

# Learn - Scholarships



## Offline Application Form

Application deadlines: June 1

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This is the application form for offline submissions to the **Learn - Scholarships** 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 Scholarships 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 – Support Material
- Section E – Additional information (optional)
- Section F – Declaration
- Section G – 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 all applicant types*

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 individuals, your first and last name will appear on your cheque. It will also appear on the T4A for tax purposes. T4A forms will be issued to individuals for amounts received in excess of \$500.00. Your professional name will be used on all correspondence and announcements.

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 individuals [part 1/1]

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*For individual applicants*

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Confirm the following:

- I am a Canadian citizen or permanent resident of Canada
- I am a resident of Manitoba
- I am 18 years of age or older

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

### Artistic discipline

Check all disciplines that are applicable to you as an individual applicant:

- |   |                                |                                     |  |
|---|--------------------------------|-------------------------------------|--|
| <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): _____ |                                |                                     |  |
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### Section C - Project Information [part 1/5]

*For all applicants*

Project title:	
Name of institution	
Name of program	
Your year of study in this program (1st, 2nd, 3rd, etc.)	
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

Check the artistic discipline(s) most relevant to this application:

- |   |                                |                                     |  |
|---|--------------------------------|-------------------------------------|--|
| <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): _____ |                                |                                     |  |

### Grant type

- Undergraduate studies at a Canadian institution – \$2,000
- Graduate studies at a Canadian institution – \$3,000
- Undergraduate studies at an institution outside Canada – \$3,000
- Graduate studies at an institution outside Canada – \$4,000





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

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*For all grant types*

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#### Documentation

Attach the following to your application:

- Program description or outline from the institution. Include course descriptions.
- Copy of most recent school transcripts
- Letter of acceptance to institution or program (first year of program only)
- Confirmation of enrollment (if available)

**Note:** You must submit your Confirmation of enrollment, once received, by mail or by email to [helpdesk@artscouncil.mb.ca](mailto:helpdesk@artscouncil.mb.ca).













### Section D - Support Material Instruction

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*For all grant types*

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Support material is one of the most important parts of your grant application. The assessment panel, who decide whether your project will be funded, will view these examples of your work to see the type and quality of art you create. These materials can include writing samples, images, videos, audio recordings, and more.

Support material should be samples of your current or past work, and it should relate to and/or support your proposed project; it may include the work/activities of other key artists or partners.

#### **Quantity of support material allowed**

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 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. Do not submit original work or the only copy you have. Support material will not be returned.

#### **How to submit support material**

Support material may be submitted on a USB key or sent by email to [helpdesk@artscouncil.mb.ca](mailto:helpdesk@artscouncil.mb.ca). For audio/video files, you may also enter a link toward Vimeo, YouTube, SoundCloud or Bandcamp.

If you are submitting digital files, make sure that the file names you provide in the follow form match the names of the digital files you are submitting.

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### Section D - Support Material [part 1/4]

*For all applicant types*

File name or link:  Image  Text  Audio/video

Title	Year Produced
Applicant's role	
<b>Image:</b> Dimension, medium; <b>Text:</b> # of pages; <b>Audio/video:</b> start time/end time	

File name or link:  Image  Text  Audio/video

Title	Year Produced
Applicant's role	
<b>Image:</b> Dimension, medium; <b>Text:</b> # of pages; <b>Audio/video:</b> start time/end time	

File name or link:  Image  Text  Audio/video

Title	Year Produced
Applicant's role	
<b>Image:</b> Dimension, medium; <b>Text:</b> # of pages; <b>Audio/video:</b> start time/end time	

File name or link:  Image  Text  Audio/video

Title	Year Produced
Applicant's role	
<b>Image:</b> Dimension, medium; <b>Text:</b> # of pages; <b>Audio/video:</b> start time/end time	

File name or link:  Image  Text  Audio/video

Title	Year Produced
Applicant's role	
<b>Image:</b> Dimension, medium; <b>Text:</b> # of pages; <b>Audio/video:</b> start time/end time	

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## Offline Application Form

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### Section D - Support Material [part 2/4]

*For all applicant types*

File name or link: <input type="checkbox"/> Image <input type="checkbox"/> Text <input type="checkbox"/> Audio/video	
Title	Year Produced
Applicant's role	
<b>Image:</b> Dimension, medium; <b>Text:</b> # of pages; <b>Audio/video:</b> start time/end time	

File name or link: <input type="checkbox"/> Image <input type="checkbox"/> Text <input type="checkbox"/> Audio/video	
Title	Year Produced
Applicant's role	
<b>Image:</b> Dimension, medium; <b>Text:</b> # of pages; <b>Audio/video:</b> start time/end time	

File name or link: <input type="checkbox"/> Image <input type="checkbox"/> Text <input type="checkbox"/> Audio/video	
Title	Year Produced
Applicant's role	
<b>Image:</b> Dimension, medium; <b>Text:</b> # of pages; <b>Audio/video:</b> start time/end time	

File name or link: <input type="checkbox"/> Image <input type="checkbox"/> Text <input type="checkbox"/> Audio/video	
Title	Year Produced
Applicant's role	
<b>Image:</b> Dimension, medium; <b>Text:</b> # of pages; <b>Audio/video:</b> start time/end time	

File name or link: <input type="checkbox"/> Image <input type="checkbox"/> Text <input type="checkbox"/> Audio/video	
Title	Year Produced
Applicant's role	
<b>Image:</b> Dimension, medium; <b>Text:</b> # of pages; <b>Audio/video:</b> start time/end time	



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## Offline Application Form

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### Section D - Support Material [part 3/4]

*For all applicant types*

File name or link:  Image  Text  Audio/video

Title	Year Produced
Applicant's role	
<b>Image:</b> Dimension, medium; <b>Text:</b> # of pages; <b>Audio/video:</b> start time/end time	

File name or link:  Image  Text  Audio/video

Title	Year Produced
Applicant's role	
<b>Image:</b> Dimension, medium; <b>Text:</b> # of pages; <b>Audio/video:</b> start time/end time	

File name or link:  Image  Text  Audio/video

Title	Year Produced
Applicant's role	
<b>Image:</b> Dimension, medium; <b>Text:</b> # of pages; <b>Audio/video:</b> start time/end time	

File name or link:  Image  Text  Audio/video

Title	Year Produced
Applicant's role	
<b>Image:</b> Dimension, medium; <b>Text:</b> # of pages; <b>Audio/video:</b> start time/end time	

File name or link:  Image  Text  Audio/video

Title	Year Produced
Applicant's role	
<b>Image:</b> Dimension, medium; <b>Text:</b> # of pages; <b>Audio/video:</b> start time/end time	









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### Section F. 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**

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**Date**

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### Section G - 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 G - Voluntary identification information

[part 2/3; optional]

*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.



### Section G - 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