

**OPERATING GRANT
INTERIM REPORT GUIDELINES**

Deadline: Tuesday November 12, 2019



All organizations receiving multi-year funding from the Winnipeg Arts Council are required to submit an interim report under the terms of the Contribution Agreement. In order to qualify for funding in 2020, a satisfactory Interim Report must be submitted not later than Tuesday November 12, 2019.

The report consists of a number of elements, some of which are fillable PDF forms and some of which are to be supplied on white, 8 1/2" x 11" single-sided paper. The required forms are available on our website www.winnipegarts.ca and can be downloaded, filled and printed on a computer, or printed and filled in by hand.

The PDF forms are designed so that the information can be saved, however you must use the latest version of the free Adobe Reader to do so. Adobe Reader is available at <http://get.adobe.com/reader>. Please do not use non-Adobe programs (i.e. Preview, for Mac users) as the forms may not work correctly.

The Winnipeg Arts Council does not accept Interim Reports electronically. Materials must be received in hard-copy with original signatures *in ink* prior to 4:00pm on the due date.

One copy of the report is required. All materials including attachments must be submitted on single-sided, white, letter-sized paper. **Do not staple or bind the pages in any way.**

2020 grants will be issued as funds become available from the City of Winnipeg.

Direct questions regarding this program to:

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

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Reports must include all of the following information:

1. Registration Form using PDF form

Complete the Registration Form which requires original signatures from Artistic, Administrative and Board representatives. This document must be printed and contain original signatures in ink.

2. Artistic Program and Activities Changes *maximum 1 page*

Provide an update on your organization's artistic activities over the past year. Report on any significant changes to the scope or direction of your artistic program and activities as outlined in the organization's application submitted in November 2017 and the Interim Report submitted in November 2018. Point form is acceptable.

3. Operational, Governance, and Business Changes *maximum 2 pages*

Report on any significant changes to the scope or direction of your operational activities, including, as applicable, leadership, staffing, governance, policy, planning, facilities/major infrastructure, marketing, and staffing.

You must include a current list of your Board of Directors.

4. Activity and Audience Statistics using PDF form

Provide a summary of your organization's activity and audience statistics using *one* of the forms provided. Please note that Performing Arts and Festival organizations use a different form than Film/Video, Media, Literary, and Visual Arts organizations. It is only necessary to submit one form; please ensure that your organization uses the correct document.

5. Financial Report consisting of the following:

5a. Completed Financial Summary Sheet using the form provided showing your organization's 2018-19 year-end figures and projections for the 2019-20 year-end.

5b. Your organization's current year-to-date balance sheet and income statement to the end of September 2019.

5c. Financial Statements for your most recently completed year. Financial Statements should be independently prepared (audited if possible) and signed by the organization's Board of Directors. Unsigned financial statements are not acceptable.



6. Deficit Reduction Plan/Update OR Use of Surplus Funds *(if applicable)*

If your organization has accumulated a deficit of more than 10% of its annual revenues you must provide a deficit reduction plan that includes a timeline and financial goals.

Organizations that reported a deficit in their November 2018 Interim Report should provide an update, regardless of whether or not they are still in a deficit position.

Organizations with a substantial accumulated surplus or any reserves should indicate what the funds are being designated for.

7. Visibility: Grant recipients are required to recognize the Winnipeg Arts Council's contribution and to provide print-quality images for non-commercial public relations use by the Winnipeg Arts Council. The visibility section of the report consists of the following:

7a. A narrative description of how your organization has provided recognition over the past year. Proper recognition is vital to demonstrate the value of the City's investment in the arts, particularly in a climate of many competing interests for municipal dollars. Max 1 page, point form is acceptable. You can also include samples of WAC recognition from your printed and electronic materials and website.

7b. Digital images related to your organization and recent programming in print quality (300 dpi) jpeg format on a digital storage device.

7c. Image credits using the form provided and including the name, description of work/image, year, **name of photographer**, etc. The form must be signed on behalf of the organization granting public relations use to the Winnipeg Arts Council.



Multi-Year Grant Programs - *Fall 2019*

OPERATING GRANT INTERIM REPORT REGISTRATION FORM

Registered Name of Organization: _____

Street Address: _____

Postal Code: _____ Phone: _____ Web Site: _____

Head of Organization: _____ Title: _____

Contact Person: _____ Title: _____

Contact E-mail: _____

Charitable Status No. _____ or Not applicable

Grant Amount \$ _____ per year for fiscal year beginning _____

Total operating revenues on most recent financial statements _____

Annual operating surplus (deficit) on most recent financials _____

Total Audience/Circulation for most recently completed year (all activities) _____

Checklist of required materials included in this report:

- 1. Interim Report Registration Form (this page)
- 2. Artistic Program and Activities Changes
- 3. Operational, Governance and Business Changes
 - 3a. Current Board of Directors list
- 4. Activity and Audience Statistics (PDF)
- 5. Interim Financial Report
 - 5a. Financial Summary Sheet (PDF)
 - 5b. Current year-to-date balance sheet & income statement to September 30 2019
 - 5c. Most Recent Audited Financial Statements signed by Board of Directors
- 6. Deficit Reduction Plan / Use of Surplus Funds
 - is attached, or not applicable
- 7. Visibility
 - 7a. Narrative description
 - 7b. 300 dpi jpeg images on electronic storage device
 - 7c. Image credits and signed usage authorization (PDF)

DECLARATION: *As an authorized officer of the applicant organization, I certify that to the best of my knowledge the information provided herein is accurate and complete:*

Signature - Artistic Director

Printed Name & Title

Date

Signature - Administrative Head

Printed Name & Title

Date

Signature - Board Chair

Printed Name & Title

Date

Multi-Year Grant Programs - *Fall 2019*
OPERATING GRANT
INTERIM REPORT FINANCIAL SUMMARY



Organization: _____

Revenues	2018 - 19 actual	2019 - 20 projected
Earned Revenue		
Box Office		
Rentals, Sales, and Commissions		
Memberships		
Investment Income		
Other (specify): _____		
Private Sector		
Individual Donations		
Corporate Donations & Sponsorship		
Foundations (specify): _____		
Fundraising		
In Kind (if applicable)		
Government		
Canada Council for the Arts		
Other Federal (specify): _____		
Manitoba Arts Council		
Other Provincial (specify): _____		
Winnipeg Arts Council		
Other Municipal (specify): _____		
Other Income (specify): _____		
Total Revenues		
Expenses		
Artist Fees / Salaries / Honoraria		
Production / Exhibition expenses		
Administrative Salaries / Fees / Honouraria		
Marketing		
Fundraising		
Administration / Office		
Other expenses (specify): _____		
Total Expenses		
Cash surplus / Deficit for year		
Accumulated surplus / deficit, start of year		
Accumulated surplus / deficit, end of year (Must match financial statements)		

Multi-Year Grant Programs - *Fall 2019*

INTERIM REPORT - PUBLIC RELATIONS IMAGES

I authorize the Winnipeg Arts Council to use these images for public relations purposes:

Organization

Signature: Organizational Representative

Description of jpeg image files suitable for printing (300dpi) and Winnipeg Arts Council public relations use on enclosed digital storage device

Name of file	Date	Photographer/credit	Title of Work Description/Details/Medium