



# MANITOBA ARTS COUNCIL'S **General Guidelines**

**Manitoba Arts Council**

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## Purpose

The Manitoba Arts Council is an arm's-length agency of the Province of Manitoba, established in 1965 "to promote the study, enjoyment, production and performance of works in the arts." The Council makes awards to professional arts organizations and individuals in all art forms including theatre, literature, dance, music, painting, sculpture, architecture or the graphic arts, and includes other similar creative or interpretative activity, including arts education.

Use these general guidelines in conjunction with program-specific guidelines.

## Eligibility

Eligible applicants:

- professional artists
- arts/cultural professionals
- students of the arts
- Indigenous Knowledge Keepers
- professional arts groups
- professional not-for-profit arts organizations
- professional for-profit arts organizations (book and periodical publishers)
- professional arts service organizations
- community not-for-profit organizations

Please reference [MAC's Glossary](#) for definitions.

See Appendix I for details on eligibility.

## Manitoba residents

All applicants must have a permanent physical address in Manitoba. Residency in Manitoba is verified with documentation such as a Manitoba Health registration card, a Manitoba driver's license, or evidence of income taxes paid in the previous year as a Manitoba resident.

Applicants must have lived in Manitoba for at least one full year immediately preceding application to the Manitoba Arts Council.

Applicants who live in Manitoba may be absent from the province for a period of up to one year if:

- the absence is temporary (due to an artistic or educational opportunity).
- they do not apply for support from the jurisdiction of their temporary residence.

## Eligible nominators (for Prizes)

- individuals, groups, or organizations that have no conflict of interest with the nominee

## Grant maximums and restrictions

- Project applicants may receive MAC grants totaling up to a maximum level of \$30,000\* in a calendar year.
- Applicants can apply to all MAC programs for which they are eligible but may not submit more than one application to each program deadline (with the exception of Share - Artists in Schools).
- Project activities may not begin before the application submission date.
- Applicants may not request funds for the same project expenses in more than one program.
- Applicants may be ineligible to apply if they have reports overdue (not submitted within 18 months of being awarded).
- Unsuccessful applicants may submit their project again at a subsequent deadline.

\* Grants received through the Support-Arts Leaders and the Share-Tour programs are excluded from the Manitoba Arts Council's maximum level of funding of \$30,000 in a calendar year.

## Ineligible Activity

- Commercial production work in any discipline, activity whose intention is not primarily art, but the production of products to sell, including music recording (with the exception of Indigenous 360)
- Assistant directing
- Fundraising activities
- Contributions to endowment funds
- Contests
- Activities carried out by groups and organizations that are not planning to pay, fees or royalties to artists according to the standards of the arts practice or sector
- Industrial or corporate projects
- Student-led projects (with the exception of Share - Artists in Schools program)
- Academic or scholarly works or activities (with the exception of Learn - Scholarships program)
- Membership dues
- Activities that do not employ a majority of Manitoban professional artists, arts/cultural workers or Indigenous Knowledge Keepers
- Touring outside the province of Manitoba

- Publication of previously published material
- Self-publication
- Whole purchase price of equipment (unless solely for direct use in submitted project)
- Funds are not intended for activities that are predominantly political, religious, or sporting events.

## Submitting your application

Submission of a complete application that has sufficient information and is clear and concise is the responsibility of the applicant. It is highly recommended that applicants contact a program consultant well in advance of the grant deadline to discuss and review the application and the eligibility of their project.

The entire application must be submitted online before 11:59 pm CST on the deadline date. However, it is highly recommended that you submit your application during office hours, Monday through Friday, 8:30-4:30 when staff is available should you require assistance.

Please see our video tutorials for step-by-step instructions:

<https://artscouncil.mb.ca/2019/03/how-to-submit-your-application-on-macs-new-online-application-system/>

## Alternatives to online submission

MAC provides offline application forms (PDF or hard copy) for applicants who have limited internet access and/or do not have reasonable access to a public internet source, such as a public library.

To make a request, contact [helpdesk@artscouncil.mb.ca](mailto:helpdesk@artscouncil.mb.ca) or call toll free 1-866-994-2787.

## Assessment process

The Manitoba Arts Council uses a peer assessment process to make decisions and operates at arm's-length from the Government of Manitoba. All applications are assessed by professional artists, arts/cultural professionals and Indigenous Knowledge Keepers. The composition of an assessment panel reflects the range of activity within the eligible applications. Internal assessment by program consultants is used in a limited number of programs to respond to time-sensitive requests. These programs have restrictions on grant amounts.

The criteria for determining awards in the majority of MAC's programs are artistic merit, impact, feasibility, and if applicable project merit, and educational merit.

Assessors will receive online access to eligible applications including support materials (artistic examples) and other support documents. They are then provided with an evaluation rubric. Refer to program guidelines for rubric details.

All assessors engaged in a fiscal year are listed in the annual [Grants Listing](#) in alphabetical order on our website. MAC does not disclose which assessors served on which juries.

For further information see [MAC's Peer Assessment Handbook](#).

## Grant results

Project applicants are informed of funding decisions within three months of the deadline date. Applicants will receive notice of funding results by email. Successful applicants must log in to their profile and complete their funding agreement.

Names of successful applicants and grant amounts are made public on the Manitoba Arts Council's website, and in the Manitoba Arts Council's Grants Listing. Declined applications remain confidential.

The Manitoba Arts Council must approve any substantial changes to a project. If the project is significantly changed without approval, the Manitoba Arts Council reserves the right to rescind the grant.

The granting process is competitive, and funds are limited. Submission of a request does not guarantee the applicant will be awarded all or any of the amount requested. The Manitoba Arts Council provides some feedback to applicants upon request regarding results.

## Payment

Payment will be made once the applicant has completed their online funding agreement. Individuals must enter their social insurance number at this time. Applicants identifying as a group or organization will receive awards payable in the group's name. A bank account in the group's name is required.

If you are awarded a grant and are unable to proceed with the funded project, speak with MAC staff regarding rescind procedures and repayment of unused funds. Once rescinds have been processed, they cannot be reversed.

### **If you get a grant**

The Manitoba Arts Council requires acknowledgement of its financial assistance on all materials relating to the activities it supports. See [MAC logo standards](#).

For taxation purposes, applicants will be issued a T4A slip when the total of all grants received in the calendar year is \$500 or more. When grants are awarded to groups or ensembles, a T4A slip will be issued to the name of the group. The Manitoba Arts Council cannot provide advice on the income tax implications of your grant. We recommend that you consult with a financial advisor to determine how the grant you

receive will impact your personal and/or business income taxes. It is important to note that the payment terms of a grant may have an impact on the calculation of the taxes payable.

### Reporting requirements

A satisfactory final report must be submitted at the conclusion of the project or within 18 months of an award date. Applicants who have not submitted final reports within 18 months will be unable to submit further applications while the report is outstanding.

For multi-year grants, a grant renewal report is required on an annual basis.

If an applicant has an award rescinded, they are ineligible to apply for further funding until a repayment and/or a satisfactory final report has been processed.

Receipts for project expenses are not required with the final report but the Manitoba Arts Council reserves the right to request them.

The reports will be available for completion on the home page of your online profile after you submit your funding agreement.

### Confidentiality

Information provided by the applicant, including contact information, forms part of the Manitoba Arts Council's grants database. MAC is subject to the Freedom of Information and Protection of Privacy Act, and this information is protected under that Act.

The Manitoba Arts Council is committed to supporting artistic practices that reflect the diversity of Manitoba's population. The voluntary identification portion of an applicant's profile is entirely optional. This information will be used to monitor how well MAC grants reflect the full diversity of who we are as a province. This information will not be used in the assessment process and will not be made available to assessors.

See [MAC's Use of Personal Information](#).

The contents of applications to MAC are confidential and the names of unsuccessful applicants are not released.

### Equity

The Manitoba Arts Council is committed to equity and inclusion. Specific equity measures and targeted programs are in place to ensure full access and participation.

MAC welcomes applications in English or French. Where an application is submitted in French, MAC will engage a bilingual assessor who is familiar with the discipline. Portions of the application will also be translated into English for use in the assessment panel.

process, in addition to being provided in the original language. When portions of an application are to be translated, the applicant has the option of having MAC provide the translation or of hiring a translator of their choice and being reimbursed for their expenses at a rate of \$0.27 per word. See MAC's [Peer Assessment Handbook](#).

## Accessibility

Professional artists who are Deaf or who are living with a disability, and Deaf and disability arts groups and organizations may be eligible for funds to contribute to costs for disability-related supports and services to:

- create a profile in MAC's Online Application System (Profile Assistance);
- complete an application (Application Assistance);
- submit a final report (Final Report Assistance); or
- complete a project funded through a MAC program (Awarded Project Assistance)

See MAC's [Accessibility page](#) for details.

## Contact us

### Manitoba Arts Council

525-93 Lombard Avenue,  
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[helpdesk@artscouncil.mb.ca](mailto:helpdesk@artscouncil.mb.ca)

Telephone: (204) 945-2237

Toll-Free: 1 (866) 994-2787

[www.artscouncil.mb.ca](http://www.artscouncil.mb.ca)

### Office Hours

8:30 am to 4:30 pm, Monday to Friday,  
closed for lunch from 12:30 pm to 1:30  
pm.

The Manitoba Arts Council acknowledges that it carries out its work on the land of Indigenous nations throughout Manitoba. Our office is located on Treaty 1 territory, the ancestral lands of the Anishinaabe, Ininew, Cree, Oji-Cree, Dakota and Dene Peoples and the homeland of the Metis Nation.

## APPENDIX I: ELIGIBILITY CRITERIA

### Professional artist

- is a Canadian citizen or permanent resident of Canada
- is a resident of Manitoba (for at least one year)
- is 18 years of age or older
- has training in at least one art form consistent with the standards of their practice (may include mentorships, self-study, academic training, or any combination of these types of training)
- is recognized by their peers as professional artists (e.g., not students)
- commits a significant amount of time to their artistic practice
- has a history of professional public presentation, publication, or being engaged with their arts practice in a public context

### Emerging artist:

- is in the early stages of their professional career and beyond basic training
- has between one and five years of professional activity and a minimum of one professional presentation or publication for which they have been compensated as a professional artist.

### Established artist:

- is mid-career and beyond in their professional career;
- has more than five years of professional activity and a minimum of three professional presentations or publications for which they have been compensated as a professional artist.

Can apply to the following programs:

- Create
- Share - Present
- Share - Artists in Communities
- Share - Artists in Schools
- Share - Tour
- Learn - Travel/Professional Development
- Learn – Residencies
- Indigenous 360
- Support – Arts Leaders
- They can also nominate an individual, group, or organization as part of the Recognize - Prizes program

### **Arts/Cultural professional**

- is an individual working in the arts but not as a professional artist (including but not limited to administrators, producers, technicians, etc.)
- is a Canadian citizen or permanent resident of Canada
- is a resident of Manitoba (for at least one year)
- is 18 years of age or older
- is recognized by their peers as an Arts/Cultural Professional
- commits a significant amount of time to their work in the arts
- has a history of professional work in the arts (e.g., paid work)

Can apply to the following programs:

- Share - Artists in communities
- Share - Artists in Schools
- Share - Present
- Learn - Residencies
- Learn - Travel/Professional Development
- Indigenous 360
- Support – Arts Leaders
- They can also nominate an individual, group, or organization as part of the Recognize - Prizes program

### **Student of the Arts**

- is in a program of study in any arts discipline
- is a Canadian citizen or permanent resident of Canada
- is a resident of Manitoba (for at least one year)
- is 18 years of age or older
- is registered as a full-time student at an undergraduate or graduate level post-secondary institution (accredited professional training school, university or college)
- has some training, experience, or accomplishment in the area of the arts in which they plan to study

Can apply to the following programs:

- Learn - Scholarship
- They can also nominate an individual, group, or organization as part of the Recognize - Prizes program

### Indigenous Knowledge Keeper

- is indigenous (First Nations, Metis, Inuit, non-status)
- is a Canadian citizen or permanent resident of Canada
- is a resident of Manitoba (for at least one year)
- is 18 years of age or older
- is recognized and respected by their community as a significant contributor to cultural practice
- commits a significant amount of time to the preservation and sharing of Indigenous world views through artistic and cultural practices
- has deep knowledge and experience with Indigenous traditional teachings, protocols, culture, and history
- has training in the field of Indigenous arts, or equivalent experience consistent with cultural practice (may include mentorships, self-study, academic training, or any combination of these types of training,
- has engaged in professional community-based arts and cultural activities on a regular basis (over at least 3 years) and has received compensation for this in a manner that is consistent with the standards of their practice, community or Indigenous protocols.

Can apply to the following programs:

- Create
- Learn - Travel/Professional Development
- Learn - Residencies
- Share - Artists in Communities
- Share - Artists in Schools
- Share – Present
- Share – Tour
- Indigenous 360
- Support – Arts Leaders
- They can also nominate an individual, group, or organization as part of the Recognize - Prizes program

### Professional Arts Group

- is a group or collective made up of two or more members working in an artistic practice
- has a majority of members that are professional artists who:
  - are Canadian citizens or permanent residents of Canada
  - are residents of Manitoba
  - are 18 years of age or older
- is recognized by their peers as a professional arts group
- has a professional history of presenting, publishing, or engaging with an arts practice in a public context, or the intention to do so

- engages professional artists and pays professional fees to artists
- must be able to receive a grant payable to its name

Can apply to the following programs:

- Create
- Share - Present
- Share - Artists in Communities
- Share - Artists in Schools
- Share - Tour
- Indigenous 360 (if Indigenous led)
- They can also nominate an individual, group, or organization as part of the Recognize - Prizes program

### **Professional Not-for-profit Arts Organization**

- creates, produces, presents, and supports artistic work in any discipline
- is led by paid qualified professional personnel
- is governed by a board of directors or an advisory body responsible for the organization
- engages professional artists and pays professional fees to artists
- has been active in the province for a at least one year prior to applying
- is based in Manitoba
- is incorporated
- operates as a not-for profit

Can apply to the following programs:

- Share – Present
- Share – Artists in Communities
- Share – Artists in Schools
- Share – Tour
- Indigenous 360 (if Indigenous led)
- Recognize – Competitions
- Support – Strengthen
- Recognize - Competitions
- They can also nominate an individual, group, or organization as part of the Recognize - Prizes program

### **Professional For-profit Arts Organization (Book and Periodical Publishers)**

- supports the dissemination of artistic work in book or periodical publishing
- is led by paid qualified professional personnel
- supports professional artists and pays professional fees and royalties to writers
- has been active in the province for a at least one year prior to applying

- is based in Manitoba
- is incorporated

Can apply to the following programs:

- Share – Present
- Share – Artists in Communities
- Share – Artists in Schools
- Support – Strengthen
- Indigenous 360 (if Indigenous led)
- They can also nominate an individual, group, or organization as part of the Recognize - Prizes program

### **Professional Arts Service Organization**

- supports the development of professional artists and the art form
- is led by paid qualified personnel
- has professional membership
- is governed by a board of directors or an advisory body responsible for the organization
- has been active in the province for a at least one year prior to applying
- is based in Manitoba
- operates as a not-for profit

Can apply to the following programs:

- Share – Present
- Share – Artists in Communities
- Share – Artists in Schools
- Support – Strengthen
- Indigenous 360 (if Indigenous led)
- Recognize - Competitions
- They can also nominate an individual, group, or organization as part of the Recognize - Prizes program

### **Community Not-for-Profit Organization**

- is governed by a board of directors or an advisory body responsible for the organization
- has been active in the province for at least one year prior to applying
- engages in artistic and/or cultural activity
- is based in Manitoba
- operates as a not-for profit

Can apply for the following programs:

- Share - Artists in Communities
- Indigenous 360 (if Indigenous led)
- Recognize - Competitions
- They can also nominate an individual, group, or organization as part of the Recognize - Prizes program

## APPENDIX II: CULTURAL INTEGRITY

Every person exists in, and in relation to, many communities. Communities may be defined by ability, age, culture, economy, gender, geography, sexual orientation, etc. Cultural integrity is the practice of respecting and honouring the ownership of materials, traditions, and knowledges that originate from a particular culture or community.

All applications for Manitoba Arts Council funding contain questions regarding cultural integrity. It is therefore important for applicants to understand how culture affects the creation and presentation of artistic works.

### Cultural Integrity in the Creative Process

If you are applying for funding to create new work and your project includes subject matter, material, or practices outside your own cultural community, assessors will consider how you demonstrate cultural integrity within your project. Specifically, they will review your application to see if there is cultural appropriation in the project. Cultural appropriation is the unacknowledged or inappropriate adoption of the customs, practices, ideas, etc. of one people or society by members of another and typically more dominant people or society.

You are encouraged to reflect on and explain the role of culture in your proposed project as you prepare your application. Consider the following, if applicable:

- Are you aware of the origin of the material, custom, or practice you are incorporating into your project? Do you understand how it was originally used and/or its original meaning?
- What is your relationship to the cultural community that this material/practice comes from?
- Are you aware of and/or have you addressed any cultural protocols (rules) involved in the practice or tradition you are engaging with?
- Have you considered whether your project could have unintended harmful consequences or is disrespectful to the community involved?
- If your proposed project focuses on or includes Indigenous materials, traditions, or knowledges, do you understand Indigenous peoples' unique worldview and creative culture? Do you understand the historical and ongoing wrongs perpetrated against them through colonialism? How did you come by this understanding?
- Have you properly acknowledged and compensated contributors?

### Cultural Integrity in the Presentation of Artistic Work and Activities

Assessors reviewing applications involving presenting artistic works or activities will consider cultural integrity within your project. When preparing your application, you can demonstrate cultural integrity by reflecting on and explaining the following:

- Why did you select this work(s) or activity to present? Are you aware of its history and origin?
- Who will be performing the work or leading the activity?
- Whose perspectives are being presented in the work or activity?
- What cultures or communities are represented in the work or activity?
- What connections do you and/or your group have to the cultures or communities represented in the work or activity?
- Who is your intended audience or participants?
- How do you hope the work or activity will impact your audience members?

## **MAC's Commitment**

The Manitoba Arts Council (MAC) is committed to fostering greater inclusion and diversity in the arts and operates in accordance with the Manitoba Human Rights Code. MAC is likewise committed to the standards and principles of the United Nations Declaration of the Rights of Indigenous Peoples.

MAC actively opposes discrimination, stereotypes, and cultural appropriation. We share the goal of equity for those who have been excluded and strongly condemn racism in every form. As we carry out our work to provide Manitoba citizens with access to the arts, we acknowledge our responsibility to also advance social justice.

## APPENDIX III: SUPPORT MATERIALS

Support material should be samples of current work/activities relevant to your grant application; it may include the work/activities of other key artists or partners. Make sure you obtain the permission of any other artists involved in the creation of the work. You must also cite the artists in collaborative projects, and those that appear or are heard in the samples provided.

Support material may include samples of your writing, images and/or videos of your art work, audio recordings, catalogues, books and reviews. If you are working in a new medium or genre then choose the strongest samples of your work that demonstrate the highest artistic quality. You may choose to include earlier work/activities to provide a context for your application. Arts educators and artists applying to teach or work in the community should provide examples of work created in similar projects, e.g. workshops you may have led, sample lesson plans.

For most programs, you must submit a minimum of one, and up to a maximum of three items of support material.

The following count as **one item**:



up to 5 digital images **OR**



up to 15 pages of text **OR**



up to 4 minutes of audio or video

For instance, your three items can be a total of 15 images, or 45 pages of text, or 12 minutes of audio/video. But you can also submit a combination of images, text, and recordings, as long as it falls within the limits.

Materials that are in excess of the allowable limits will not be distributed to the assessors. For example, we will cut off your 11:34 video at 4:00 precisely; we will cut audio mid-sentence if that is where it falls.

Make your best choices to best represent your work.

### File types allowed

**Images:** tiff, jpeg, gif, png, bmp, jpg, tif; maximum file size: 10 MB

**Text:** pdf; maximum file size: 5 MB

**Audio/Video:** aac, avi, mp3, wav, mov, mp4, m4v; maximum file size: 500 MB; or links toward vimeo, youtube, soundcloud or bandcamp.

## File descriptions

All support materials must be documented in the online form. Materials not documented will not be distributed to the assessors. The following information is requested:

**Images:** date produced, title of work, applicant's role, file name, dimensions, medium

**Audio/Video:** date produced, title of work, applicant's role, file name or URL, start and end time

**Text:** date produced, title of work, applicant's role, file name, number of pages

## File naming conventions

Ensure that the file names provided in the online form match the names of the files you are submitting.

- File names must not exceed 60 characters
- File names must not contain the following:

` ~ ! @ # \$ % ^ & \* ( ) = + [ { ] } \ | ; : ' " , < . > / ?

- Labeling in the following format will ensure your material is viewed in the correct sequence. Numbering should correspond with the order on your support material list.
  - Number the first nine files beginning with zero
  - Include your initials (e.g. dg)
  - Include the title of the work
  - Example: 01dgTitle, 02dgTitle, 03dgTitle...