

Recognize - Prizes

Offline Application Form



Application deadline: December 15

This application form is only for applicants who are D/deaf or living with a disability and require an offline application, or applicants who have limited internet access.

We strongly recommend that you have the Prizes 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 – Nominator details (page 1)
- Section B – Candidate Information (page 2)
- Section C – Nomination Information (pages 3 to 6)
- Section D – References (page 7)
- Section E – Support Material (pages 8 to 13)
- Section F – Additional information (optional) (pages 14 to 15)
- Section G – Declaration (page 16)
- Section H – Acceptance of Nomination (page 17)
- Section I – Voluntary Identification (optional) (pages 18 to 20)

Submit your completed 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.

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Section A - Nominator details [part 1/1]

To be completed by the nominator

This form is to collect information on the person writing the nomination (the nominator), not the nominated candidate.

Legal first name	Legal middle name	Legal last name
Other name*		Pronouns
Preferred name <input type="checkbox"/> Other name <input type="checkbox"/> Legal first name legal last name <input type="checkbox"/> 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."

Your preferred name will be used on all correspondence and announcements.

For organizations and groups, the details above are for the primary contact that will receive all correspondence and is authorized to submit a grant application on behalf of the organization or group.

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 B - Candidate Information [part 1/1]

*To be completed by either the **nominator** or the **nominated candidate***

First name	Middle name	Last name
Other name*		Pronouns
Preferred name <input type="checkbox"/> Other name <input type="checkbox"/> Legal first name legal last name <input type="checkbox"/> 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	

Artistic resume, curriculum vitae, or biography

Attach one of the following to your nomination:

- The nominated candidate's artistic resume or curriculum vitae; or
- The nominated candidate's biography.

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Section D - References [part 1/1]

*To be completed by the **nominator***

Attach two (2) letters of reference for your nominated candidate

Instructions:

- Identify two people to provide reference letters of support for the candidate.
- Provide each reference with the p guidelines.
- Invite them to write a letter explaining their relationship with the candidate and why the candidate is deserving of the award.
- Remind the references that the Manitoba Arts Council is subject to the Freedom of Information and Protection of Privacy Act.
- Remind the references that the Manitoba Arts Council may use any portion of the letter of reference in promotion and/or publicity material.

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Section E - Support Material Instruction

*To be completed by either the **nominator** or the **nominated candidate***

Support material should be samples of the candidate's work or activities to provide a context for your nomination.

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	

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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	

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Section G. Declaration [part 1/1]

To be completed by the nominator

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

Nominator confirmation

- I have read the nomination guidelines and I confirm that the nominee meets those requirements
- I agree to keep the results of the peer assessment decision confidential until they are publicly announced

Declaration

- I hereby declare that the information in this nomination is correct to the best of my knowledge.
- 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 of the nominator

Date

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Section H - Acceptance of Nomination [part 1/1]

*To be completed by the **nominated candidate***

This form should be completed by the nominated candidate, not the person writing the nomination.

Please sign this declaration to indicate your agreement to the following conditions:

- I am a Canadian citizen or permanent resident of Canada.
- I have been a resident of Manitoba for the 12 months prior to nomination.
- I agree that, should I receive the award, all the documentation submitted for this nomination may be used by the Manitoba Arts Council in publicity and/or promotion associated with the award.
- I agree to the use of my photograph and public information for promotion of these awards and in other Manitoba Arts Council promotional initiatives.
- I agree to participate fully in all award activities, including media conferences, ceremonies, receptions, and other related events.
- I agree to keep the results confidential until the date of the public announcement.

Signature of the nominated candidate

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 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:

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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
- Non status
- 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.
- I learned French as an additional language
- Other

Specify:

Specify:

Black and/or a Person of Colour

- Black
- Person of colour

Specify:

Specify:

D/deaf

- D/deaf, deafened or hard of hearing

Specify:

Living with a disability

(including physical, mental, and intellectual disabilities)

- Yes

Specify:

2SLGBTQ+

- Two-Spirit, lesbian, gay, bisexual, transgender, queer, or part of the 2SLGBTQ+ community in any other way.

Specify:

Part of any other underserved community

- Yes

Specify:

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Section I - Voluntary identification information

[part 3/3; optional]

For all applicant types

Assessor database

MAC maintains a database of potential assessors from Manitoba and across Canada. Any individual with an active profile in Manipogo, MAC's online application system, is included in this database.

Program Consultants make every effort to ensure that each assessment panel fairly and adequately represents the applicants and the artistic expressions as provided within the applications, in terms of:

- Age
- Gender
- Geographic region
- Official languages
- Indigeneity
- Race and ethnicity
- Disability
- Being part of the D/deaf community
- Being part of other underserved communities

If you would like MAC to take into account the information you share in the Voluntary Identification section above when putting together assessment panels, we ask you to give us permission for that by selecting the option "I agree" below.

You may withdraw your permission whenever you want by selecting the option "I disagree" in your profile settings.

- I agree. You may use my Voluntary Identification information when selecting assessors.
- I disagree. You may not use my Voluntary Identification information when selecting assessors.