

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:

Location	Maximum Annual Grant Available
Winnipeg	\$1,500.00
Southern Manitoba	\$2,000.00
Thompson, Flin Flon, The Pas	\$2,500.00
Remote Communities	
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
- advertising
- equipment rental

- qualified instructor / adjudicator / performer fees*
- instructional material
- facility costs
- printing
- SOCAN fees
- long-distance/fax charges
- 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
6th Floor, 213 Notre Dame Avenue
Winnipeg MB R3B 1N3
Phone #: 204-945-1048

Or by email to 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