

# MUSEUMS GRANT 2023

Deadline: Tuesday November 15, 2022

---



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 15, 2022.

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](http://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](mailto:dom@winnipegarts.ca).

---

2023 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](mailto:dom@winnipegarts.ca)

---

# MUSEUMS GRANT 2023

Deadline: Tuesday November 15, 2022

---



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 2022, as well as your plans for 2023. 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 2023**

**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.

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 2023

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. 2023 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 2023

## 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