

# Recognize - Competitions



## Offline Application Form

Application deadlines: November 15

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This is the application form for offline submissions to the **Recognize – Competitions** grant. This application form is intended for applicants who have limited internet access or who have accessibility needs.

We strongly recommend that you have the Recognize – Competitions guidelines and MAC's general guidelines with you while you work on your application.

To complete your application, fill out the following forms:

- Section A - Applicant details
- Section B – Registration details
- Section C – Project Information
- Section D – Budget
- Section E – Decisionmaking
- Section F – Additional information (optional)
- Section G – Declaration
- Section H – Voluntary Identification (optional)

Submit a complete application including your support material to the Manitoba Arts Council on the day of the deadline by mail, email or by delivering it in-person.

**Note:** if the deadline falls on a weekend or statutory holiday, we will accept your application on the following business day.

If you are submitting your application by mail, make sure that the envelope is post-marked on the date of the deadline (or earlier).

## Contact us

Manitoba Arts Council  
525-93 Lombard Avenue,  
Winnipeg, MB R3B 3B1  
[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 carries out its work on the original lands of the Anishinaabeg, Cree, Oji-Cree, Dakota, and Dene Nations, and on the National Homeland of the Red River Métis. We acknowledge that northern Manitoba includes ancestral lands of the Inuit. Our office is located on Treaty One territory, but our work extends throughout Treaties Two, Three, Four, and Five.

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### Section A - Applicant details [part 1/2]

*For organization contacts*

Legal first name	Legal middle name	Legal last name
Other name*		Pronouns
Preferred name <input type="checkbox"/> Other name <input type="checkbox"/> Legal first name legal last name <input type="checkbox"/> Other name (Legal first name Legal last name)		
Address		
City/Town/Reserve	Province/Territory	Postal code
Primary email		
Secondary email		
Primary phone	Work phone	
Mobile phone	Fax number	

\* If you use a different name in your professional career, such as a stage name or a chosen name, please enter it in full. For example, if your legal name is Jonathan Smith but you prefer to be called John, enter "John Smith."

For organizations and groups, the details above is for the primary contact that will receive all correspondence and is authorized to submit a grant application on behalf of the organization or group. The group or organization name will appear on your cheque.

Note: The Manitoba Arts Council is subject to the Freedom of Information and Protection of Privacy Act (FIPPA). The information you provide is protected under that Act. For more on this, please read MAC's policy on the use of personal information.

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### Section A - Applicant details [part 2/2]

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*For all applicant types*

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#### Additional information

Attach the document required for your applicant type

##### Individual:

- An artistic resume or curriculum vitae

**Note:** Your resume or CV should demonstrate a level of professional experience suitable to your chosen role (e.g., professional artist, arts/cultural professional) in each of the artistic disciplines you have selected.

##### Group:

- A group history
- A bio, artistic resume or curriculum vitae for each key group member

##### Organization:

- An organizational history

**Note:** Your history must indicate your organization's mission, vision, and mandate.

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### Section B - Registration details for organizations [part 1/1]

*For organization contacts*

I am applying for this grant on behalf of an organization who meets the following criteria:

- The organization is based in Manitoba
- The organization has been active in the province for at least one year prior to applying for funding

My organization is a:

- Professional not-for-profit arts organization
- Professional for-profit arts organization
- Professional arts service organization
- Community not-for-profit organization

Note: Definitions for each applicant type can be found in MAC's General Guidelines.

#### Artistic discipline

Check all disciplines that are applicable to your organization:

- |   |                                |                                     |  |
|---|--------------------------------|-------------------------------------|--|
| <input type="checkbox"/> Craft                  | <input type="checkbox"/> Dance | <input type="checkbox"/> Inter-arts | <input type="checkbox"/> Literary arts |
| <input type="checkbox"/> Media arts             | <input type="checkbox"/> Music | <input type="checkbox"/> Theatre    | <input type="checkbox"/> Visual arts   |
| <input type="checkbox"/> Other (specify): _____ |                                |                                     |  |

Organization name		
Address		
City/Town/Reserve	Province/Territory	Postal code
Primary phone	Fax number	
Website		
Date of incorporation (if applicable)	Registered charity number (if applicable)	

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### Section C - Project Information [part 1/5]

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*For all applicants*

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Project title:	
Project start date:	Project end date:

**Note:** Payments on awarded grants will be released one month before the start date at the earliest.

#### Artistic discipline(s) most relevant to this application:

- Craft
  - Music
  - Multi disciplinary/Inter-arts (specify): \_\_\_\_\_
  - Other (specify): \_\_\_\_\_
  - Dance
  - Theatre
- Literary arts
  - Visual arts
  - Media arts

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### Section C - Project Information [part 2/5]

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*For all applicants*

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#### Describe the competition or event

Include:

- The history of the competition and/or prize(s)
- Describe your organization's capacity to deliver this prize
- Describe what the prize(s) recognize
- Describe how the prize(s) advance or benefit the prize winner(s)

Word count: maximum of 500 words

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### Section C - Project Information [part 3/5]

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*For all applicants*

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List all prizes to be awarded in the competition:

Name/Category	Award amount









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## Offline Application Form

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### Section D - Budget Form [part 1/1]

*For all applicants*

Complete the budget form below. This standard budget form is used across most MAC grant applications and some sections may not apply to your project. Skip any fields that do not apply. Enter whole dollar amounts only; do not include cents. Briefly indicate in the description fields the expenses that will be covered by your grant from the Manitoba Arts Council.

#### Balanced Budget

You must submit a balanced budget. Otherwise, your application will be deemed **ineligible**. Demonstrate that you will generate enough revenue to cover all your expenses. In addition, you must show how all of your project revenue will be spent.

Include this current grant and other pending grants under revenue.

#### Revenue: Grants

	Amount	Description
Manitoba Arts Council		
Status:	<input type="checkbox"/> Pending	<input type="checkbox"/> Confirmed
Canada Council for the Arts		
Status:	<input type="checkbox"/> Pending	<input type="checkbox"/> Confirmed
Other federal grants (specify)		
Status:	<input type="checkbox"/> Pending	<input type="checkbox"/> Confirmed
Other provincial grants (specify)		
Status:	<input type="checkbox"/> Pending	<input type="checkbox"/> Confirmed
Winnipeg Arts Council		
Status:	<input type="checkbox"/> Pending	<input type="checkbox"/> Confirmed
Other municipal arts council grants (specify)		
Status:	<input type="checkbox"/> Pending	<input type="checkbox"/> Confirmed
Other municipal grants (specify)		
Status:	<input type="checkbox"/> Pending	<input type="checkbox"/> Confirmed

#### Revenue: Tickets and Box office

a. # of presentations	b. Venue capacity	c. Projected % of venue sold	Description
d. Projected audience: <i>Formula: (a x b) x c = d</i>			
		Amount	Description
e. Average ticket price			
f. Total ticket or box office <i>Formula: d x e = f</i>			

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### Section D - Budget Form [part 1/1]

*For all applicants*

#### Revenue: Sales

	Amount	Description
Sales and merchandise		
Other (specify)		

#### Revenue: Fundraising

	Amount	Description
Sponsorship		
Donations		
Fundraising events		
Crowdsourcing		
Other (specify)		

#### Revenue: Contributions

	Amount	Description
Financial contributions by the applicant		
Financial contributions by partners		
Other financial contributions (specify)		
In-kind contributions by the applicant		
In-kind contributions by partners		
Other In-kind contributions (specify)		

#### Expenses: Professional fees/honorariums

	Amount	Description
Artists (all disciplines)		
Designers, editors, and dramaturges		
Royalties and copyright		
Indigenous Knowledge Keepers		
Professional consultants and cross-sectoral collaborators		
Living expenses*		
Other (specify)		

\* approximately \$2,500 per month, but may vary based on your situation

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### Section D - Budget Form [part 1/1]

*For all applicants*

#### Expenses: Travel

Use this section only if you are travelling outside of your home community.

- Travel costs, if traveling more than 20 kms to another community, including:
  - Roundtrip airfare (economy class), baggage and taxi to airport
  - Mileage for ground travel at a rate of 0.45 CAD per km
- Accommodations, if traveling more than 100 kms to another community
- Meal per diem (South of 53rd parallel or in Canada: 75.00 CAD per day, North of 53rd parallel or outside Canada: 90.00 CAD per day), if traveling more than 100 kms to another community

	Amount	Description
Transportation (specify)		
Accommodations		
Per diem (\$60 per day)		
Other (specify)		

#### Expenses: Production and publication costs

	Amount	Description
Materials (includes visual art materials, wardrobe, set, props)		
Technical personnel		
Equipment		
Rentals (venue, studio, equipment)		
Other (specify)		

#### Expenses: Administration

	Amount	Description
Administrative personnel		
Shipping and extra baggage		
Printing		
Promotion		
Translation costs		
Workshops		
Other (specify)		

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### Section D - Budget Form [part 1/1]

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*For all applicants*

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#### Expenses: Research

	Amount	Description
Research	<input type="text"/>	<input type="text"/>

#### Expenses: Professional development

	Amount	Description
Professional development costs	<input type="text"/>	<input type="text"/>

#### Total Budget

Total revenues: \_\_\_\_\_

Total expenses: \_\_\_\_\_

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### Section E. Decisionmaking [part 1/3]

*For all applicants*

List everyone who will be involved in selecting the prize winners.

Decisionmaker: Name	City/Town/Reserve
Confirmed?    Yes    No	Explanation if not confirmed
Decisionmaker: Name	City/Town/Reserve
Confirmed?    Yes    No	Explanation if not confirmed
Decisionmaker: Name	City/Town/Reserve
Confirmed?    Yes    No	Explanation if not confirmed
Decisionmaker: Name	City/Town/Reserve
Confirmed?    Yes    No	Explanation if not confirmed
Decisionmaker: Name	City/Town/Reserve
Confirmed?    Yes    No	Explanation if not confirmed
Decisionmaker: Name	City/Town/Reserve
Confirmed?    Yes    No	Explanation if not confirmed
Decisionmaker: Name	City/Town/Reserve
Confirmed?    Yes    No	Explanation if not confirmed
Decisionmaker: Name	City/Town/Reserve
Confirmed?    Yes    No	Explanation if not confirmed
Decisionmaker: Name	City/Town/Reserve
Confirmed?    Yes    No	Explanation if not confirmed



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## Section E. Decisionmaking [part 2/3]

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*For all applicants*

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### Decisionmakers

Decisionmakers are the people who will be deciding the prize winners of the competition. Ex. judges, adjudicators, committee, etc.

### Describe how your organization chooses the decisionmakers

Consider, for instance:

- What are the expertise and qualifications of the individuals who are selecting prize winners?
- How are you ensuring that decisions are informed by diverse backgrounds and perspectives?

Word count: maximum of 200 words

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### Section E. Decisionmaking [part 3/3]

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*For all applicants*

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#### Describe how decisions will be made

Consider, for instance:

- How are the participants selected or invited to the competition?
- What do the participants have to do to compete?
- What process and criteria will the decisionmakers use to determine who receives a prize/award?
- How is your organization ensuring a fair and equitable process?
- What is your organization doing to make sure that prize winners are selected from a broad and diverse pool of candidates?

Word count: maximum of 450 words

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## Section F. Additional Information [1/1; optional]

*For all applicants*

If there is anything that has not been asked that is essential to understanding your application, provide it here.

Lined area for providing additional information.



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### Section G. Declaration [part 1/1]

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*For all applicant types*

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#### Translation

MAC welcomes applications in English and 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 jury or 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.

- I am completing this application in English.
- I am completing this application in French and I will contract my own translator.
- I am completing this application in French and MAC can send my application for translation.

#### Communication

How would you like to receive written communication from the Manitoba Arts Council?

- By email
- By postal mail

#### Declaration

- I hereby declare that the information above is correct to the best of my knowledge.
- I understand that my eligibility must be approved by Manitoba Arts Council staff before my application is considered.
- I confirm that I have gone through the grant-specific guidelines included in this package and that I have also reviewed MAC's general guidelines for completing grant applications.
- I understand that this application form is intended for applicants who have limited internet access or who have accessibility needs.

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**Signature**

**Date**

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### Section H - Voluntary identification information

[part 1/3; optional]

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*For all applicant types*

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The Manitoba Arts Council is committed to supporting artistic practices that reflect the diversity of Manitoba's population. You are invited to complete the voluntary identification portion of this profile registration. This 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. You can see how we use this information on MAC's website. This information will not be used in the assessment process and will not be made available to assessors. For further information, please read MAC's policy on the use of personal information.

#### What is your primary language?

- English
- French
- Indigenous language Specify:
- Sign language Specify:
- Other language Specify:

Do you speak, read and/or understand the following:

#### English

- Speak
- Read
- Understand

#### French

- Speak
- Read
- Understand

#### Other (specify):

- Speak
- Read
- Understand

#### Birth year:

#### Gender:

- Female
- Male
- Non-Binary
- Other (specify):

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### Section H - Voluntary identification information

[part 2/3; optional]

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*For all applicant types*

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Do you identify as any of the following:

**Indigenous**

- First Nations
- Metis
- Inuit
- Other (specify):

What is the Indigenous community that you belong to?

**Francophone**

- Franco-Manitoban
- Francophone from Quebec
- Francophone from another part of Canada
- Francophone from France
- Francophone from another country. Specify:
- I learned French as an additional language
- Other (specify):

**Black and/or a Person of Colour**

- Black. Specify:
- Person of colour. Specify:

**D/deaf**

Please select 'Yes' if you are D/deaf, deafened or hard of hearing.

- Yes. Specify:

Financial assistance may be available for applicants who are Deaf. See MAC's accessibility page for further information.



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### Section H - Voluntary identification information

[part 3/3; optional]

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*For all applicant types*

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#### **Living with a disability (including physical, psychiatric, and intellectual disabilities)**

Please select 'Yes' if you live with any type of disability, including physical, psychiatric, and intellectual disabilities.

Yes. Specify:

Financial assistance may be available for applicants who live with a disability. See MAC's accessibility page for further information.

#### **2SLGBTQ+**

Please select this option if you identify as Two-Spirit, lesbian, gay, bisexual, transgender, queer, or part of the 2SLGBTQ+ community in any other way.

Yes. Specify:

#### **Part of any other underserved community**

Yes. Specify:

#### **Assessor selection**

As an individual applicant, you are automatically considered for membership in upcoming assessment panels. If you would like MAC to take into account the information you share in this section when putting together assessment panels (so that you can help assess applications where your background and insights might be especially valuable), we ask you to give us permission for that by checking the box marked 'I agree' below. You may withdraw your permission whenever you want by unchecking that same box.

The information I provide in this section may be used by MAC when considering me for membership in upcoming assessment panels

Agree