

**OPERATING GRANT  
INTERIM REPORT GUIDELINES**

Deadline: Tuesday November 16, 2021

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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 2022, a satisfactory Interim Report must be submitted not later than Tuesday November 16, 2021.

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](http://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.

Applications may be mailed or submitted electronically using [WeTransfer](#). If you wish to submit online you **MUST** use WeTransfer; **DO NOT EMAIL YOUR APPLICATION MATERIALS DIRECTLY TO WAC AS ATTACHMENTS**. You must upload all of your materials to WeTransfer and address it to [info@winnipegarts.ca](mailto:info@winnipegarts.ca). Please ensure that all elements of your application are included in the transfer.

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2022 grants will be issued as funds become available from the City of Winnipeg.

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**Direct questions regarding this program to:**

Dominic Lloyd  
Program & Arts Development Manager  
204-943-7668  
[dom@winnipegarts.ca](mailto: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 three signatures: the Artistic and administrative heads as well as the Board Chair.

**2. Program Update** *maximum 2 pages*

Provide a brief overview of your programming between Fall 2020 and Fall 2021, as well as your plans for the 2021-2022 season. It is understood that the Covid-19 pandemic has drastically affected the previous year's activities and is likely to continue to do so throughout the coming year. Please provide your achievements, your current plans and any contingency plans you have.

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

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

You must include a current list of your organization's Board of Directors.

**4. Updates on EDI and Climate Change** maximum 1 page

Report on any updates to the information you provided about your organization's actions related to EDI and climate change in November 2020.

**5. Activity and Audience Statistics** using PDF form

Complete *one* of the forms provided summarizing of your organization's activity and audience statistics. 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.

**6. Financial Report** consisting of the following:

**6a. Completed Budget Summary Sheet** using the Excel form provided showing your organization's 2020-2021 year-end figures and projections for the 2021-2022 year.

**6b. Your organization's current year-to-date** balance sheet and income statement to the end of September 2021.

**6c. Signed 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.



**7. 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. Any organization on concerned status should provide an update regardless of whether 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.

**8. 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:

**8a. 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.

**8b. Digital images** related to your organization and recent programming in print quality (300 dpi) jpeg format.

**8c. 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 2021

# OPERATING GRANT INTERIM REPORT

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Registered Name of Organization: \_\_\_\_\_

Street Address: \_\_\_\_\_

Postal Code: \_\_\_\_\_ Phone: \_\_\_\_\_ Web Site: \_\_\_\_\_

Head of Organization: \_\_\_\_\_ Title: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

Contact E-mail: \_\_\_\_\_

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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) \_\_\_\_\_

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## Checklist of required materials included in this report:

- 1. Registration Form (this page)
- 2. Program Update (2 pages max.)
- 3. Operational, Governance and Business Changes (2 pages max.)
  - 3a. Current Board of Directors list
- 4. Updates on EDI & Climate Change (1 page max.)
- 5. Activity and Audience Statistics (PDF)
- 6. Financial Report
  - 6a. Budget Summary Sheet (Excel)
  - 6b. Current year-to-date balance sheet & income statement to September 30 2021.
  - 6c. Most Recent signed Financial Statements
- 7. Deficit Reduction Plan / Use of Surplus Funds
  - is attached, or  not applicable
- 8. Visibility
  - 8a. Narrative description
  - 8b. 300 dpi jpeg images
  - 8c. Image credits and signed usage authorization (PDF)

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**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 2021*

**INTERIM REPORT - PUBLIC RELATIONS IMAGES**

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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

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