

Multi-Year Grant Programs – *Fall 2023*
**PROGRAM SUPPORT GRANT
INTERIM REPORT GUIDELINES**

Deadline: Tuesday November 21, 2023



All organizations receiving multi-year funding from the Winnipeg Arts Council are required to submit an interim report under the terms of the Funding Agreement. In order to qualify for funding in 2024, a satisfactory Interim Report must be received by November 21, 2023.

The report consists of a number of elements, some of which are fillable PDF forms and some of which are to be created in a word processing program and supplied as PDF documents. 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 must be submitted electronically using [WeTransfer](#). DO NOT EMAIL YOUR APPLICATION MATERIALS DIRECTLY TO WAC AS ATTACHMENTS. You must upload all of your materials to WeTransfer and address it to info@winnipegarts.ca. Please ensure that all elements of your application are included in the transfer.

2024 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

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



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Reports must include all of the following information:

1. Registration Form & Checklist (using PDF form)

Complete the Registration Form which requires two signatures: the administrative head as well as the Board Chair.

2. Artistic Program & Activities Update (2 pages max)

Provide an overview of your programming between Fall 2022 and Fall 2023, as well as your anticipated programming for the 2023-2024 season. You should identify any changes in programming included in your Fall 2022 Program Support Grant application. In addition to programming information this section should include information on how your organization supports Winnipeg artists, both in the previous year's programming and in your upcoming season/year.

3. Operational, Governance & Business Activities Update (2 pages max)

Provide an update on your operational activities, including any changes in leadership, staffing, governance, policy, planning, and facilities.

4. Statistics, Staff & Board List (using PDF form)

Complete the form provided summarizing of your organization's activity and audience statistics, and list your staff and board members.

5. Financial Report consisting of the following:

- 5a. Budget forecast (using Excel sheet provided)
- 5b. Most recent **signed** financial statements
- 5c. Deficit Reduction / Use of Surplus / Reserves (if applicable; see below)

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 (1 page max)

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:

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.

Digital images related to your organization and recent programming in print quality (300 dpi) should be included along with the image credit form provided 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.

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WINNIPEG
ARTS COUNCIL

REGISTRATION FORM

Registered Name of Organization: _____

Address: _____

Postal Code: _____ Phone: _____ Website: _____

Administrative Head of Organization Name: _____

Position: _____ Contact E-mail: _____ Phone: _____

Board Chair: _____ Contact E-mail: _____ Phone: _____

Grant amount: _____ in each of 2023 and 2024

Charitable Status No. _____ or Not applicable

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) _____

Total artist fees paid in most recently completed year _____

Total artist fees paid to Winnipeg artists in most recently completed year _____

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

- We confirm that the information provided herein is accurate and complete and we are authorized to report on behalf of this organization.*
- We accept responsibility for ensuring that the activities for which funding is received are completed in the manner described in this report.*
- We accept the conditions of this program as outlined in the guidelines and Funding Agreement and agree to abide by the Winnipeg Arts Council's decision.*

Signature – Administrative Head

Name & Title

Signature – Board Chair

Name

APPLICATION CHECKLIST

Applicant: _____

Ensure your application contains all of the information listed below. Where forms are provided they **must** be used; other narrative materials must conform to letter sized paper.

| | |
|-------------------------------------|--|
| <input type="checkbox"/> Section 1 | Completed Registration Form and Application Checklist (Using the forms provided) |
| <input type="checkbox"/> Section 2 | Artistic Program & Activities Update (2 pages max) |
| <input type="checkbox"/> Section 3 | Operational, Governance & Business Activities Update (2 pages max.) |
| <input type="checkbox"/> Section 4 | Statistics, Staff & Board List (using the form provided) |
| <input type="checkbox"/> Section 5a | Budget forecast (using Excel sheet provided) |
| <input type="checkbox"/> Section 5b | Most recent signed financial statements |
| <input type="checkbox"/> Section 5c | Deficit Reduction / Use of Surplus / Reserves |
| <input type="checkbox"/> Section 6a | Visibility (1 page max.) |
| <input type="checkbox"/> Section 6b | Publicity Images & Photo Credit Sheet (using the form provided) |

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WINNIPEG
 ARTS COUNCIL

Organization: _____

| Statistics | 2022-23 Actuals | 2023-24 Projected |
|-------------------------------|------------------------|--------------------------|
| Number of Members/Subscribers | | |
| Number of Volunteers | | |
| Audience Attendance – Paid | | |
| Audience Attendance – Unpaid | | |
| Average Ticket Price | | |
| Number of events/performances | | |
| Number of artists employed | | |

Artistic/Production Staff

| Name | Position | Full-time/part-time/temporary/seasonal |
|-------------|-----------------|---|
| | | |
| | | |
| | | |
| | | |

Administrative Staff

| Name | Position | Full-time/part-time/temporary/seasonal |
|-------------|-----------------|---|
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| | | |

Board of Directors

| Name | Position | Committee(s)/area(s) of expertise |
|-------------|-----------------|--|
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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 |
|--------------|------|---------------------|---|
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