

PROGRAM SUPPORT GRANT 2 YEAR AGREEMENT FOR ARTS ORGANIZATIONS



Application Guidelines – Fall 2018

Deadline: Tuesday November 13, 2018 prior to 4:00 pm

DESCRIPTION

Program Support Grants contribute to the activities of arts organizations presenting a range of activities and art forms on an ongoing annual basis throughout the year or seasonally. Grants are intended for organizations with a demonstrated organizational capacity as well as a history of consistent programming/presentation and public support. Program Support Grants are awarded in two-year cycles.

Eligibility to apply to this program is by invitation of the Winnipeg Arts Council. Arts organizations not invited to apply to this program should enquire about the Project Grant program.

GENERAL ELIGIBILITY CRITERIA

Applicants for Program Support Grants must meet all of the following criteria:

- be an organization that has as its primary mandate and core activity the creation, production or presentation of the performing, visual, literary, film, video or media arts.
- be registered as a not-for-profit corporation in Manitoba, governed by a volunteer board of directors, and have operated as such for a minimum of one year.
- have ongoing qualified artistic and administrative leadership (which may be combined), and pay principal artistic contributors for their services in accordance with generally accepted professional standards.
- be based and active in Winnipeg, and provide programming or services that are open to the public and publicized city-wide
- conduct regular and sustained programming in Winnipeg on an annual basis. A single project does not constitute ongoing or regular programming. Organizations whose activity varies from season to season must describe their multi-year creation and production cycle and relate it to the mandate of the organization
- *receive revenue from several sources other than WAC.* These may include box-office revenues, memberships, donations from individuals or businesses, in-kind contributions or support from foundations and other levels of government

Annual and biennial festivals with annual operating revenues under \$250,000 may be eligible if they have completed three editions. A Festival is generally considered to be a multi-day, multi-stage/venue event featuring Winnipeg and national/international performers.

Arts Service organizations may be eligible for this program provided that they have

- designated administrative staff
- a membership/clientele that is broadly representative of its mandate and which primarily includes artists or arts organizations based in Winnipeg
- consistently provide a range of services to their clients including professional development, research and information, advocacy, human resource development, administrative services, rehearsal and performance facilities, and audience development assistance

Please note that eligibility for the program must be approved by the Winnipeg Arts Council in advance of applying. New applicants are only accepted every second year and approval to apply is not a guarantee of acceptance to the program. Invitees not recommended for multi-year funding may be referred to the Winnipeg Arts Council's Project Grant program.

INELIGIBILITY

Program Support Grants are not available to:

- organizations that do not have as their primary mandate and core activity the creation, production or presentation of the performing, visual, literary, film, video or media arts
- individual artists
- unincorporated organizations or collectives
- for-profit organizations
- civic, provincial or federal departments or branches
- health, social service, religious or sports organizations
- educational institutions
- private club or community centre programs
- trade unions, trade guilds, and professional associations
- organizations that receive Operating or Project Grants from the Winnipeg Arts Council
- organizations that receive funding from the City of Winnipeg directly or through any of its agencies
- organizations that have previously received a grant from the Winnipeg Arts Council and have not submitted an acceptable Final Report

LEVEL OF ASSISTANCE

The level of assistance provided by this program is determined by a number of factors including the organization's budget, its scope of activity, resources available, and funding history from the Winnipeg Arts Council. Funding agreements cover a two-year period with an equal amount of funding allocated in each of the two years. All awards are conditional and dependent upon an annual allocation from the City of Winnipeg to the Winnipeg Arts Council.

Program Support grants do not normally exceed \$15,000 per year.

Organizations that received less than \$15,000 per year in the previous cycle may request increases provided they provide a rationale for the increase in their application narrative. Recipients of grants of \$15,000 per year and more will not be considered for increases.

APPLICATION PROCESS

Applications for Program Support Grants are accepted once every two years. Due to the limited budget available, applications are accepted only by invitation of the Winnipeg Arts Council. Organizations not invited to apply for multi-year funding should enquire about the Project Grant program.

To be considered for a grant, you must complete and submit the signed, original registration form, and all required materials listed in these guidelines prior to 4:00 pm on the deadline (regardless of postmark date). **The next application deadline is Tuesday November 13, 2018.** Applications may not be submitted by e-mail or fax. It is the applicant's responsibility to ensure that the application is complete and received on time. Late or incomplete applications will not be accepted.

All application documents must be typed or written in 12 point font with one inch margins, on single-sided, white, letter-sized paper (8.5" X 11"), suitable for photocopying. Do NOT staple applications or bind them in any way in folders, binders or plastic covers. All items must be clearly titled with sections submitted in the required order.

Once received, Winnipeg Arts Council staff review the applications for eligibility and to ensure that they are complete, and conduct interviews with applicants as appropriate. Submission of a request does not guarantee the applicant will be awarded any or all of the amount requested.

ASSESSMENT PROCESS and CRITERIA

Applications to this program are assessed by a panel of independent, qualified arts professionals selected on the basis of their familiarity with and expertise in a broad spectrum of artistic practices, and to reflect the range of the applicants. The composition of the panel varies from year to year, depending on the nature and volume of the applications. A new panel is selected for each competition. Winnipeg Arts Council staff do not vote on applications.

The panel assesses each application against the criteria listed in these guidelines, and with consideration of the applicant organization's ability to achieve the stated goals and objectives in the context of its mandate and direction. The panel also considers the applicant's available resources and stage of development, and the cultural and artistic environments in which it works. The panel will establish a priority ranking and recommend specific grant amounts based on the overall merit of each application in comparison with all other applications. Based on these assessments and recommendations, grants are awarded by the Winnipeg Arts Council. There is no procedure for appealing the assessment; however, the Winnipeg Arts Council welcomes comments or suggestions about any of its programs.

<p>Applicants should note that approval is not automatic solely on the basis of meeting the general eligibility requirements. The panel can recommend maintaining, increasing or decreasing the organization's current funding levels; it may also recommend that organizations no longer maintaining suitable standards be phased out of the program.</p>
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STRATEGIC CONSIDERATIONS and ASSESSMENT CRITERIA

In order to provide a comprehensive depiction of your organization's activities, please address the following points/issues, (these points will be of varying degrees of importance/applicability to each organization).

ARTISTIC MERIT & CIVIC IMPACT

- artistic vision of the programming and plan to achieve that vision
- demonstrated artistic quality and contribution to the art form
- distinctiveness of the proposed programming in the context of comparable activities in Winnipeg. Does it provide unique opportunities for artists and the public of Winnipeg?
- standards of artistic achievement demonstrated in the applicant's past activities
- the ability to articulate who the organization's audience(s) is/are and how they are engaged through the organization's programming
- the ability to connect to new audiences
- appropriate publicity/marketing plan for the programming
- public access to the work, including access by Winnipeg's diverse communities
- anticipated impact of the programming in the arts community and the community at large
- level of engagement with other arts organizations, artists and community groups

ORGANIZATIONAL COMPETENCE & GOVERNANCE

- realistic and attainable strategies to achieve goals and objectives
- appropriate use of human resources, staff and volunteer support
- infrastructure support for the current level of activity

- Board participation from a broad base of the community-at-large
- duly constituted Board of Directors with regular meetings
- statement of mission and purpose guiding the activities and functions
- strategic plan, with goals and objectives, structure and a decision-making process

- fiscal management (relationship between budget projections and actuals; provision for extraordinary circumstances; diversity of actual and potential revenue sources)
- financial statements indicating functional budgeting structure and cost control measures
- funding level appropriate to the current stage of organizational development
- if requesting a significant increase, how that increase will be expended

NOTIFICATION OF RESULTS

Applicants will be informed of the results of their application, in writing, within approximately three months of the application deadline. Results are never released over the telephone, and assessor comments are not provided. Feedback will be provided, only when necessary, on technical aspects of your application such as the clarity of your images or written text. No further feedback will be given by telephone or email.

PAYMENTS

Successful applicants will receive a Contribution Agreement with their grant notification letter, which must be signed by the appropriate individuals indicating acceptance of the grant and its conditions. The Agreement will detail the terms of the grant including a timeline for release of payments as well as the reporting requirements.

All grants are contingent upon the annual allocation from the City of Winnipeg to the Winnipeg Arts Council.

GENERAL CONDITIONS, CORRESPONDENCE and CHANGES

If your organization cannot use the grant at the expected time, decides not to carry out the proposed program of work as expected, or refuses the grant conditions, you must notify the Winnipeg Arts Council immediately.

The Winnipeg Arts Council should be notified of any significant changes to your organization's operating budget, budget projections, programming, governance and administrative and/or artistic leadership on a timely basis. Your organization must also consult the Winnipeg Arts Council, in writing, before making any major changes to the program of work outlined in your application. Please refer to the Concerned Status Policy below. Should a grant be used for any purpose other than that outlined in the original application, the Winnipeg Arts Council reserves the right to request full or partial reimbursement of the grant.

Note: The Winnipeg Arts Council reserves the right to reduce, withdraw, delay or suspend a grant in the second year of a cycle if it has concerns about the viability of the organization, as informed by the criteria in the Concerned Status Policy.

- All funding is conditional upon the Winnipeg Arts Council receiving confirmation of its annual allocation from the City of Winnipeg in each year of the cycle.
- The term of the grant is two years.
- Activities cannot be funded retroactively.
- Grant funds cannot be used to reduce or eliminate accumulated deficits.
- No organization may hold more than one Winnipeg Arts Council grant at any time.
- Continued funding under this program will depend upon the scope and quality of the applicant's activity and the resources available to the Winnipeg Arts Council.
- The name of the applicant and the amount of the award will be made public in the Winnipeg Arts Council's Annual Report and on its website.
- The Winnipeg Arts Council requires acknowledgement of its financial assistance on promotional and program materials relating to the organizations it supports. The required wording and electronic versions of our logo, in various formats, are available for download directly from our website: www.winnipegarts.ca.

REPORTING

Interim Report

All organizations that receive a Program Support Grant must submit an Interim Report at the end of Year 1 before funding is released for the subsequent year. This report must include current Financial Statements signed by the Board of Directors, and updated Financial Summary and Activities Reports. Instructions and guidelines for the Interim Report will be provided to successful applicants well in advance of the reporting deadline.

Final Report

All organizations that receive a grant must submit a final report following the conclusion of the grant period. If your organization receives a Program Support Grant and applies for a Program Support Grant again in the next funding cycle, the new application will be considered your final report on your previous grant period.

If your organization does not apply for Program Support in the next funding cycle, you must provide an audited financial statement or a financial review for the current grant period along with other information on the activities undertaken in the current grant period.

If your organization fails to submit its required final reports, it will not be eligible to apply to the Winnipeg Arts Council until the reports have been submitted.

CONCERNED STATUS POLICY

When the Winnipeg Arts Council has concerns about the viability of an organization that has a multi-year funding agreement, it may place that organization on Concerned Status. This may occur if the organization:

- Has an accumulated deficit of 10% or more of its annual operating revenues; and/or
- Shows evidence of not being financially viable; and/or
- Has significantly reduced public participation, whether by membership or audience support; and/or
- Fails to demonstrate the ability to plan into the future
- Fails to address major artistic concerns such as artistic leadership, declining quality of activity, failure to achieve programming plans; and/or
- Fails to meet the professional needs of its constituency; and/or
- Demonstrates management or governance practices that do not conform to generally acceptable practices.

The Winnipeg Arts Council will advise the organization of its Concerned Status and outline requirements for its removal from this status. Reporting requirements will become more rigorous. The Winnipeg Arts Council will offer to work with the organization's Board and staff to restore confidence and viability through mutually agreed upon actions. Joint consultations with other major funders may be undertaken.

The organization must meet these conditions within a maximum of two years or it will be removed from multi-year support. Groups on Concerned Status that are successful in restoring the Council's confidence in their viability will be eligible for continued consideration under the appropriate multi-year grant program as determined by WAC staff.

REQUIRED APPLICATION MATERIALS

All applications must use the forms provided on the Winnipeg Arts Council website.

A complete application is comprised of all the sections listed below. Please adhere to the page limits indicated in these guidelines, as they allow for comparable assessment of all applications by the jury. Materials submitted in excess of the allowable limits will not be presented to the jury. Further, materials should be submitted **in the order indicated** to facilitate processing and assessment.

Where forms are not provided, information must be typed in 12 point font with one-inch margins on single-sided, white, letter-sized paper. Applications will be photocopied and/or scanned; **do not staple or bind them in any way.**

Section 1. Completed and Signed Registration Form & Checklist (*using the forms provided*)
Original signatures are required.

Section 2. Organizational Overview (*2 pages max.*)

Provide a background on the organization including the following

- Organizational Mandate/Mission
- Brief History
- Buildings/Facilities (*if applicable*)
- Current Leadership - Artistic and Administrative

Section 3. Statistics, Staff & Board List (using the form provided)

Section 4. Programming Plan (2 pages max.)

Briefly summarize your organization's programming for 2017-18 and describe your program plans 2018-19 and 2019-20. Applicants should include a description of the organization's artistic and organizational achievements as well as the measures of success the organization employs. For each year, applicants should touch on the organization's artistic programming, financial, and governance plans/achievements.

Section 5. Outline of Organization's Current Annual Budget using the form provided

The information in this form **must** match your financial statements (Section 6 below). If you are requesting an increase to your organization's grant amount, attach a separate sheet (one page max.) providing a rationale for the increase.

Section 6. Deficit Reduction Plan/ Information on Purpose and Use of Surplus Funds

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

Or if you have special reserves or a significant surplus from the previous year(s), indicate for what purposes the funds are being reserved.

Section 7. Support Material (*one copy*)

Provide one copy of recent promotional materials produced by your organization; this may include brochures, publications, reviews, and any other relevant material. This material will not be returned to you. Published audio/video materials may be included for

reference, but owing to time restrictions will not be viewed in the context of the assessment panel.

Section 8. Public Relations Images

8a) Digital images

Provide a flash drive, CD, or other digital media containing a sample of print quality jpeg images (300dpi) related to your organization and recent programming.

8b) Image credits *(using the form provided)*

Provide accompanying image credits (name, description of work/image, photographer, etc.) and authorization for Winnipeg Arts Council public relations use on the form provided.

Section 9. Most Recent Annual Financial Statement

Provide a copy of your most recent annual financial statements, signed by the Board of Directors. Unsigned financial statements are not acceptable.

- Organizations with annual revenues of \$100,000 or more must include a review engagement or audited statement.
- Organizations with annual revenues under \$100,000 may provide an independently prepared financial statement containing at minimum a balance sheet and statement of income and expenses. Where an organization does produce an audited statement or a review engagement, that must be included.

Please note:

- Only one copy of your written material is required.
- All materials must be typed in black ink on single-sided, white, letter sized paper (8.5" x 11") suitable for photocopying/scanning.
- In order to facilitate processing of your application as smoothly as possible, applications **must be presented in the order indicated above**. This is also important for the jury's review process. Do not submit any required sections as appendices.
- **Your application will be copied and stored electronically. Do not use double-sided pages or bind your application in any way** (no staples, paper clips, binders, cerlox, folders or plastic covers).
- Do not exceed maximum page limits.
- The Winnipeg Arts Council will not accept incomplete applications and/or applications not respecting the prescribed format.

CONTACT

Please direct questions regarding this program to:

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

The Winnipeg Arts Council funds, supports, and champions development of the arts on behalf of the people of Winnipeg.

