

Sport, Culture and Heritage

ARTS PROGRAMMING GRANT FOR COMITÉS CULTURELS – Program Application

(Note: The personal information collected using this form is required for the administration of the Arts Programming Grant for Comités Culturels 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*.)

Name of registered organization (payments will be issued in this name):

Incorporation Date or Business #: _____

of Full-Time Staff: _____ # of Part-Time Staff: _____

Grant Amount Requested (maximum \$16,500.00): _____ \$

Mailing Address

(street, city, province, postal code):

1st Contact Person and Title:

Phone #:

Email:

2nd Contact Person and Title:

Phone #:

Email:

Please answer the following questions on a separate sheet:

1. How many members does your organization have? Please list membership categories (e.g. individual, student, family, corporate, affiliate, etc.)
2. What communities does your Council serve?
3. Please list all community partnerships throughout the last fiscal year (ex. local sponsors, programming partners such as schools, community centres, municipalities, etc.)
4. Please share a success story from the past year.
5. Explain how the organization's programming promotes audience development and/or skills development in the particular art form.
6. Please describe the organization's objectives in the coming year that promote audience development or arts skills development (ex. diversify audiences by attracting more youth, increase student hours, etc.)
7. Please provide a detailed description of your programming plans for the coming year highlighting any significant changes from the previous year in: Performing Arts Events, Visual Arts Exhibitions, Arts Instruction, and any other programming initiatives.

Required Supporting Information:

- An audited/actual financial statement for the **2017-18** fiscal year. You may submit a financial statement prepared by a qualified accountant or by two members of your organization elected for that purpose who must sign and date the statement indicating that it reflects a true and accurate record of all financial transactions.
- An actual or projected financial statement to the end of your **2018-19** fiscal year (may be prepared by treasurer/staff).
- A board-approved budget for the **2019-20** fiscal year.
- A use-of-surplus plan must be submitted should your accumulated surplus exceed 50% of annual revenues. A deficit reduction plan must be submitted in the event of an accumulated deficit.
- A list of current board members and staff.
- An Annual Report presented at, and minutes of, your organization's last Annual General Meeting.
- A copy of Articles of Incorporation and Constitution/By-laws, if not already submitted.
- A completed application form including financial information, program summary and signed declaration.

Financial Information:

To determine maximum grants, please list all requested information below.

Information Required for Total Net Revenue Calculation

| | 2017-18 Actual |
|---|----------------|
| Total revenues | \$ |
| Monies raised/received for capital purposes | \$ |
| Interest earned other than endowment interest | \$ |
| Fundraising expenses | \$ |

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 or their ability to fulfill their mission or mandate;
 - acknowledge the assistance of Manitoba Sport, Culture and Heritage in all promotional materials for which support was provided; and
 - complete a narrative and financial interim report using the form provided by the department.
- We certify the statements and information contained in this application are accurate and complete.

Signature of 1st Contact

Date

Signature of 2nd Contact

Date

Activity Report For 2018-19 (If additional space is required please use a separate sheet and indicate totals on this page)

Performing Arts Events (concerts, plays, readings, lectures, dance recitals, etc.)

| Type of Event | Performer(s) | Date (include year) | Audience Attendance |
|---------------|--------------|---------------------|---------------------|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| Total: | | | |

Visual Arts Exhibitions

| Name of Exhibition | Artist(s) (if more than 2 artists, write “various”) | Date (include year) | Attendance |
|--------------------|---|---------------------|------------|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |
| Total: | | | |

Arts Instruction

| Name of Workshop/Activity | Name of Facilitator | Date (include year) | # of Hours | | # of Participants | # of Student Hours* |
|---------------------------|---------------------|---------------------|------------|---|-------------------|---------------------|
| | | | | X | | |
| | | | | X | | |
| | | | | X | | |
| | | | | X | | |
| Totals: | | | | | | |

*Number of student hours: Multiply (# of hours) by (# of participants) across to find # of student hours, and then add # of student hours column down for total.

Other Arts Activities (literary activities, musical or arts groups, etc.)

| Name of Activity | Name of Artist/Facilitator | Date (include year) | # of Participants |
|------------------|----------------------------|---------------------|-------------------|
| | | | |
| | | | |
| | | | |
| | | | |
| Total: | | | |

Grant Calculation Worksheet

NOT A REQUIRED PART OF THE APPLICATION FORM – DO NOT SUBMIT

This page is the worksheet filled out by the program consultant. It is being provided for the applicant's information only.

Maximum Eligible Grant (figures are based on your organization's **2017-18** fiscal year):

A. CALCULATION OF TOTAL NET REVENUE:

- | | | | |
|------|---|----|-----|
| 1. | Total revenue for <u>2017-18</u> (as per audited financial statements | \$ | (1) |
| 2. | a) Capital revenue for <u>2017-18</u> (grants, donations and revenue intended for capital purposes | \$ | |
| plus | b) Expenses for <u>2017-18</u> fundraising campaign | \$ | |
| plus | c) Bank interest for <u>2017-18</u> | \$ | |
| plus | d) GST revenue for <u>2017-18</u> | \$ | |
| | Total (a+b+c+d) | \$ | (2) |

To obtain TOTAL NET REVENUE FOR **2017-18**, subtract line 2 from line 1

TOTAL NET REVENUE (A) \$

B. OPERATING GRANT

Total net revenue for **2017-18** (section A) x 35% = \$

MAXIMUM AMOUNT FOR SECTION (B) \$

C. ARTS PROGRAMS – INCENTIVE GRANT

1. Exhibitions or performances

Total audience for **2018-19** X \$1.50 = \$ (1)

2. Educational arts programs (workshops and arts-related courses)

Total course hours for **2018-19** X \$1.50 = \$ (2)

Total - lines 1 and 2 \$ (3)

Total net revenue for **2017-18** (section A) x 15 % = \$ (4)

The grant amount is the lesser of the amounts indicated on lines 3 and 4.

MAXIMUM AMOUNT FOR SECTION (C) \$

D. MAXIMUM GRANT CALCULATION FOR 2019-20

- | | | | |
|----|--|-------------|----------|
| 1. | Total for sections B and C | \$ | (Line 1) |
| 2. | Amount of consolidated grant for <u>2018-19</u> X 1.01 + \$1,000.00 | \$ | (Line 2) |
| 3. | Program Maximum | \$16,500.00 | (Line 3) |

Subject to the department's assessment of the application and available funds, the maximum grant for 2019-20 is the lesser of the amounts indicated on lines 1, 2 and 3.

MAXIMUM GRANT \$

MAXIMUM ARTS PROGRAMMING GRANT FOR COMITÉS CULTURELS \$

*Please note that there could be a decrease in the grant amount for some organizations in **2019-20**, due to the application of the formula. Insofar as possible, this decrease will be limited to 10% of the amount awarded in the previous year.

Actual grants subject to availability of funds.