full Budget Form [part 4/4]

For all applicant types

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.

Section E - Support Material Instruction

For all applicant 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 collaborators 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 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.

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.

For further details see Support Material Requirements in MAC's General Guidelines.

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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	

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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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	

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	

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	

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	

Section E - Support Material [part 4/4]

For all applicant types

Support material description

Describe how the support material relates to this application.

Word count: maximum of 500 words

Section F. Collaborators [part 1/3; if applicable]

For small-scale and large-scale grants only

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

Who will be working with you on the project?

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

Word count: maximum of 750 words

Section F. Collaborators [part 2/3; if applicable]

For all applicant types

Confirmation of collaborators

If the artists/participants are still to be confirmed, explain how selection will be determined.

Word count: maximum of 100 words

Section F. Collaborators [part 2/3; if applicable]

For small-scale and large-scale grants only

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 applicant 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** _____

CONSEIL DES ARTS DU MANITOBA
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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):_____

CONSEIL DES ARTS DU MANITOBA
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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