Offline Application Form

Application deadline: April 1



This is the application form for offline submissions to the **Share – Tour** 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 – Tour 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.

Offline Application Form





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					

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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^{*} 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."

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Section A - Applicant details [part 2/2]

For individual applicants, group and organization contacts

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
- o 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							
Conf	irm 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 g	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.								
	istic disciplio ck all disciplines th		e 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
l am	applying for this grant on behalf of an artistic	group who meets the following criteria:
	Γhe majority of the members of the professior	nal arts group are residents of Manitoba
Note	e: Definitions for each applicant type can be fo	ound in MAC's General Guidelines.
Gro	oup name	
Add	dress	
City	//Town/Reserve	Province/Territory
Pos	stal code	Primary phone
We	bsite	Fax number
*Che	eck all disciplines that are applicable to your g	group:
	Craft	
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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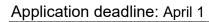


Section B.3 - Registration details for organizations [part 1/1]

		-		
	For organizati	on contacts		
I am applying for this grant on be ☐ The organization is based in ☐ The organization has been	n Manitoba			C
My organization is a:				
 □ Professional not-for-profit arts of Professional for-profit arts organi □ Professional arts service organi □ Community not-for-profit organi 	nization ization			
Note: Definitions for each applica	ant type can be fo	ound in MAC's (General G	Guidelines.
*Check all disciplines that are ap	oplicable to your o	organization:		
☐ Craft ☐ Dance ☐ Media arts ☐ Musi ☐ Other (specify):		Inter-arts Theatre		Literary arts Visual arts
Organization name				
Address				
City/Town/Reserve	Province/Territory		Postal cod	de
Primary phone	Fax number			
Website				
Date of incorporation (if applicable)		Registered charit	y number	(if applicable)

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Section C - Project Information [part 1/12]

	•	•	
	For all g	rant types	
Project title			
This should be a brief descrip assessors can use this field to	• • •	• •	ivity. MAC staff and
Project title:			
Project dates			
Payments on awarded grants	will be released o	ne month before th	is date at the earliest.
The activity for which you are	applying for fundi	ng should not start	before the deadline
Project start date:		Project end date:	
Grant type:			
□ Small-scale – up to \$ 10,0 □ Large scale – up to \$ 50,0			
Artistic discipline			
Check the artistic discipline(s) most relevant to	this application:	
 □ Craft □ Music □ Multi disciplinary/Inter-arts □ Other (specify): 	eatre 🗆 \	iterary arts □ /isual arts	Media arts

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Section C - Project Information [part 2/12]

For all grant types	

Provide information on your itinerary.

You must have 50% of your bookings confirmed.

Date	City/Town/Reserve	Status	
			Confirmed
			Pending
			Speculative
			Confirmed
			Pending
			Speculative
			Confirmed
			Pending
			Speculative
			Confirmed
			Pending
			Speculative
			Confirmed
			Pending
			Speculative
			Confirmed
			Pending
			Speculative
			Confirmed
			Pending
			Speculative
			Confirmed
			Pending
			Speculative
			Confirmed
			Pending
			Speculative
			Confirmed
			Pending
			Speculative

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Section C - Project Information [part 3/12]

For all grant types
De alcane un al
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
Word South. Maximum of SSS Words

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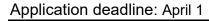


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Section C - Project Information [part 4/12]

For all grant types

Project description

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

- What are you planning to do?
- Why are you undertaking this tour?
- How is your proposed tour relevant to the communities you will visit?
- What is the rationale behind your artistic choices?
- What is your ability to undertake this project?
- Consider factors beyond your project, including climate, isolation, logistics of travel, and culture.

word count: maximum of 500 words		

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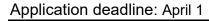


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-			
-			

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Section C - Project Information [part 5/12]

For all grant types

Benefit to community

Describe the tour's potential benefit to the communities you are visiting.

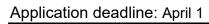
Consider, for instance:

- How will your proposed tour enhance the public's appreciation of arts and culture?
- Are you building relationships with the communities you visit?
- Are there opportunities for participants to actively engage with the tour?

Vord count: maximum of 250 words	

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Section C - Project Information [part 6/12]

For all grant types
Explain how you are working together with presenters, partners or host organizations towards a successful outcome.
Word count: maximum of 250 words

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Section C - Project Information [part 7/12]

For all grant types				
How does this project support Manitoba artists?				
Word count: maximum of 100 words				

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Section C - Project Information [part 8/12]

For all grant 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?
If applicable, include contingency plans which consider current public health orders.
Word count: maximum of 250 words

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Application deadline: April 1



Section C - Project Information [part 9/12]

For all grant types

Permission and consent

If applicable, attach:

• Letters of permission to produce, adapt, or use copyrighted material

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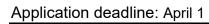


Section C - Project Information [part 10/12]

For all grant types				
Describe your publicity, promotion and outreach activities.				
Word count: maximum of 200 words				

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Section C - Project Information [part 11/12]

For all grant types
Provide information on the accessibility of the tour and your ability to provide reasonable accommodation.
Word count: maximum of 250 words

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Section C - Project Information [part 12/12]

For all grant types			
Cultural integrity			
If your project involves communities, cultures, or cultural practices outside your own community or culture, demonstrate how you are approaching the subject matter with cultural integrity.			
Consider, for instance: if your tour travels to Indigenous communities, describe how your tour will engage with the communities in a respectful manner.			
See the General Guidelines to learn more about MAC's understanding of cultural integrity.			
Word count: maximum of 300 words			

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Section D - Budget Form [part 1/4]

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

Revenue: Grants

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.

		Amount		Description		
Manitoba Arts Coun	cil					•
		Status:		Pending		Confirmed
Canada Council for						
Oth f - d l t -		Status:		Pending		Confirmed
Other federal grants	· · · · · · · · · · · · · · · · · · ·	Status:		Donding	П	Confirmed
Other provincial gran		Status.		Pending		Committee
Other provincial grai	· · · · · · · · · · · · · · · · · · ·	Status:	П	Pending	П	Confirmed
Winnipeg Arts Coun		otatao.		1 origing		Commined
		Status:		Pending		Confirmed
Other municipal arts (specify)	council grants			J		
	5	Status:		Pending		Confirmed
Other municipal grants (specify) Status:						
		Status:		Pending		Confirmed
Revenue: Tickets and Box office						
a. # of b. Venue capacity		acity		Projected %	De	scription
presentations			of	venue sold		
d. Projected audience:						
Formula: (a x b) x c = d						
		An	nount	De	scription	
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 grant types				
Revenue: Sales				
Calaa and manahandiaa	Amount	Description		
Sales and merchandise Other (specify)				
cure. (cpcony)				
Revenue: Fundraising				
	Amount	Description		
Sponsorship				
Donations				
Fundraising events Crowdsourcing				
Other (specify)				
- (1)/			-	
Revenue: Contributions				
	Amount	Description		
Financial contributions by the applicant				
Financial contributions by partners Other financial contributions (specify)				
Other infancial contributions (specify)				
In-kind contributions by the applicant				
In-kind contributions by partners				
Other In-kind contributions (specify)				
Total revenue :				
Total Teveride :				
Expenses: Professional fees/hon	orariums			
	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)				
Outer (specify)				

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^{*} approximately \$2,500 per month, but may vary based on your situation

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Section D - Full Budget Form [part 3/4]				
For all grant types				
Expenses: Travel Use this section only if you are travelling	ng outside of you	r home community.		
Travel costs, if traveling more than	20 kms to anoth	er community, including:		
 Roundtrip airfare (economy 	class), baggage	and taxi to airport		
 Mileage for ground travel at 	a rate of 0.45 C/	AD per km		
Accommodations, if traveling more	than 100 kms to	another community		
 Meal per diem (South of 53rd parallel parallel or outside Canada: 90.00 Community 		75.00 CAD per day, North of 53rd raveling more than 100 kms to another		
	Amount	Description		
Transportation (specify) Accommodations				
Per diem				
Other (specify)				
Expenses: Production and public	ation costs			
·	Amount	Description		
Materials (includes visual art materials,				
wardrobe, set, props) Technical personnel				
Equipment				
Rentals (venue, studio, equipment)				
Other (specify)				
Expenses: Administration				
Administrative personnel	Amount	Description		
Shipping and extra baggage				
Printing				
Promotion Translation costs				
Workshops				
Other (specify)				

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

ı	For all grant types				
Expenses: Research					
	Amount	Description			
Research					
Expenses: Professional developm	nent				
	Amount	Description			
Professional development costs					
Total Budget					

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

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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 page	s: Audio/video: start time/end time			
mage. Dimension, medium, Text. # of page	s, Addio/video. start time/ond time			
File name or link:	☐ Image ☐ Text ☐ Audio/video			
Title	Year Produced			
Applicant's role				
Image: Dimension, medium; Text: # of page	s; 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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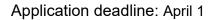


Section E - Support Material [part 2/4]

For all applicant types	
File name or link:	☐ Image ☐ Text ☐ Audio/video
Title	Year Produced
Applicant's role	
	5 P. C. L. C. And Hines
Image: Dimension, medium; Text: # of pages	s; 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	s; 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	s; 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	s; 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	s; Audio/video: start time/end time

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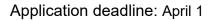


Section E - Support Material [part 3/4]

For all ar	oplicant types
, e. a., a,	, product types
File name or link:	☐ Image ☐ Text ☐ Audio/video
Title	Year Produced
Applicant's role	
Image: Dimension, medium; Text: # of page:	s: Audio/vidao: start time/end time
mage. Dimension, mediam, rext. # or page.	s, Addio/Video: Start time/ond time
File name or link:	☐ Image ☐ Text ☐ Audio/video
Title	Year Produced
Applicant's role	
Image: Dimension, medium; Text: # of page	s: Audio/vidao: start time/end time
mage. Difficultion, medium, Text. # or page.	s, Addio/Video: Start time/cha time
File name or link:	☐ Image ☐ Text ☐ Audio/video
Title	Year Produced
Applicant's role	
Image Disconsion medium Tayte # of page	o. Audia (vide or start time / and time
Image: Dimension, medium; Text: # of page:	s; 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 page:	s; Audio/video: start time/end time
File name or link:	☐ Image ☐ Text ☐ Audio/video
Title	Year Produced
THE	Teal Floudeed
Applicant's role	L
• •	
Image: Dimension, medium; Text: # of page:	s; Audio/video: start time/end time

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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

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Section F. Collaborators [part 1/3; optional]

For all grant types
Collaborator contributions
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

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

For all grant types
If the artists/participants are still to be confirmed, explain how selection will be determined. Word count: maximum of 100 words

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

F	or 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	Last name
Discipline	City/Town/Reserve

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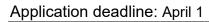


Section G. Additional Information [1/1; optional]

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 grant 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 wit a disability who require an accessible application, or those who have limited internet access
Signature Date

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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 Speci Sign language Specify: Other language Specify:	fy:				
Do you speak, read and/or understand the following:						
En	glish F	French	า	Other	(specify):	
	Speak Read Understand		Speak Read Understand		Speak Read Understand	
Birth year:						
Ge	nder: Female Male Non-Binary Other (specify):					

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accessibility page for further information.





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	

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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

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