

# Learn - Residencies



## Offline Application Form

Application deadline: January 15

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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 Residencies 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 – Registration details (pages 1 to 4)
- Section B – Project Information (pages 5 to 10)
- Section C – Support Material (pages 11 to 15)
- Section D – Residency dates (page 16)
- Section E – Additional information (optional) (page 17)
- Section F – Declaration (page 18)
- Section G – Voluntary Identification (optional) (pages 19 to 21)

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](mailto:helpdesk@artscouncil.mb.ca)  
Telephone: (204) 945-2237  
Toll-Free: 1 (866) 994-2787  
[www.artscouncil.mb.ca](http://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 - Registration details [part 1/4]

*For all applicant types*

Enter your personal contact details. If you are a contact for an organization or a group, enter your professional details only.

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	

**Legal name:** For individuals, MAC uses your legal name to issue your cheques. Your legal name will also appear on your T4A form for tax purposes. T4A forms will be issued to individuals for amounts received in excess of \$500.00.

**Other name:** If you use a name other than your legal name in your professional career, such as a stage name or a chosen name, please enter it in full in the “other name” field. For example, if your legal name is Jonathan Smith but you want to be called John, enter “John Smith.”

Leave this field blank if you don’t have a different name from your legal name.

Note: If you enter an “other name”, MAC will still need to use your legal name for payment and tax purposes.

**Preferred name:** Tell us which name you would like to appear in Manipogo, on your grant materials, the Grant Results table, and in MAC’s Grant Listing. This name will also be used by MAC staff when contacting you and by peer assessors evaluating your applications.

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### Section A - Registration details [part 2/4]

*For all applicant types*

#### What kind of applicant are you? (select **one only**)

Learn more about eligibility criteria in MAC's General Guidelines.

##### Individual

☐ Professional Artist

☐ Arts/Cultural Professional

☐ Indigenous Knowledge Keeper

☐ Student of the Arts

##### Arts Group

☐ Professional Arts Group

##### Organization

☐ Professional Not-For-Profit Arts Organization

☐ Professional For-Profit Arts Organization

☐ Professional Arts Service Organization

☐ Community Not-For-Profit Organization

#### Artistic discipline

Check the disciplines that are applicable to your artistic practice, group, or organization.

**For individuals:** Select only those disciplines for which your artistic CV/resume demonstrates a level of professional experience suitable to your chosen role (e.g., professional artist, arts/cultural professional).

Including additional disciplines for which you do not have professional experience may lead to delays in approving your profile registration.

☐ Craft

☐ Dance

☐ Inter-arts

☐ Literary arts

☐ Media arts

☐ Music

☐ Theatre

☐ Visual arts

☐ Other (specify): \_\_\_\_\_

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### Section A - Registration details [part 3/4]

*For all applicant types*

#### Individual applicant

- ☐ I am a Canadian citizen or permanent resident of Canada
- ☐ I am a resident of Manitoba
- ☐ I am 18 years of age or older

#### Additional information

- ☐ I have included 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.

#### Arts group

I am applying for this grant on behalf of an artistic group who meets the following criteria:

- ☐ has a majority of members that are professional artists who:
  - ☐ are Canadian citizens or permanent residents of Canada
  - ☐ are residents of Manitoba
  - ☐ are 18 years of age or older

#### Additional information

- ☐ I have included a brief history of my arts group.
- ☐ I have included a bio, artistic resume, or curriculum vitae for each key group member.

#### Organization

I am applying for this grant on behalf of an organization who meets the following criteria:

- ☐ is based in Manitoba.
- ☐ has been active in the province for at least one year prior to applying for funding.

#### Additional information

- ☐ I have included a brief history of my organization.

**Note:** Your history must indicate your organization's mission, vision, and mandate.

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### Section A - Registration details [part 4/4]

*For groups and organizations*

Organization/Group name		
Address		
City/Town/Reserve	Province/Territory	Postal code
Primary phone	Fax number	
Website		
Date of incorporation (if applicable)		Registered charity number (if applicable)

List up to a maximum of four key group members (for professional arts groups only).

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

### Section B - Project Information [part 1/5]

*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:

#### Artistic discipline

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

- |   |                                |                                     |  |
|---|--------------------------------|-------------------------------------|--|
| <input type="checkbox"/> Craft                  | <input type="checkbox"/> Dance | <input type="checkbox"/> Inter-arts | <input type="checkbox"/> Literary arts |
| <input type="checkbox"/> Media arts             | <input type="checkbox"/> Music | <input type="checkbox"/> Theatre    | <input type="checkbox"/> Visual arts   |
| <input type="checkbox"/> Other (specify): _____ |                                |                                     |  |

#### Type of activity within your project

- ☐ Artistic, cultural, or cross-sectoral exchange
- ☐ Creative research
- ☐ Creation and development of new work or works in progress
- ☐ Skill development

#### Stage of development:

- ☐ New work
- ☐ Work in progress







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This image shows a full page of blank handwriting practice paper. It features approximately 28 evenly spaced horizontal black lines across the entire page, providing a guide for letter height and placement. The lines are uniform in thickness and extend from the left edge to the right edge of the page. There are no margins, text, or other markings present.





## Section C - 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](mailto: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 C - Support Material [part 1/4]

*For all applicant types*

File name or link: <input type="checkbox"/> Image <input type="checkbox"/> Text <input type="checkbox"/> Audio/video	
Title	Year Produced
Applicant's role	
<b>Image:</b> Dimension, medium; <b>Text:</b> # of pages; <b>Audio/video:</b> start time/end time	

File name or link: <input type="checkbox"/> Image <input type="checkbox"/> Text <input type="checkbox"/> Audio/video	
Title	Year Produced
Applicant's role	
<b>Image:</b> Dimension, medium; <b>Text:</b> # of pages; <b>Audio/video:</b> start time/end time	

File name or link: <input type="checkbox"/> Image <input type="checkbox"/> Text <input type="checkbox"/> Audio/video	
Title	Year Produced
Applicant's role	
<b>Image:</b> Dimension, medium; <b>Text:</b> # of pages; <b>Audio/video:</b> start time/end time	

File name or link: <input type="checkbox"/> Image <input type="checkbox"/> Text <input type="checkbox"/> Audio/video	
Title	Year Produced
Applicant's role	
<b>Image:</b> Dimension, medium; <b>Text:</b> # of pages; <b>Audio/video:</b> start time/end time	

File name or link: <input type="checkbox"/> Image <input type="checkbox"/> Text <input type="checkbox"/> Audio/video	
Title	Year Produced
Applicant's role	
<b>Image:</b> Dimension, medium; <b>Text:</b> # of pages; <b>Audio/video:</b> start time/end time	

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### Section C - Support Material [part 2/4]

*For all applicant types*

File name or link:		<input type="checkbox"/> Image <input type="checkbox"/> Text <input type="checkbox"/> Audio/video
Title	Year Produced	
Applicant's role		
<b>Image:</b> Dimension, medium; <b>Text:</b> # of pages; <b>Audio/video:</b> start time/end time		

File name or link:		<input type="checkbox"/> Image <input type="checkbox"/> Text <input type="checkbox"/> Audio/video
Title	Year Produced	
Applicant's role		
<b>Image:</b> Dimension, medium; <b>Text:</b> # of pages; <b>Audio/video:</b> start time/end time		

File name or link:		<input type="checkbox"/> Image <input type="checkbox"/> Text <input type="checkbox"/> Audio/video
Title	Year Produced	
Applicant's role		
<b>Image:</b> Dimension, medium; <b>Text:</b> # of pages; <b>Audio/video:</b> start time/end time		

File name or link:		<input type="checkbox"/> Image <input type="checkbox"/> Text <input type="checkbox"/> Audio/video
Title	Year Produced	
Applicant's role		
<b>Image:</b> Dimension, medium; <b>Text:</b> # of pages; <b>Audio/video:</b> start time/end time		

File name or link:		<input type="checkbox"/> Image <input type="checkbox"/> Text <input type="checkbox"/> Audio/video
Title	Year Produced	
Applicant's role		
<b>Image:</b> Dimension, medium; <b>Text:</b> # of pages; <b>Audio/video:</b> start time/end time		

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### Section C - Support Material [part 3/4]

*For all applicant types*

File name or link:		<input type="checkbox"/> Image <input type="checkbox"/> Text <input type="checkbox"/> Audio/video
Title	Year Produced	
Applicant's role		
<b>Image:</b> Dimension, medium; <b>Text:</b> # of pages; <b>Audio/video:</b> start time/end time		

File name or link:		<input type="checkbox"/> Image <input type="checkbox"/> Text <input type="checkbox"/> Audio/video
Title	Year Produced	
Applicant's role		
<b>Image:</b> Dimension, medium; <b>Text:</b> # of pages; <b>Audio/video:</b> start time/end time		

File name or link:		<input type="checkbox"/> Image <input type="checkbox"/> Text <input type="checkbox"/> Audio/video
Title	Year Produced	
Applicant's role		
<b>Image:</b> Dimension, medium; <b>Text:</b> # of pages; <b>Audio/video:</b> start time/end time		

File name or link:		<input type="checkbox"/> Image <input type="checkbox"/> Text <input type="checkbox"/> Audio/video
Title	Year Produced	
Applicant's role		
<b>Image:</b> Dimension, medium; <b>Text:</b> # of pages; <b>Audio/video:</b> start time/end time		

File name or link:		<input type="checkbox"/> Image <input type="checkbox"/> Text <input type="checkbox"/> Audio/video
Title	Year Produced	
Applicant's role		
<b>Image:</b> Dimension, medium; <b>Text:</b> # of pages; <b>Audio/video:</b> start time/end time		





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### Section D. Residency dates [part 1/1]

*For all applicant types*

Residencies must take place between **June 1st and September 30th in two-week slots.**

Check-in: **Mondays** at 2:00 p.m.

Check-out: **Sundays** at 1:00 p.m.

Successful applicants may not necessarily receive their choice of dates. Indicate your second and third choice of dates in the space provided.

**Note:** Payments on awarded grants will be released two months before the start date at the earliest.

#### First choice:

Start date:	End date:
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#### Second choice:

Start date:	End date:
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#### Third choice

Start date:	End date:
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### Section F. Declaration [part 1/1]

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*For all applicant types*

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#### 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.

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**Signature**

---

**Date**

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### Section G - 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?

- |  |          |
|--|----------|
| <input type="checkbox"/> English             |          |
| <input type="checkbox"/> French              |          |
| <input type="checkbox"/> Indigenous language | Specify: |
| <input type="checkbox"/> Sign language       | Specify: |
| <input type="checkbox"/> 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:

- |                                     |          |
|-------------------------------------|----------|
| <input type="checkbox"/> Female     |          |
| <input type="checkbox"/> Male       |          |
| <input type="checkbox"/> Non-Binary |          |
| <input type="checkbox"/> Other      | Specify: |

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### Section G - 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:

### Section G - Voluntary identification information

[part 3/3; optional]

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*For all applicant types*

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#### 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.