

Sport, Culture and Heritage

COMITÉS CULTURELS OPERATING SUPPORT– Program Guidelines

PURPOSE:

The Comités Culturels Operating Support program is designed to give Manitoba's cultural committees the opportunity to apply for a single grant to help them achieve their objectives in audience development and arts skills development programming over a twelve-month period.

DEADLINE:

Applications **must be received at the Arts Branch** on or before **June 15**. 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.**

OBJECTIVES:

- To encourage and stimulate the development in the community of new audiences for particular art forms.
- To assist cultural committees in providing ongoing opportunities for Manitobans to develop arts skills at the local level.
- To encourage community support for arts activities.
- To increase accessibility of arts programs at the local or regional level.

LEVEL OF ASSISTANCE:

The maximum grant of the program is \$16,500.00. It will not exceed 35% of the committee's **net revenue** in its next-to-last fiscal year, plus a maximum of 15% of **net revenue** (excluding federal assistance) of its next-to-last fiscal year for an arts programs incentive grant. Actual grants may be less than amounts requested and subject to availability of funds.

ELIGIBILITY CRITERIA:

Cultural Committees must:

- be located outside the City of Winnipeg;
- have a constitution/by-laws, be incorporated and operate with a duly elected board of directors;
- have provided programming for a minimum of two years;
- demonstrate a history of successfully achieving clearly defined objectives related to audience development or arts skills development;
- demonstrate that the programming for which funding is requested is part of the organization's overall audience development or arts skills development strategy;
- offer programming in Manitoba and must be open to the entire Francophone community;
- provide evidence of sound management and fiscal accountability. In order to ensure organizational stability, clients are encouraged to develop an operating surplus or reserve appropriate to the size and scope of their operations; and
- Applicant organizations must use the accrual method of accounting.

Applications must be submitted by Manitoba cultural committees. Professional arts organizations are not eligible for funding under the program. **Grants are not awarded for capital expenditures or major equipment purchases.**

ASSESSMENT AND NOTIFICATION:

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

Applicants will be notified in writing within six weeks after 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 are not 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 an Interim Report form, which is due on or before January 15. **Interim 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
6th Floor, 213 Notre Dame Avenue
Winnipeg MB R3B 1N3
Phone #: 204-945-3847

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