

## Sport, Culture and Heritage

### ARTS DEVELOPMENT PROJECT SUPPORT – Program Guidelines

#### PURPOSE:

The Arts Development Project Support program provides non-profit community-based organizations in Manitoba with project grants that support opportunities to develop knowledge and skills in the arts or to experience the work of professional Manitoba artists and artworks. These initiatives may be in any discipline and include:

- Performances
- Exhibitions
- Concerts
- Readings
- Showcases
- Juried art shows
- Adjudications
- Classes
- Workshops

#### DEADLINE:

Applications **must be received at the Arts Branch** on or before the dates listed below. If this date falls on a weekend or statutory holiday, the deadline is the following business day. **Late or incomplete applications will not be accepted.** There are four intakes per year with the following deadlines:

- **February 1** – for projects occurring between April 1 and June 30
- **May 1** – for projects occurring between July 1 and September 30
- **August 1** – for projects occurring between October 1 and December 31
- **November 1** – for projects occurring between January 1 and March 31

**Remote communities** - as designated by Manitoba Municipal Relations may apply at any time provided the application is received **at least 21 days prior** to the event taking place.

#### OBJECTIVES:

- Ensure access to professional arts instruction and appropriate curricula in introductory programs to advanced levels.
- Increase community access to Manitoba professional artists and their work.
- Provide arts education and skills development across Manitoba particularly to under-served communities.
- Enable community organizations to deliver arts programming that responds to needs of the community and does not duplicate existing programs or services.

#### LEVEL OF ASSISTANCE:

Grants awarded are based on the final project budget and may provide up to a maximum of: 30% of total eligible costs for projects in Winnipeg, Southern Manitoba, Thompson, Flin Flon or The Pas; 50% of total eligible costs for projects in road accessible 'remote communities' in the North; and 80% of total eligible costs for projects in air-accessible only 'remote communities' in the North. Total funding from all provincial sources cannot exceed 50% of eligible expenses. Actual grants may be less than amounts requested and subject to availability of funds. The maximum annual grant available is determined by geographic location:

<b>Location</b>	<b>Maximum Annual Grant Available</b>
Winnipeg	\$1,500.00
Southern Manitoba	\$2,000.00
Thompson, Flin Flon, The Pas	\$2,500.00
<b>Remote Communities</b>	
Road Accessible Communities	\$2,500.00
Air Accessible Communities	\$5,000.00

#### ELIGIBILITY CRITERIA:

This program is open to Manitoba non-profit, community-based organizations. Professional arts organizations and organizations receiving provincial operating funds are ineligible. Applicant organizations must have been in existence for a minimum of one year with verifiable financial records. Projects must be based in Manitoba and be open and accessible to the general public. In order to be eligible for funding, workshops must offer a minimum of 3 hours of instruction per student; classes must offer a minimum of 10 hours of instruction per student. Fundraising events or projects already receiving the Manitoba Arts Council's Artists-in-the Schools Program funding are ineligible to apply to this program.

**Eligible project costs for concerts, performances, readings, lectures classes, workshops and adjudications are:**

- artist fees
- qualified instructor / adjudicator / performer fees\*
- instructional material
- facility costs
- advertising
- printing
- SOCAN fees
- long-distance/fax charges
- equipment rental
- technical costs
- artist, instructor or adjudicator meals, accommodations and in-province travel

*\*Qualified instructors/adjudicators/performers are those who possess an appropriate combination of experience, peer recognition, and training in relation to the discipline and level of instruction being provided (biographies and curriculum vitae are required).*

**Eligible project costs for exhibitions are:**

- exhibition touring fees
- security
- shipping
- installation
- facility costs
- advertising
- printing
- long-distance/fax charges
- exhibition insurance
- adjudicator meals, accommodations and in-province travel

**Ineligible costs are any costs not listed above and include:**

- capital expenses
- equipment purchase
- prize monies
- student meals, accommodations
- hospitality
- trophies
- certificates
- coordinator's fees
- out-of-province travel
- publishing
- jury fees, related costs covered by a Manitoba Arts Council grant.
- bursaries
- scholarships

**ASSESSMENT AND NOTIFICATION:**

Funding decisions are based on the grant formula, meeting the eligibility criteria of the program and an assessment of application based on how well the project reflects the program objectives, the capacity of the applicant to complete the project and the general merits of the proposal.

Applicants will be notified in writing within six weeks of the application deadline. It is not possible for the Arts Branch to consider appeals because of the limitations of available funds and the short turn-around time accorded to the fund disbursement process. Meeting the general and eligibility criteria does not guarantee funding nor does failure to receive financial support reflect a negative assessment of an application. It is not the intent of this program to duplicate assistance provided by the department or other provincial departments and agencies. Previous funding from the department does not guarantee funding in future years. Results will not be released over the telephone.

**GRANT DISBURSEMENT:**

Grants will be paid in two instalments. The first instalment will be conveyed following Ministerial approval. The second instalment will be released subject to the department's receipt of a satisfactory narrative and financial report. **The final instalment will not be paid until all required information has been received.**

**REPORTING REQUIREMENTS:**

Approved applicants will receive a Final Report form, which is due within **60 days** of the project's completion. If upon review of the final report it is found that the level of the approved amount exceeds 50% of eligible expenses in which funding was approved, the amount of the second installment will be adjusted and may result in no payment of a second installment. **Final reports that are incomplete or late can result in the suspension or forfeiture of the second grant instalment. Consideration for future grants is dependent upon the satisfactory completion of all outstanding reporting obligations.**

**APPLICATION PROCEDURE:**

Applicants are strongly encouraged to contact the program consultant or Recreation and Regional Services staff before filling out an application. The Arts Branch may request additional information beyond that included in the project proposal.

Applications may also be submitted earlier through your local Recreation and Regional Services office; however, all applications must be received at the address below on or before the application deadline in order to be considered for support. Please send completed applications and all required supporting materials to:

Department of Sport, Culture and Heritage  
Arts Branch  
Mr. Stuart Desnomie  
Arts Consultant  
6<sup>th</sup> Floor, 213 Notre Dame Avenue  
Winnipeg MB R3B 1N3  
Phone #: 204-945-1048

Or by email to [artsbranch@gov.mb.ca](mailto:artsbranch@gov.mb.ca)

Website: <http://www.gov.mb.ca/chc/artsbranch/>

For Recreation and Regional Services Contact Information go to:

[http://www.gov.mb.ca/mr/bldgcomm/recreg/offices\\_and\\_contact\\_information.html](http://www.gov.mb.ca/mr/bldgcomm/recreg/offices_and_contact_information.html)

## Sport, Culture and Heritage

### ARTS DEVELOPMENT PROJECT SUPPORT – Application Form

(Note: The personal information collected using this form is required for the administration of the Arts Development Project Support Program of Manitoba Sport, Culture and Heritage and may be shared with the program's technical advisors and other government departments/agencies with interests in your project. Information will not be disclosed to any other third parties except as allowed by *The Freedom of Information and Protection of Privacy Act*.)

Reference Number (for office use only): \_\_\_\_\_

Name of registered non-profit organization (payments will be issued in this name): \_\_\_\_\_

Is your organization: Non-profit  Incorporated  Date of Incorporation \_\_\_\_\_

How long has organization been in existence? (Minimum of 1 year required): \_\_\_\_\_

Mailing Address \_\_\_\_\_

(street, city, province, postal code): \_\_\_\_\_

1<sup>st</sup> Contact Person and Title: \_\_\_\_\_

Phone #: \_\_\_\_\_

Email: \_\_\_\_\_

2<sup>nd</sup> Contact Person and Title: \_\_\_\_\_

Phone #: \_\_\_\_\_

Email: \_\_\_\_\_

Project Title: \_\_\_\_\_

Project Start and End Dates: \_\_\_\_\_

Is this project open and accessible to the general public? Yes  No

Is this project part of another event: Yes  No  A touring initiative? Yes  No

If yes, please describe: \_\_\_\_\_

Grant Amount Requested (see guidelines for maximums of eligible costs: \$ \_\_\_\_\_)

#### **Please answer the following questions on a separate sheet:**

1. Please state the mission and mandate of your organization.
2. Provide a detailed description of your project.
3. Please explain how your project meets the program objectives.

#### **Required Supporting Information:**

- Biographies and Curriculum Vitae for all Artists/Instructors/Adjudicators/Performers.
- Supplementary materials (i.e. programs, flyers, local media articles, letters of support from partner organizations).
- Completed project budget form
- Completed application form and signed declaration.

Is your project an (check only one):

Arts Presentation: concert, performance, reading, or lecture (*please complete Section 1*)

Exhibition (*please complete Section 2*)

Arts Classes or Workshops (*please complete Section 3*)

Adjudication at an arts festival / Juried Art Show (*please complete Section 4*)

#### **SECTION 1 – Arts Presentation Only**

Name of Performer(s): \_\_\_\_\_

Name of Facility: \_\_\_\_\_ Seating capacity: \_\_\_\_\_

Type of Performance(s): \_\_\_\_\_

Target Audience (e.g., children, family, adult): \_\_\_\_\_

Estimated Attendance: \_\_\_\_\_ Ticket Price Range: \$ \_\_\_\_\_ to \$ \_\_\_\_\_

Estimated Box Office Revenue: \$ \_\_\_\_\_

**SECTION 2 – Exhibitions Only**

Title of Exhibition: \_\_\_\_\_ Type of Exhibition: \_\_\_\_\_

Originating Organization: \_\_\_\_\_

Name of Facility: \_\_\_\_\_

Target Audience (e.g., children, family, adult): \_\_\_\_\_

Estimated Attendance: \_\_\_\_\_ Ticket Price Range: \$ \_\_\_\_\_ to \$ \_\_\_\_\_

Estimated Box Office Revenue: \$ \_\_\_\_\_

# of Artists represented in show: \_\_\_\_\_ Total number of works: \_\_\_\_\_

**SECTION 3 – Classes and Workshops Only** (Art Classes Minimum 10 hours per student; Workshops Minimum 3 hours per student)

Name of Instructor(s) \_\_\_\_\_

Name of Facility: \_\_\_\_\_

Type of Instruction: \_\_\_\_\_

# of Students: \_\_\_\_\_ Hours per class: \_\_\_\_\_ Classes per week: \_\_\_\_\_ # of Weeks: \_\_\_\_\_

TOTAL ESTIMATED HOURS OF INSTRUCTION:

Art Classes \_\_\_\_\_ (= students x hours x classes per week x weeks)

Workshops \_\_\_\_\_ (= students x hours)

Age group: \_\_\_\_\_ Projected attendance: \_\_\_\_\_ Fee per student: \_\_\_\_\_

Estimated Registration Revenue: \_\_\_\_\_

Is this class/program receiving financial support from the Manitoba Arts Council's Artists in the Schools Program?

Yes  No  (If yes, the project is not eligible for funding under this Program)

**SECTION 4 – Adjudication/Juried Arts Only**

Name of adjudicator(s) \_\_\_\_\_

Location of Festival: \_\_\_\_\_ Dates: \_\_\_\_\_

Type(s) of adjudication (i.e., disciplines): \_\_\_\_\_

Age group: \_\_\_\_\_ Projected number of entries: \_\_\_\_\_

Entry fees: Per individual: \$ \_\_\_\_\_ Per group: \$ \_\_\_\_\_

Estimated Registration Revenue: \_\_\_\_\_

Is this adjudication/juried art show receiving financial support from the Manitoba Arts Council?

Yes  No

Grant Calculation				
	A	B	C	Maximum Grant Request
LOCATION	% of Eligible Costs for Location	Annual Maximum for Location	Your Eligible Project Expenses X Column A	Lesser of Column B or C
Winnipeg	30%	\$1,500.00	\$	\$
Southern Manitoba	30%	\$2,000.00	\$	\$
Thompson	30%	\$2,500.00	\$	\$
Flin Flon	30%	\$2,500.00	\$	\$
The Pas	30%	\$2,500.00	\$	\$
Remote road accessible	50%	\$2,500.00	\$	\$
Remote air accessible-only	80%	\$5,000.00	\$	\$

**Project Budget Form: (please complete form or submit your project budget on a separate sheet)**

Project Revenue		Application Budget
<b>Earned Revenues</b>	Box Office, admission, registration, tuition fees	\$
	Catalogue Sales, merchandising	\$
	Other (Specify)	\$
		\$
<b>Private Sector</b>	Donations	\$
	Sponsorships	\$
	Foundations	\$
	Fundraising Events	\$
<b>Public Sector</b>	Federal Government (Specify)	\$
		\$
		\$
	ADPS Grant Request (see Grant Calculation)	\$
	Other Provincial Grants (Specify)	\$
	Manitoba Arts Council	\$
		\$
	Municipal Government (Specify)	\$
		\$
<b>Other Revenues (Specify)</b>		\$
		\$
		\$
Eligible Project Expenses		Application Budget
<b>Artist / Instructor / Adjudicator Fees</b>	Fees	\$
	In- Province Travel	\$
	Accommodation	\$
	Meals	\$
<b>Program Expenses</b>	Facility Rental	\$
	Instructional Material	\$
	Equipment Rental	\$
	Technical Fees	\$
	SOCAN Fees (If Applicable)	\$
<b>Exhibition Expenses</b>	Touring Fees	\$
	Security	\$
	Shipping	\$
	Installation	\$
	Insurance	\$
<b>Other Eligible Expenses</b>	Advertising	\$
	Printing	\$
	Long Distance / Fax charges	\$
	Other Eligible Expenses (Specify)	\$
		\$
<b>Total Eligible Project Expenses:</b>		\$
<b>Other Project Expenses (Ineligible):</b>		\$
		\$
		\$
		\$
<b>Total Project Expenses:</b>		\$
<b>Total Project Revenue:</b>		\$

List all gifts-in-kind and total value (please note these should not be included in the above budget).

---



---



---

**Declaration:**

We, the undersigned:

- have read and understood the program guidelines and understand that failure to comply with these guidelines may result in forfeiture of the grant and may jeopardize consideration of future grant requests;
- understand that if this application is successful, my organization will receive a first instalment of the approved amount and that by accepting this payment, we agree to:
  - spend the funds as proposed and approved (the Government of Manitoba requires repayment of funds not used for the proposed and approved purposes);
  - notify their consultant as soon as possible to seek appropriate approval in the event of changes to the size, scope or dates of the project;
  - acknowledge the assistance of Manitoba Sport, Culture and Heritage in all promotional materials for which support was provided; and
  - complete a narrative and financial final report using the form provided by the department and submit it within 60 days of completion of the project.
- We certify the statements and information contained in this application are accurate and complete.

\_\_\_\_\_  
Signature of 1<sup>st</sup> Contact

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of 2<sup>nd</sup> Contact

\_\_\_\_\_  
Date

**FOR OFFICE USE ONLY**

\_\_\_\_\_  
Signature (Regional Manager/Consultant)

\_\_\_\_\_  
Date