

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

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