

# MULTI-YEAR OPERATING GRANT

## 2024-2026 Program Guidelines

Application Deadline: December 15, 2023



### THE PROGRAM

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With a focus on artistic excellence and civic impact, the Winnipeg Arts Council funds and supports artists and arts organizations. The Operating Grant program is intended to provide ongoing partial support to established arts organizations that have a continuing presence in Winnipeg and a track record of high-quality programming or services. It is designed to support a range of activities and art forms, reflecting different cultural traditions and art practices. Organizations receiving support are expected to contribute to the development of their art form, to participate in the development of local artists and audiences, to maintain a balance of public investment and private sector support and to maintain strict management and financial controls.

The City of Winnipeg is entering a new four-year budget cycle in 2024. In anticipation, the Winnipeg Arts Council has submitted a request for year over year increases, however the City's plan remains unknown at the time of this invitation to submit a grant application. Grant awards will be confirmed once the Winnipeg Arts Council's allocation from the City has been received in 2024.

Applications will be peer-assessed. Local and national artists and arts administrators will be engaged to review and provide critical commentary on the organization's responses along with funding recommendations.

### CONTACT

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After reading this document please direct questions regarding this program to:

*The Winnipeg Arts Council funds and supports artists and arts organizations. We initiate and promote development of the arts for the people of Winnipeg.*



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## **GENERAL ELIGIBILITY CRITERIA**

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*Multi-year Operating Grants are available, upon invitation, to organizations that have as their primary mandate and core activity the creation, production, and/or presentation of the performing, visual, literary, or media arts, open to the public and publicized city-wide.*

*Organizations must have received a Winnipeg Arts Council Operating Grant in the past three years and be invited by the Winnipeg Arts Council to apply. Further, any organization applying to the Operating Grant program must:*

- be registered as a non-profit corporation in Manitoba, governed by a volunteer board of directors
- be based and active in Winnipeg, and provide programming or services that are open to the public and publicized city-wide
- demonstrate an ongoing commitment to the presentation of work by, and employment of, Winnipeg artists
- have ongoing qualified artistic and administrative leadership (which may be combined), and pay principal artistic contributors for their services in accordance with generally accepted professional standards
- have maintained five consecutive years of ongoing, sustained, and regular programming in Winnipeg on a year-round or seasonal basis. A single project does not constitute ongoing or regular programming
- demonstrate sound administrative and financial management along with a diversified annual revenue base that includes earned revenue, funding from other levels of government, and support from the private sector through fundraising, donations, sponsorships, or memberships

Organizations that provide mainly education or training in the arts may be invited to apply to this program provided that they

- use established, recognized systems of evaluation or adjudication, or
- partner with an accredited post-secondary institution, or
- maintain a standard of national recognition through their programs.

## **INELIGIBILITY**

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Operating Grants are not available to:

- organizations that do not have as their primary mandate and core activity the creation, production or presentation of the performing, visual, literary, film, video or media arts
- individuals
- for-profit organizations
- civic, provincial, or federal departments or branches
- health, social service, religious or sports organizations
- educational institutions (except those mentioned above)
- trade guilds, trade unions or professional associations
- private clubs or community centres
- organizations with Winnipeg Arts Council Program Support or Project grants

- organizations receiving other grants or funds from the City of Winnipeg or any of its agencies.
- organizations with outstanding reports or other obligations to the Winnipeg Arts Council

## **LEVEL OF ASSISTANCE**

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Organizations may not request an increase to their Operating Grant in this application. The Winnipeg Arts Council does not fund 100% of an applicant's budget. Applicants must show a range of revenue sources, including earned, private and public sector revenues. Applicants may receive less than the full amount requested. Grants are intended to contribute to programming and administrative costs associated with an organization's ongoing artistic activities; the Winnipeg Arts Council does not provide funding for capital projects, fundraising or deficit reduction.

**All funding is conditional and dependent upon an annual allocation from the City of Winnipeg to the Winnipeg Arts Council.**

## **ASSESSMENT PROCESS**

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Winnipeg Arts Council staff review all applications for eligibility and to ensure that they are complete, and conduct follow-up with applicants as appropriate. Applications are assessed by a jury of independent, qualified arts professionals selected on the basis of their familiarity with and expertise in a broad spectrum of artistic practices, and to reflect the range of the applicants. The composition of the jury varies depending on the nature and volume of the applications. A new jury is selected for each competition. Winnipeg Arts Council staff do not vote on applications.

The jury assesses each application against the criteria listed below, and with consideration of the applicant organization's ability to achieve the stated goals and objectives. The jury may consider the applicant's available resources and stage of development, and the cultural and artistic environments in which it works. The jury will establish a priority ranking and recommend grant amounts based on the overall merit of each application in comparison with all other applications. Based on these assessments and recommendations, grants are awarded by the Winnipeg Arts Council. There is no procedure for appealing the assessment; however, the Winnipeg Arts Council welcomes comments or suggestions about any of its programs.

Applicants should note that approval is not automatic solely on the basis of meeting the general eligibility requirements. The jury can recommend maintaining, increasing or decreasing funding levels. It may also recommend that organizations no longer maintaining the expected standards, in which case the Winnipeg Arts Council will address that with the organization which may be placed on Concerned Status (see below).

## **ASSESSMENT CRITERIA**

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Organizations are assessed on the basis of artistic merit and contribution to the arts ecosystem in Winnipeg. Organizations receiving Operating Grants must demonstrate sound management and governance practices. The following points will be of varying degrees of

importance/applicability to each organization but they provide context for your organization's activities and should be addressed as you complete your application.

**ARTISTIC MERIT:**

What is your organization's artistic vision and how is it demonstrated? How do you define artistic merit and how does this translate into actions?

**CIVIC IMPACT & PUBLIC VALUE:**

How does your organization engage with Winnipeg artists, audiences and stakeholders? How do your activities inspire Winnipeggers to connect with the arts and how do you ensure people can participate?

**NOTIFICATION & PAYMENT**

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Notification of the award is given to applicants by mail as soon as possible following the City of Winnipeg's approval of its 2024 budget (estimated late March 2024). Applicants will receive a Funding Agreement with their grant notification letter, detailing the terms and conditions of the grant. The agreement must be signed by the administrative and artistic heads as well as the Board Chair and returned to the Winnipeg Arts Council. Grants will be released in one or two installments, dependent on the City of Winnipeg's approval and release of funds to the Winnipeg Arts Council.

**GENERAL CONDITIONS, CORRESPONDENCE and CHANGES**

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If your organization cannot use the grant at the expected time, decides not to carry out the proposed program of work as expected, or refuses the grant conditions, you must notify the Winnipeg Arts Council immediately. Any significant changes to your organization's operating budget, budget projections, programming, or leadership must be reported on a timely basis. If a grant is used for any purpose other than that outlined in the original application, the Winnipeg Arts Council reserves the right to request full or partial reimbursement of the grant.

- The term of the Multi-Year Operating Grant is three years.
- Activities cannot be funded retroactively.
- Grant funds cannot be used to reduce or eliminate accumulated deficits.
- No organization may hold more than one Operating Grant at any time.
- Continued funding under the program will depend upon the scope and quality of the applicant's activity and the resources available to the Winnipeg Arts Council.
- The name of the applicant and the amount of the award will be made public in the Winnipeg Arts Council's Annual Report and on its website.
- The Winnipeg Arts Council requires acknowledgement of its financial assistance on promotional and program materials relating to the organizations it supports. The required wording and electronic versions of our logo, in various formats, are available for download directly from our website [www.winnipegarts.ca](http://www.winnipegarts.ca).

**Note:** The Winnipeg Arts Council reserves the right to reduce, withdraw, delay or suspend a grant in the second and/or third years of a multi-year cycle if it has concerns about the viability of the organization, as informed by the criteria in the Concerned Status Policy.

## REPORTING

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### *Interim Report*

All recipients must submit Interim Reports at the end of each of Years 1 and 2 before funding is released for each subsequent year. Interim Reports will include brief programming and organizational updates as well as Statistics & Activities and financial updates.

### *Final Report*

All organizations that receive a grant must report on their use of funds from the Winnipeg Arts Council. If your organization applies for an Operating Grant again in the subsequent cycle, the new application will be considered your final report on your previous grant. If you do not apply in the subsequent cycle you must provide financial statements for the last year in which funding was received as well as information on the activities undertaken for the year in which they last received a grant. If the organization fails to submit any required reports, it will not be eligible to apply to the Winnipeg Arts Council until the reports have been submitted.

## CONCERNED STATUS POLICY

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When the Winnipeg Arts Council has concerns about the viability of an organization that has a multi-year funding agreement, it may place that organization on Concerned Status. This may occur if the organization:

- Has a deficit of 10% or more of its annual operating revenues; and/or
- Shows evidence of not being financially viable; and/or
- Has significantly reduced public participation, whether by membership or audience support; and/or
- Fails to demonstrate the ability to plan into the future; and/or
- Fails to address major artistic concerns such as artistic leadership, declining quality of activity, failure to achieve programming plans; and/or
- Fails to meet the professional needs of its constituency; and/or
- Demonstrates management or governance practices that do not conform to generally acceptable practices.

The Winnipeg Arts Council will advise the organization of its Concerned Status and outline requirements for its removal from this status. Reporting requirements will become more rigorous. The Winnipeg Arts Council will offer to work with the organization's Board and staff to restore confidence and viability through mutually agreed upon actions. Joint consultations with other funders may be undertaken.

The organization must meet these conditions within a maximum of two years or it will be removed from multi-year support. It may then be treated as if it were a completely new organization, eligible to apply for Project support only. Groups which are successful in restoring WAC confidence in their viability will be eligible for continued consideration under the appropriate multi-year grant program as determined by WAC staff.

## TO APPLY

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Apply online at [winnipegarts.gosmart.org](http://winnipegarts.gosmart.org). the deadline is **Friday December 15, 2023** at 11:59 pm local time. Please note that no technical support is available outside of office hours. Incomplete or late applications may not be considered.

Online applications are submitted at [winnipegarts.gosmart.org](http://winnipegarts.gosmart.org). You must create an organizational account (not an individual account) and then fill in your application in the sections listed below.

### **Section 1. Organizational Profile & Leadership (1 page max)**

To provide an understanding of its development and a context for its current activities, outline your organization's mission/vision/mandate. Any changes since your last application should be noted.

Provide short biographies of your artistic, administrative, and board leadership.

### **Section 2: Program Plan**

What is your artistic vision? How is it represented in your programming and operations? Outline your confirmed and anticipated program plans for the next three-year cycle.

How is your organization engaged with and developing diverse audiences in Winnipeg?

How is your organization engaged with and developing diverse artists in Winnipeg?

Other than operating funding, what are some key challenges your organization faces in the next three years? How do you plan to address these challenges?

### **Section 3: Activity and Audience Statistics**

Provide data on activities and audience statistics.

### **Section 4: Financial Report**

Complete and upload the Excel form provided showing your organization's 2022-2023 actuals and projections for the 2023-2024 year.

If your organization has an accumulated operating deficit that represents more than 10% of revenues for the most recently completed year, you must include a plan indicating what measures are being undertaken to deal with that deficit. A deficit reduction plan should provide a realistic outlook and include specific, detailed targets, timelines and financial goals. If your organization has a surplus that exceeds 25% of revenues for the most recently completed year, you must include a plan for the use of those funds. Additionally, you should identify any reserves maintained by the organization and provide an explanation of their purpose as well as what rules are in place governing their access/use.

## **Section 4: Attachments**

Attachment 1: Staff list

Attachment 2: Board of Directors list

Attachment 3: Most recent financial statements

Statements must be provided as a standalone document. Do not include links to your annual report or abridged financials. Unsigned financial statements are not acceptable.

Attachment 4: Publicity Images

Applicants must supply a minimum of five jpeg images related to the organization and recent programming. Images must be accompanied by credits (name, description of work/image, photographer) and a signature authorizing for Winnipeg Arts Council public relations use. Applications which are received without these images & authorizations are considered incomplete.