

PROGRAM SUPPORT GRANT – 2019-20  
**INTERIM REPORT  
GUIDELINES AND FORMS**

Submission deadline: Tuesday November 12, 2019



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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 briefly detail artistic and administrative changes to the plan that was submitted in November 2018 and include an updated financial report and “Visibility” section (new this year).

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.

Reports must be submitted in hard copy with original signatures in ink. The Winnipeg Arts Council does not accept reports electronically. 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 8c, Public relations images. Please do not staple or bind the pages in any way.

Your 2020 grant will be issued once your Interim Report has been approved and the City of Winnipeg has released the funds.

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Any questions regarding this program should be directed to

Dominic Lloyd  
Program & Arts Development Manager  
204-943-7668  
[dom@winnipegarts.ca](mailto:dom@winnipegarts.ca)

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Reports should be received no later than Tuesday, November 12, 2019

# PROGRAM SUPPORT GRANT INTERIM REPORT

Submission Deadline Tuesday November 12, 2019



WINNIPEG  
ARTS COUNCIL

## REGISTRATION FORM

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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: \_\_\_\_\_

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Grant amount received: \$ \_\_\_\_\_ in each of 2018 and 2019

Total attendance (all activities) in most recently-completed year \_\_\_\_\_

Total operating revenues on financial statements, most recently-completed year: \$ \_\_\_\_\_

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

- we accept the conditions of this program as outlined in the guidelines and agree to abide by the Winnipeg Arts Council's decision;*
- we accept responsibility for ensuring that the activities for which funding is received are completed in the manner described in this report;*
- we confirm that the information provided herein is accurate and complete and we are authorized to report on behalf of this organization.*

\_\_\_\_\_  
Signature - Administrative Head

\_\_\_\_\_  
Name & Title (Print)

\_\_\_\_\_  
Signature - Board Chair

\_\_\_\_\_  
Name & Title (Print)

# PROGRAM SUPPORT GRANT INTERIM REPORT



WINNIPEG  
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## SUBMISSION CHECKLIST

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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	Annual Budget Outline (Using the form provided)
<input type="checkbox"/> Section 6	Most Recent <b>SIGNED</b> Annual Financial Statements
Section 7	Deficit Reduction Plan/Detailed Information on Surplus Funds: <input type="checkbox"/> attached, or <input type="checkbox"/> we do not have an accumulated surplus or deficit
Section 8 - Visibility:	
<input type="checkbox"/> Section 8a	A narrative description of how your organization has provided recognition over the past year. (1 page max.)
<input type="checkbox"/> Section 8b	Public Relations Image Credits (Using the form provided)
<input type="checkbox"/> Section 8c	Public Relations Images (on an enclosed digital storage device)





PROGRAM SUPPORT GRANT ANNUAL BUDGET OUTLINE

Applicant: \_\_\_\_\_

**Revenues**

**Earned Revenue**

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

2018-19 (actual)	2019-20 (projected)	2020-21 (projected)

**Private Sector**

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


**Government**

- Canada Council for the Arts
- Other Federal Government
- Manitoba Arts Council
- Other Provincial Government
- 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)


