

Arts, Culture and Sport in Community Fund

SMALL CAPITAL AND SPECIAL INITIATIVES GRANT APPLICATION

Office Use Only	
File #	
Date Received	

(Note: The personal information collected using this form is required for the administration of the Arts, Culture and Sport in Communities Fund 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.*)

Application must be completed in Adobe Reader or Acrobat. Do not use a web browser.

Application Checklist

- Completed Application Form** – all fields/signatures required including budget
- Governing documents**
 - Incorporation OR Charitable Registration # _____ (must be in good standing with the Companies Office or Canada Revenue Agency respectively)
 - Not applicable
 - Year-end financial statement
 - List of executive and board members
 - List of key organizational staff and titles

Small Capital only:

- Proof of Ownership**
OR
- Facility Owner's Authorization or Resolution (if applicant does not own the property)**
 - Copy of Lease Agreement** (if one exists) extending a minimum of five years beyond the project completion date is required
- Small Capital supporting documentation** For capital projects requesting over \$75,000 and up to \$300,000 in funding, please attach any of the supporting documents if available:
 - Board/Council resolution (signed copy of minutes) specifically supporting/committing funds to the project as defined
 - Project Timeline and aligned Cash Flow
 - .KML file showing project location
 - External support documents as applicable (partnership agreements/MOUs, confirmation of funding, confirmation of consultations, letters of support from municipalities, stakeholders, Indigenous communities, etc.)
 - Procurement policies (if available). Contracts must be awarded in fair, transparent, competitive and consistent manner in accordance with the Canadian Free Trade Agreement and international trade agreements.
 - Business case (if applicable)
 - Preliminary Studies (if applicable)

SECTION A - APPLICANT INFORMATION

Name of Applicant (Legal Name of Organization): _____

Operating Name (if different than above): _____

Organization Mailing Address

Street or P.O. Box: _____

City or Town: _____

Postal Code: _____

Email (if available): _____

Phone number: _____

Contact Information

	Primary Project Contact	Secondary Contact
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Name:	_____	_____
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Position:	_____	_____
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Phone Number:	_____	_____
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Email:	_____	_____
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Organization Description

1. Briefly describe the mission, mandate or purpose of your organization. (limit 1,000 characters)

2. Briefly describe the current activities of your organization.

What are your programs/services, who do you serve, number of years of operation and location (if different from above) etc.? (limit 1,500 characters)

3. What is your organization's current annual operating budget? _____

SECTION B - PROJECT INFORMATION

Project Title: _____

Project Timeline: Start date (yyyy/mm/dd): _____ End Date (yyyy/mm/dd): _____

Project Stream: Special Initiative Small Capital

Separate applications are required if applying to both streams.

Which best describes your organization (or project). Please select one:

Public Library Heritage Culture Arts Amateur sport

Project Location: Include address if different than above

Street: _____ City/Town: _____ Municipality: _____

What is the amount of your ACSC grant request for this project? _____

Project Description

4. Provide a detailed description of your project. e.g., what are the project timelines, specific activities, etc.? (limit 1,500 characters)

5. What are your project's goals? How will you measure your progress? How will you know your project was successful? (1,000 characters)

6. Describe the skills, knowledge, experience or expertise your organization has that will support its ability to complete the project successfully. Note any gaps in expertise/experience and describe how the organization will address. (limit 1,000 characters)

FOR CAPITAL PROJECTS ONLY – SPECIAL INITIATIVES PROJECT GO TO QUESTION 13

7. For capital projects, please complete the following:

Does your organization own the facility?

- Yes, Please attach proof of ownership.
- No. Please attach the completed **Owner’s Authorization/Resolution** form (mandatory) and a copy of the lease agreement extending five years beyond the project completion date (if applicable).

8. Describe the status of your project’s progress to date, including plans, drawings, procurement, contracts, etc.

9. Does your project involve a designated heritage site?

- Not Applicable
- Yes, we have consulted with the Community Programs and Services Branch of Sport, Culture and Heritage
- Yes, but we have not yet consulted with the Community Programs and Services Branch of Sport, Culture and Heritage

10. What is the current status of the required/applicable permits for your project:

- We have obtained applicable permits for the project.
- We have applied for permits, but not received approval to date.
- We have inquired and permits are required, and will be applied for.
- We have inquired and permits are not required.

11. What is the current and anticipated total capacity (attendance, participation, visitation etc.) of the facility before and after the project? (limit 500 characters)

12. How will your organization meet ongoing operating and maintenance costs? (limit 1,000 characters)

Community Need and Benefit

13. Describe why this project is needed in your community or region and/or by your organization.
(limit 1,500 characters)

14. How did your organization determine the need for this project?
Examples: Community consultation, sector knowledge, organizational needs (limit 500 characters)

15. Describe how this project will impact and benefit your organization and the arts, culture or sport sector in your community. What needs does this project help to address? (limit 1,500 characters)

16. Describe who will benefit from your project. Who will use the facility, if applicable? How it will impact your target population. e.g. neighbourhood, region, underserved community, age group, equity seeking group, etc. (limit 1,000 characters)

17. Describe any additional project features or project alignment with government priorities that might be considered in the assessment of your application. These could include green building practices, continued or adaptive re-use of heritage buildings, reconciliation, accessibility, inclusion, and equity, etc. (limit 1,000 characters)

Community Support and Engagement

18. List and describe the role of community partners/collaborations in this project. (limit 500 characters)

19. How does your project support the organizational and/or local planning and priorities for your sector? (limit 700 characters)

20. How will volunteers contribute to this project, if applicable? (limit 500 characters)

The Department of Sport, Culture and Heritage may request further information it considers necessary to assess your application.

Project Revenues

Include ACSC grant request, applicant's contribution, as well as federal, municipal or other Manitoba government sources, community or private foundations, sponsorships, donations, earned revenues, etc. Identify if revenue is *confirmed* or *anticipated*.

Revenue Source	\$ Anticipated	\$ Confirmed	Amount
ACSC Grant Requested* see <i>note below</i>			
Other provincial sources (identify):			
Municipal sources (identify):			
Federal sources (identify):			
Community/Private foundations			
Corporate sponsorships			
Fundraising/donations			
Applicant's own funds (confirmed for use for the project)			
Other funds (please specify)			
Total In Kind Support (fill out chart below)			
Total Project Revenues			

***Note:** If eligible project costs are:

- less than \$25,000, the grant request can be up to 100% of eligible project costs, to a maximum of \$25,000
- between \$25,000 and \$50,000, ACSC will provide a maximum of \$25,000
- greater than \$50,000, the grant request can be up to 50 per cent of eligible project costs, to a maximum of \$300,000

Project In-Kind Support (donated goods and services)

Estimated dollar value of donated goods and services. Please consult the guidelines.

Donated Goods or Service	Total Value
Total In-kind support	

SECTION D - DECLARATION OF APPLICANT

I hereby certify that I have read, understood, and remain in compliance with the ACSC Program Guidelines (Terms and Conditions).

I understand that signing or typing my name below constitutes a legal signature. I hereby certify that I am an authorized signing officer of the organization, that this application is accurate to the best of my knowledge, and that the information contained in this application is endorsed by the organization that I represent. I also agree to provide further information as requested by Manitoba as part of the ACSC.

I acknowledge and consent to sharing this information with program reviewers, technical advisors and other agencies with interests in my project.

Signature **Date**

Name (please print)

Please submit application to acsc@gov.mb.ca with the subject line:
 “ACSC Application – Small Capital and Special Initiatives Program”