

# PROJECT GRANT PROGRAM

Application Deadline February 13, 2018



WINNIPEG  
ARTS COUNCIL

## REGISTRATION FORM

Applicant is (*check one*)  An Organization  A Collective

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

Contact Name: \_\_\_\_\_ Position: \_\_\_\_\_

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

Postal Code: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

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

Website: \_\_\_\_\_

Organizations: Date of Incorporation: \_\_\_\_\_ Charitable Tax Number: \_\_\_\_\_

Grant requested: \$ \_\_\_\_\_ (maximum \$10,000) Total Project Budget: \$ \_\_\_\_\_

Grant Period: *This project will begin on (d/m/y): \_\_\_\_\_ and finish on (d/m/y): \_\_\_\_\_*  
*Grant period may not begin prior to May 13, 2018 and must be completed within 18 months.*

**Project Title and Summary:** (*To identify your application; 25 words max.*)

**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/collective and our project 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 all overdue final reports for previous Winnipeg Arts Council grants. We understand that this application will be considered ineligible if final reports are outstanding.*
- we confirm that the information provided herein is accurate and complete and we are authorized to make an application on behalf of this organization.*

\_\_\_\_\_  
Signature - Senior Administrative  
Representative or Collective Member

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

\_\_\_\_\_  
Signature - Senior Board Representative  
or Collective Member

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

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## APPLICATION CHECKLIST

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

Ensure your application contains all of the information listed below. Materials must be printed on single-sided white 8.5" x 11" paper, clearly labeled and submitted in the following order:

|                                     |   |                                     |   |
|-------------------------------------|---|-------------------------------------|---|
| <input type="checkbox"/> Section 1  | Completed Registration Form and Application Checklist<br>(Using the forms provided)   | <input type="checkbox"/> Section 6  | Annual Budget Outline<br>(Using the form provided)  |
| <input type="checkbox"/> Section 2  | Detailed Project Description<br>(2 pages max.)  | Section 7                           | Deficit Reduction Plan/ Information on Surplus Funds:<br><input type="checkbox"/> attached, or<br><input type="checkbox"/> we do not have an accumulated surplus or deficit |
| <input type="checkbox"/> Section 3  | Artist Bios (2 pages max.)  | <input type="checkbox"/> Section 8  | Support Material Documentation<br>(Using the form provided)   |
| <input type="checkbox"/> Section 4  | Detailed Project Budget<br>(Using the form provided)  | <input type="checkbox"/> Section 9  | Electronic storage device<br>containing support material  |
| <input type="checkbox"/> Section 5a | Organizational/Collective Profile<br>(Using the form provided)  | <input type="checkbox"/> Section 10 | Most Recent Financial Statements  |
| <input type="checkbox"/> Section 5b | Organization's mandate, mission and activities OR description of the Collective and artistic oversight plan<br>(2 pages max.) | Section 11                          | Articles of Incorporation:<br><input type="checkbox"/> attached, or<br><input type="checkbox"/> previously submitted  |

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

| BUDGET TEMPLATE:<br><b>Revenues</b>  | Proposed Project<br>application BUDGET |             |                              | Revised<br>BUDGET | Final<br>Report only<br>ACTUALS |
|--|--|-------------|------------------------------|-------------------|---------------------------------|
|  | \$                                     | %           | Confirmed?                   |                   |                                 |
| <b>REVENUES</b>  |  |             |                              |                   |                                 |
| <i>Earned Revenues (specify)</i>   |  |             | <input type="checkbox"/> yes |                   |                                 |
|  |  |             | <input type="checkbox"/> yes |                   |                                 |
|  |  |             | <input type="checkbox"/> yes |                   |                                 |
|  |  |             | <input type="checkbox"/> yes |                   |                                 |
|  |  |             | <input type="checkbox"/> yes |                   |                                 |
| <i>Fundraising (specify)</i>   |  |             | <input type="checkbox"/> yes |                   |                                 |
|  |  |             | <input type="checkbox"/> yes |                   |                                 |
|  |  |             | <input type="checkbox"/> yes |                   |                                 |
|  |  |             | <input type="checkbox"/> yes |                   |                                 |
| <i>Grants (specify)</i>  |  |             |                              |                   |                                 |
| WINNIPEG ARTS COUNCIL PROJECT GRANT  |  |             |                              |                   |                                 |
|  |  |             | <input type="checkbox"/> yes |                   |                                 |
|  |  |             | <input type="checkbox"/> yes |                   |                                 |
|  |  |             | <input type="checkbox"/> yes |                   |                                 |
|  |  |             | <input type="checkbox"/> yes |                   |                                 |
| <i>Private Sector:<br/>sponsorships, donations, advertising (specify)</i>            |  |             | <input type="checkbox"/> yes |                   |                                 |
|  |  |             | <input type="checkbox"/> yes |                   |                                 |
|  |  |             | <input type="checkbox"/> yes |                   |                                 |
|  |  |             | <input type="checkbox"/> yes |                   |                                 |
|  |  |             | <input type="checkbox"/> yes |                   |                                 |
| <i>In-Kind (specify)</i>   |  |             | <input type="checkbox"/> yes |                   |                                 |
|  |  |             | <input type="checkbox"/> yes |                   |                                 |
|  |  |             | <input type="checkbox"/> yes |                   |                                 |
|  |  |             | <input type="checkbox"/> yes |                   |                                 |
|  |  |             | <input type="checkbox"/> yes |                   |                                 |
| <i>Other (specify)</i>   |  |             | <input type="checkbox"/> yes |                   |                                 |
|  |  |             | <input type="checkbox"/> yes |                   |                                 |
|  |  |             | <input type="checkbox"/> yes |                   |                                 |
|  |  |             | <input type="checkbox"/> yes |                   |                                 |
| <b>Total Revenues</b>  |  | <b>100%</b> |                              |                   |                                 |
| <b>Total Expenses (detailed on next page)</b>  |  | <b>100%</b> |                              |                   |                                 |
| SURPLUS (DEFICIT)<br><i>**Revenues must equal expenses with a zero<br/>balance**</i> |  |             |                              |                   |                                 |

Please note that this grant program is intended to provide partial support to projects that can demonstrate evidence of broad support through other sources of revenue. This may include sales and other earned revenues, financial support from audiences, donations, revenues-in-kind, the private sector, and funds from other levels of government).



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

| BUDGET TEMPLATE:<br><b>Expenses</b>  | Proposed Project<br>application BUDGET |      |  | Revised<br>BUDGET | Final<br>Report only<br>ACTUALS |
|--|--|------|--|-------------------|---------------------------------|
|  | \$                                     | %    |  | \$                | \$                              |
| (detailed on previous page) <b>Total Revenues</b>                                    |  | 100% |  |                   |                                 |
| <b>EXPENSES (specify)</b>  |  |      |  |                   |                                 |
| <i>Artist Fees (specify)</i>   |  |      |  |                   |                                 |
|  |  |      |  |                   |                                 |
|  |  |      |  |                   |                                 |
|  |  |      |  |                   |                                 |
|  |  |      |  |                   |                                 |
|  |  |      |  |                   |                                 |
|  |  |      |  |                   |                                 |
|  |  |      |  |                   |                                 |
| <i>Production (specify)</i>  |  |      |  |                   |                                 |
|  |  |      |  |                   |                                 |
|  |  |      |  |                   |                                 |
|  |  |      |  |                   |                                 |
|  |  |      |  |                   |                                 |
|  |  |      |  |                   |                                 |
| <i>Administration/Project Coordination (specify)</i>                                 |  |      |  |                   |                                 |
|  |  |      |  |                   |                                 |
| <i>Media/Promotion (specify)</i>   |  |      |  |                   |                                 |
|  |  |      |  |                   |                                 |
|  |  |      |  |                   |                                 |
| <i>Other (specify)</i>   |  |      |  |                   |                                 |
|  |  |      |  |                   |                                 |
|  |  |      |  |                   |                                 |
|  |  |      |  |                   |                                 |
|  |  |      |  |                   |                                 |
| <b>Total Expenses</b>  |  |      |  |                   |                                 |
| SURPLUS (DEFICIT)<br><i>**Revenues must equal expenses with a zero<br/>balance**</i> |  |      |  |                   |                                 |

What percentage of your current overall annual budget does this project represent? \_\_\_\_\_%





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

|   | ACTUALS                                    |      | PROJECTED    |      |
|---|--|------|--------------|------|
|   | Last year as shown on financial statements |      | Current year |      |
| <i>Indicate Year:</i>                         |  |      |              |      |
| <b>REVENUES</b>                               |  |      |              |      |
|   | \$   | %    | \$           | %    |
| <i>Earned Revenues</i>                        |  |      |              |      |
| Box Office                                    |  |      |              |      |
| Rentals, Sales, Commissions                   |  |      |              |      |
| Memberships                                   |  |      |              |      |
| Investment Income                             |  |      |              |      |
| Other (specify):                              |  |      |              |      |
| Other (specify):                              |  |      |              |      |
| <i>Private Sector</i>                         |  |      |              |      |
| Individual Donations                          |  |      |              |      |
| Corporate Donations & Sponsorship             |  |      |              |      |
| Foundations (specify):                        |  |      |              |      |
| Fundraising                                   |  |      |              |      |
| In kind                                       |  |      |              |      |
| <i>Grants</i>                                 |  |      |              |      |
| Canada Council for the Arts                   |  |      |              |      |
| Other Federal Government                      |  |      |              |      |
| Manitoba Arts Council                         |  |      |              |      |
| Other Provincial Government                   |  |      |              |      |
| Winnipeg Arts Council                         |  |      |              |      |
| Other municipal (specify):                    |  |      |              |      |
| <b>Total Revenues</b>                         |  | 100% |              | 100% |
| <b>EXPENSES</b>                               |  |      |              |      |
|   | \$   | %    | \$           | %    |
| Artist Fees / Salaries / Honoraria            |  |      |              |      |
| Production / Exhibition Expenses              |  |      |              |      |
| Administrative Salaries / Fees / Honoraria    |  |      |              |      |
| Marketing                                     |  |      |              |      |
| Fundraising                                   |  |      |              |      |
| Administration / Office                       |  |      |              |      |
| Other (specify):                              |  |      |              |      |
| Other (specify):                              |  |      |              |      |
| Other (specify):                              |  |      |              |      |
| <b>Total Expenses</b>                         |  | 100% |              | 100% |
| <b>SURPLUS (DEFICIT) AT YEAR END</b>          |  |      |              |      |
| <b>SURPLUS (DEFICIT) AT BEGINNING OF YEAR</b> |  |      |              |      |
| <b>ACCUMULATED SURPLUS (DEFICIT)</b>          |  |      |              |      |

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

Applicants may submit up to three items of support material. All support materials must be documented on this page and clearly marked with the applicant's name, the work's title, and any special instructions. Materials not listed on this sheet or in excess of the allowable limits will not be presented to the jury.

Please list only one item in each chart and note that only **three items will be accepted** as defined above (i.e. five digital images = one item). Check the box corresponding to the appropriate medium in the first column and then fill in the rest of the information on the line as required. A chart for the submission of digital images is found on the next page.

**ITEM #1:** List only one item in this table. Detail for digital images should be listed on the following page

| Medium (check one)                      | Running time / Length  | Date Produced | Title | Applicant's Role in Production | Viewing instructions / Additional Information |
|---|--|---------------|-------|--------------------------------|---|
| <input type="checkbox"/> Print          | ____pages (Max. 10pp)  |               |       |                                |   |
| <input type="checkbox"/> Audio/Video    | ____mins. (Max. 4:00)  |               |       |                                |   |
| <input type="checkbox"/> Webart         |  |               |       |                                |   |
| <input type="checkbox"/> Digital Images | <i>Information for up to <b>five</b> digital images is provided on the following page.</i> |               |       |                                |   |

**ITEM #2:** List only one item in this table. Detail for digital images should be listed on the following page

| Medium (check one)                      | Running time / Length  | Date Produced | Title | Applicant's Role in Production | Viewing instructions / Additional Information |
|---|--|---------------|-------|--------------------------------|---|
| <input type="checkbox"/> Print          | ____pages (Max. 10pp)  |               |       |                                |   |
| <input type="checkbox"/> Audio/Video    | ____mins. (Max. 4:00)  |               |       |                                |   |
| <input type="checkbox"/> Webart         |  |               |       |                                |   |
| <input type="checkbox"/> Digital Images | <i>Information for up to <b>five</b> digital images is provided on the following page.</i> |               |       |                                |   |

**ITEM #3:** List only one item in this table. Detail for digital images should be listed on the following page

| Medium (check one)                      | Running time / Length  | Date Produced | Title | Applicant's Role in Production | Viewing instructions / Additional Information |
|---|--|---------------|-------|--------------------------------|---|
| <input type="checkbox"/> Print          | ____pages (Max. 10pp)  |               |       |                                |   |
| <input type="checkbox"/> Audio/Video    | ____mins. (Max. 4:00)  |               |       |                                |   |
| <input type="checkbox"/> Webart         |  |               |       |                                |   |
| <input type="checkbox"/> Digital Images | <i>Information for up to <b>five</b> digital images is provided on the following page.</i> |               |       |                                |   |



**Applicant:** .....

Only list digital images which have been included as part of the allowable three items of support material on the preceding page.

|                         | No | Date Produced | Title | Medium | Dimensions | Additional Information |
|-------------------------|----|---------------|-------|--------|------------|------------------------|
| Support Material Item # | 1  |               |       |        |            |                        |
|                         | 2  |               |       |        |            |                        |
|                         | 3  |               |       |        |            |                        |
|                         | 4  |               |       |        |            |                        |
|                         | 5  |               |       |        |            |                        |
| Support Material Item # | 6  |               |       |        |            |                        |
|                         | 7  |               |       |        |            |                        |
|                         | 8  |               |       |        |            |                        |
|                         | 9  |               |       |        |            |                        |
|                         | 10 |               |       |        |            |                        |
| Support Material Item # | 11 |               |       |        |            |                        |
|                         | 12 |               |       |        |            |                        |
|                         | 13 |               |       |        |            |                        |
|                         | 14 |               |       |        |            |                        |
|                         | 15 |               |       |        |            |                        |