

## Sport, Culture and Heritage

### CONSOLIDATED ARTS PROGRAM – Program Guidelines

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#### **PURPOSE:**

The Consolidated Arts Program provides non-profit community-based arts organizations with an annual operating grant to support the administration and coordination of a variety of arts programming open to the public in a range of arts disciplines. This includes staging performances/exhibitions of member artists or guest artists and offering arts instruction. This program supports arts skills development, arts presentation, community support for the arts, increased accessibility of arts programs at the community level and potential development of new audiences.

#### **DEADLINE:**

Applications **must be received at the Arts Branch** on or before **July 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:**

- Encourage and stimulate the development in the community of new audiences for particular art forms;
- Assist community arts organizations to provide ongoing opportunities for Manitobans to develop arts skills at the community level;
- Encourage community support for arts activity; and
- Increase accessibility of arts programs at the community level.

#### **LEVEL OF ASSISTANCE:**

The maximum grant for the program is \$15,000.00. Grants awarded are based on a formula using next-to-last fiscal year's net revenue, box office revenues, eligible expenses for visual arts exhibitions and film festivals, and number of arts-based instructional hours. The maximum grant available to an organization in any one year will not exceed 33 per cent of the organization's total net revenue in its next-to-last fiscal year. Actual grants may be less than amounts requested and subject to availability of funds.

#### **ELIGIBILITY CRITERIA:**

Organizations must:

- be a community-based, non-profit arts organization (Professional arts organizations are not eligible);
- have a constitution/by-laws, be incorporated and operate with a duly elected board of directors;
- allow membership to be open to the public and make programs open and accessible to the public and have evidence of promotional materials; and
- have provided programming for a minimum of two years;
- offer programming which consists of a variety of arts activities, including performing arts events, exhibitions, readings, lectures, workshops and classes;
- demonstrate a history of successful audience development activity and/or arts skills development activity with clearly defined goals and objectives.
- demonstrate that the programming for which funding is requested is part of the organization's overall audience development and/or arts skills development strategy.
- 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.

**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 before filling out an application. The Arts Branch may request additional information beyond that included in the project proposal.

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  
6<sup>th</sup> Floor, 213 Notre Dame Avenue  
Winnipeg MB R3B 1N3  
Phone #: 204-945-4574

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

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