



2018-2020 MULTI-YEAR OPERATING GRANT

**REGISTRATION FORM**

Application Deadline: *November 14 2017*

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

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

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

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

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

Fiscal Year End: \_\_\_\_\_

Total revenues on most recent financial statements: \_\_\_\_\_

Total Audience/Circulation for most recently completed year (all activities): \_\_\_\_\_

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Administrative Head of Organization: \_\_\_\_\_

E-mail: \_\_\_\_\_ Phone: \_\_\_\_\_

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Artistic Head of Organization: \_\_\_\_\_

E-mail: \_\_\_\_\_ Phone: \_\_\_\_\_

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Board Chair: \_\_\_\_\_

E-mail: \_\_\_\_\_ Phone: \_\_\_\_\_

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

E-mail: \_\_\_\_\_ Phone: \_\_\_\_\_

<b>Most Recent Operating Grant Amount:</b>	<b>Applied to Fiscal Year</b>
_____	_____ to _____ dd/mm/yy dd/mm/yy
<b>ANNUAL REQUEST</b> <i>in each of 2018, 2019, and 2020</i>	Year 1 (2018 Grant) fiscal year _____ to _____
	Year 2 (2019 Grant) fiscal year _____ to _____
	Year 3 (2020 Grant) fiscal year _____ to _____ (dd/mm/yy to dd/mm/yy)

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**DECLARATION**

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

- we have carefully read the eligibility criteria for this program described in the guidelines and determined that our organization meets 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 outstanding Winnipeg Arts Council reports
- we confirm that the information provided herein is accurate and complete
- if a grant is awarded, we accept responsibility for ensuring that the activities for which funding is received are completed in the manner described in the application

Signature - Administrative Head of Organization: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

Signature - Artistic Head of Organization: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

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

Title: \_\_\_\_\_ Date: \_\_\_\_\_

# 2018-2020 MULTI-YEAR OPERATING GRANT APPLICATION CHECKLIST



*Materials must be submitted in the following order:*

Section 1.  **Grant Registration Form and Application Checklist**

Section 2.  **Organizational Profile** (*maximum 2 pages*):

Section 3.  **Leadership** (*maximum 2 pages*)

Section 4.  **Staff & Board Lists**

Section 5.  **Overview of past grant cycle** (*maximum 2 pages*)

Section 6. **Three-year plan** (*maximum 6 pages total*):

- 6a) **Artistic Vision & Programming**
- 6b) **Audience Engagement & Public Value**
- 6c) **Organizational Development/Capacity**
- 6d) **Financial Management & Planning** including fundraising
- 6e) **Marketing & Communication**
- 6f) **Infrastructure**
- 6g) **Organizational Goals**
- 6h) **Other** (*optional*)

Section 7.  **Request for Support** (*maximum 1 page*):

Section 8.  **Financial Report** (*using MS Excel document provided*)

Section 9.  **Surplus/Deficit Plans** (*maximum 1 page*)

Section 10.  **Most Recent Audited Financial Statements** signed by the Board of Directors

Section 11.  **Activity and Audience Statistics Sheet** (*using the PDF form provided*)

Section 12. **Support Material**

- 12a) Program Reviews, Publications and Brochures (*one copy*)
- 12b) **Digital images** (*300dpi*)
- 12c) **Image credits** and signed authorization

