

## Sport, Culture and Heritage

### CONSOLIDATED ARTS PROGRAM – Program Guidelines

#### **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 #: 204-945-3847

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

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

## 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):

1<sup>st</sup> Contact Person and Title:

Phone #:

Email:

2<sup>nd</sup> 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**

	<b>2017-18 Actual</b>
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**

	<b>2017-18 Actual</b>
Total Ticket Sales	\$

**C. Performing Arts Activity by Applicant Organization:**

	<b>2017-18 Actual</b>
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 1<sup>st</sup> Contact

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of 2<sup>nd</sup> 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
				\$
				\$
				\$
				\$
				\$
<b>Totals</b>				\$

**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)
				\$	\$
				\$	\$
				\$	\$
				\$	\$
				\$	\$
<b>Totals:</b>				\$	\$

**Film Presentations**

Title	Presenter (if other than applicant)	Date (include year)	Audience Attendance	Total Ticket Sales	Eligible Expenses* (including screening fees)
				\$	\$
				\$	\$
				\$	\$
				\$	\$
				\$	\$
<b>Totals:</b>				\$	\$

\*Eligible Expenses Include: screening fees, installation, shipping, exhibition insurance, printing, publications, advertising, promotion, facility rental, security



# 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.**