

Sport, Culture and Heritage

CONSOLIDATED ARTS PROGRAM – Program Application

(Note: The personal information collected using this form is required for the administration of Consolidated Arts 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 \$15,000.00): _____ \$

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 organization serve?
3. Please list all community partnerships throughout the last fiscal year.
4. Please share a success story from the past year.
5. Please describe how your organization's programming develops the audience for your particular art form(s), and/or provides unique arts skills development opportunities for Manitobans.
6. What are your organization's goals for audience development and/or arts skills development programming in the coming year (diversify audiences by attracting more youth, add classes at a higher level in an established arts form, etc.)?
7. Please provide a detailed description of your programming plans for the coming year and highlighting any significant changes from the previous year in: Performing Arts Events, Visual Arts Exhibitions, Film and Video Presentations, and Arts Instruction.

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.
- 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.
- Completed application form including financial information, program summary and signed declaration.

Financial Information:

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

A. 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 (for <i>net</i> fundraising)	\$

B. Performing Arts Presentation

	2017-18 Actual
Total Ticket Sales	\$

C. Performing Arts Activity by Applicant Organization:

	2017-18 Actual
Total Ticket Sales	\$
Total performance fees / honoraria	\$

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

Program Summary For your 2018-19 Fiscal Year (If additional space is required please use a separate sheet and indicate totals on this page)

Performance Presentations (your group presented someone else’s performance of a concert, play, reading, lecture, dance recital, etc.)

Type of Event	Performer(s) or Artist(s)	Dates (include year)	Audience Attendance	Total Ticket Sales
				\$
				\$
				\$
				\$
				\$
Totals				\$

Performance by Applicant (your group performed)

Location of Event	Presenter (if other than applicant)	Date (include year)	Audience Attendance	Performance Fees and / or honoraria	Total Ticket Sales (if applicant is presenter)
				\$	\$
				\$	\$
				\$	\$
				\$	\$
				\$	\$
Totals:				\$	\$

Film Presentations

Title	Presenter (if other than applicant)	Date (include year)	Audience Attendance	Total Ticket Sales	Eligible Expenses* (including screening fees)
				\$	\$
				\$	\$
				\$	\$
				\$	\$
				\$	\$
*Eligible Expenses Include: screening fees, installation, shipping, exhibition insurance, printing, publications, advertising, promotion, facility rental, security		Totals:		\$	\$

Visual Arts Exhibitions

Name of Exhibition	Artist(s) (if more than 2 artists, write “various”)	Date (include year)	Attendance	Revenue	Eligible Expenses*
				\$	\$
				\$	\$
				\$	\$
				\$	\$
				\$	\$
		Totals:		\$	\$
*Eligible Expenses Include: installation, shipping, exhibition insurance, printing, publications, advertising, promotion, facility rental, security					

Instructional Programming

Type of Workshop / Class	Instructor(s)	Date (include year)	# of Hours		# of Participants	# of Student Hours**	Registration Fees
				X			\$
				X			\$
				X			\$
				X			\$
				X			\$
			Totals:				\$

*Level of Instruction: e.g., beginner, master class, etc.
**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.

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.

Figures are based on organization's **2017-18** fiscal year:

A. CALCULATE TOTAL NET REVENUE:

1. Total **2017-18** revenue _____(Line 1)
2. Total of (a) **2017-18** capital revenue
(i.e., any monies raised or received for capital purposes) _____
plus (b) 2017-18 fundraising expenses _____
plus (c) 2017-18 bank interest _____
plus (d) 2017-18 GST revenue _____
Total of a+b+c+d = _____(Line 2)

Subtract Line 2 from Line 1 for **2017-18** Total Net Revenue

A) Total Net Revenue: \$ _____

B. PERFORMANCE SPONSORSHIP:

1. **2017-18** box office revenue _____ X 40% = _____ (Line 1)
Grant is the **lesser** of Line 1 or:
(a) \$3,500.00 for groups with **2017-18** box office under \$20,000.00
(b) \$5,500.00 for groups with **2017-18** box office between \$20,000.00 and \$40,000.00
(c) \$7,500.00 for groups with **2017-18** box office over \$40,000.00

B) Performance Sponsorship Maximum Grant: \$ _____

C. PERFORMANCE ACTIVITY BY APPLICANT ORGANIZATION

1. Total **2017-18** box office _____(Line 1)
2. Total **2017-18** performance fees/honoraria _____(Line 2)
3. Total of Lines 1 and 2 _____(Line 3)
Grant is the **lesser** of Line 3 or:
(a) \$3,500.00 if Line 3 is under \$10,000.00
(b) \$5,500.00 if Line 3 is between \$10,000.00 and \$20,000.00
(c) \$7,500.00 if Line 3 is over \$20,000.00

C) Performance by Applicant Maximum Grant \$ _____

D. Visual Arts Exhibitions/Film Festivals

1. Total **2017-18** eligible exhibition costs: _____ X 1.05 = _____ (Line 1)
2. Line 1 X 2 ÷ 3 = _____ (Line 2)
Grant is the **lesser** of Line 2 or \$7,500.00

D) Visual Arts Exhibitions/Film Festivals Maximum Grant \$ _____

E. Instructional Programming

1. Total **2017-18** student hours of instruction (please include student hours from both workshops and classes): _____ (Line 1)
2. Line 1 X \$1.00 (Winnipeg-based instruction) _____ (Line 2)
or Line 1 X \$1.50 (Southern Manitoba instruction) _____ (Line 2)
or Line 1 X \$2.00 (Northern Manitoba instruction) _____ (Line 2)
Grant is the **lesser** of Line 2 or \$7,500.00

E) Instructional Programming Maximum Grant \$ _____

F. 2019-20 MAXIMUM CONSOLIDATED GRANT CALCULATION

1. **2017-18** Total Net Revenue \$ _____ X 33% = _____ (Line 1)
2. Total of Sections B, C, D, and E _____ (Line 2)
3. **2018-19** Consolidated Grant
(see last year's grant) \$ _____ X 1.01 PLUS \$500.00 = _____(Line 3)
4. Maximum grant in the Consolidated Program \$15,000.00 (Line 4)
MAXIMUM CONSOLIDATED GRANT for **2019-20** is the **lesser** of Line 1, 2, 3, or 4.*

F) 2019-20 MAXIMUM CONSOLIDATED GRANT \$ _____*

Actual grants subject to availability of funds.