

MUSEUMS GRANT 2022

Deadline: Tuesday November 16, 2021



All museums receiving funding from the Winnipeg Arts Council are required to submit an application for the coming year. Applications should be received not later than Tuesday November 16, 2021.

The application 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 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 by email to dom@winnipegarts.ca.

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

Direct questions regarding this program to:

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

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Applicants must submit all of the following information:

1. Registration Form (PDF)

Complete the Registration Form which requires two signatures: the Administrative head of the organization and the Board Chair.

2. Program Overview *maximum 2 pages*

Provide a brief overview of your programming in 2021, as well as your plans for 2022. 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. A budget for 2022

5. 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.

6. 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:

6a. 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.

6b. Digital images related to your organization and recent programming in print quality (300 dpi) jpeg format.

6c. 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.



MUSEUMS GRANT 2022

Registered Name of Organization: _____

Street Address: _____

Postal Code: _____ Phone: _____ Web Site: _____

Head of Organization: _____ Title: _____

Contact Person: _____ Title: _____

Contact E-mail: _____

Charitable Status No. _____ or Not applicable

Grant Amount \$ _____ 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) _____

Checklist of required materials included in this report:

- 1. Registration Form (this page)
- 2. Program Overview (2 pages max.)
- 3. Operational, Governance and Business Changes (2 pages max.)
 - 3a. Current Board of Directors list
- 4. 2022 Budget
 - 5. Deficit Reduction Plan / Use of Surplus Funds
 - is attached, or not applicable
- 6. Visibility
 - 6a. Narrative description
 - 6b. 300 dpi jpeg images
 - 6c. Image credits and signed usage authorization (PDF)

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 - Administrative Head

Printed Name & Title

Date

Signature - Board Chair

Printed Name & Title

Date

MUSEUMS GRANT 2022
PUBLIC RELATIONS IMAGES

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