

PROGRAM SUPPORT GRANT – 2017-18
**INTERIM REPORT
GUIDELINES AND FORMS**

Submission deadline: Tuesday November 14, 2017



All multi-year grant recipients must submit an Interim report at the end of Year 1 in order to receive funding for Year 2 of the 2-year cycle. As outlined below, the Interim report must detail any changes to the plan that was submitted in November 2016 and include an updated financial report.

The registration and statistical forms are PDF documents; it is imperative that reports be submitted using the forms provided. PDF documents may be printed and filled in by hand, or completed on a computer and printed. You must use Adobe software in order for the forms to work properly. Download the free Adobe Reader here: <https://get.adobe.com/reader/>. Using a non-Adobe such as “Preview” for Mac may cause issues with the forms.

Applications must be submitted in hard copy with original signatures in ink. The Winnipeg Arts Council does not accept reports by email or fax and does not recognize electronic signatures. Please ensure your Registration Form is signed by the proper representatives, and that your organization’s financial statements are signed by the Board of Directors.

One copy of the report is required. All materials should be submitted on single-sided, white, letter-sized paper which can be scanned or photocopied. The only component of your report which is to be submitted in digital form is Section 8b, Public relations images. Please do not staple or bind the pages in any way.

Your 2018 grant will be issued once your Interim Report has been approved.

Any questions regarding this program should be directed to

Dominic Lloyd
Program & Arts Development Manager
204-943-7668
dom@winnipegarts.ca

Reports should be received no later than Tuesday November 14, 2017

PROGRAM SUPPORT GRANT INTERIM REPORT



WINNIPEG
ARTS COUNCIL

Submission Deadline Tuesday November 14, 2017

REGISTRATION FORM

Registered Name of Organization: _____

Address: _____

Postal Code: _____ Phone: _____ Fax: _____

Website: _____

Date of Incorporation: _____ Charitable Tax Number: _____

Administrative Head of Organization Name: _____

Position: _____ Contact E-mail: _____ Phone: _____

Governance Head of Organization Name: _____

Position: _____ Contact E-mail: _____ Phone: _____

Grant amount received: _____ in each of 2017 and 2018

Total attendance (all activities) in most recently completed year _____

Total operating revenues on financial statements, most recently-completed year: _____

DECLARATION: On behalf of and with the authority of the organization or collective named above, in signing this application we certify that:

- we have carefully read the eligibility criteria for this program described in the guidelines. Our organization and our activities continue to meet these criteria;*
- we accept the conditions of this program as outlined in the guidelines and agree to abide by the Winnipeg Arts Council's decision;*
- we have submitted any outstanding reports to the Winnipeg Arts Council, understanding that the organization may be considered ineligible for funding if any reports are outstanding;*
- we accept responsibility for ensuring that the activities for which funding is received are completed in the manner described in this report; and*
- we confirm that the information provided herein is accurate and complete and we are authorized to act on behalf of this organization.*

Signature - Administrative Head

Name & Title (Print)

Signature - Board Chair

Name & Title (Print)

PROGRAM SUPPORT GRANT INTERIM REPORT

Submission Deadline Tuesday May 30, 2017



WINNIPEG
ARTS COUNCIL

SUBMISSION CHECKLIST

Applicant: _____

Ensure your application contains all of the information listed below. Where forms are provided they **must** be used; other materials must be printed on single-sided white 8.5" x 11" paper, clearly labeled and submitted **in the following order**.

Please do not staple or bind applications in any way.

<input type="checkbox"/> Section 1	Completed Registration Form and Application Checklist (Using the forms provided)
<input type="checkbox"/> Section 2	Artistic Program & Activities Changes (1 page max.)
<input type="checkbox"/> Section 3	Operational, Governance, & Business Changes (1 page max.)
<input type="checkbox"/> Section 4	Statistics, Staff, and Board list (Using the form provided)
<input type="checkbox"/> Section 5	Budget Outline (Using the form provided)
<input type="checkbox"/> Section 6	Most Recent SIGNED Annual Financial Statements
Section 7	Deficit Reduction Plan/Detailed Information on Surplus Funds (see below): <input type="checkbox"/> attached, or <input type="checkbox"/> we do not have an accumulated surplus or deficit
<input type="checkbox"/> Section 8a	Public Relations Image Credits (Using the form provided)
<input type="checkbox"/> Section 8b	Public Relations Images (on an enclosed digital storage device)

Deficit Reduction Plan/Detailed Information on Surplus Funds:

If your organization has an accumulated deficit that represents more than 10% of revenues for the most recently completed year, you must include a plan indicating what measures are being undertaken to deal with that deficit. The plan should provide a realistic outlook with specific & detailed targets, timelines and financial goals.

If your organization has a surplus that exceeds 25% of revenues for the most recently completed year, you must include a plan for the use of those funds.

Identify any reserves maintained by the organization and provide an explanation of their purpose as well as what rules are in place governing their access/use.



PROGRAM SUPPORT GRANT ANNUAL BUDGET OUTLINE

Applicant: _____

Revenues

Earned Revenue

- Box Office
- Rentals, Sales, and Commissions
- Memberships
- Investment Income
- Other (specify): _____

2016-17 (actual)	2017-18 (projected)	2018-19 (projected)

Private Sector

- Individual Donations
- Corporate Donations & Sponsorship
- Foundations (specify): _____
- Fundraising
- In Kind (if applicable)

Government

- Canada Council for the Arts
- Other Federal Government (specify): _____
- Manitoba Arts Council
- Other Provincial Government (specify): _____
- Winnipeg Arts Council
- Other Municipal (specify): _____
- Other Income (specify): _____

Total Revenues

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Expenses

- Artist Fees / Salaries / Honoraria
- Production / Exhibition expenses
- Administrative Salaries / Fees / Honoraria
- Marketing
- Fundraising
- Administration / Office
- Other expenses (specify): _____

Total Expenses

Cash surplus / Deficit for year

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Accumulated surplus / deficit, start of year

Accumulated surplus / deficit, end of year

(Must match financial statements)

