

# Recognize - Competitions



## Offline Application Form

Application deadlines: November 15

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This application form is only for applicants who are D/deaf or living with a disability and require an offline application, or applicants who have limited internet access.

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 – Registration details (pages 1 to 4)
- Section B – Project Information (pages 5 to 10)
- Section C – Budget (pages 11 to 14)
- Section D – Decisionmaking (pages 15 to 18)
- Section E – Additional information (optional) (page 19)
- Section F – Declaration (page 20)

Submit your completed 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, Anishinewuk, Dakota Oyate, Denesuline and Nehethowuk 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 - Registration details [part 1/4]

*For all applicant types*

Enter your personal contact details. If you are a contact for an organization or a group, enter your professional details only.

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	

**Legal name:** For individuals, MAC uses your legal name to issue your cheques. Your legal name will also appear on your T4A form for tax purposes. T4A forms will be issued to individuals for amounts received in excess of \$500.00.

**Other name:** If you use a name other than your legal name in your professional career, such as a stage name or a chosen name, please enter it in full in the “other name” field. For example, if your legal name is Jonathan Smith but you want to be called John, enter “John Smith.”

Leave this field blank if you don’t have a different name from your legal name.

Note: If you enter an “other name”, MAC will still need to use your legal name for payment and tax purposes.

**Preferred name:** Tell us which name you would like to appear in Manipogo, on your grant materials, the Grant Results table, and in MAC’s Grant Listing. This name will also be used by MAC staff when contacting you and by peer assessors evaluating your applications.

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### Section A - Registration details [part 2/4]

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*For all applicant types*

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#### What kind of applicant are you? (select **one only**)

Learn more about eligibility criteria in MAC's General Guidelines.

##### Individual

- Professional Artist
- Arts/Cultural Professional
- Indigenous Knowledge Keeper
- Student of the Arts

##### Arts Group

- Professional Arts Group

##### Organization

- Professional Not-For-Profit Arts Organization
- Professional For-Profit Arts Organization
- Professional Arts Service Organization
- Community Not-For-Profit Organization

#### Artistic discipline

Check the disciplines that are applicable to your artistic practice, group, or organization.

**For individuals:** Select only those disciplines for which your artistic CV/resume demonstrates a level of professional experience suitable to your chosen role (e.g., professional artist, arts/cultural professional).

Including additional disciplines for which you do not have professional experience may lead to delays in approving your profile registration.

- |   |                                |                                     |  |
|---|--------------------------------|-------------------------------------|--|
| <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 A - Registration details [part 3/4]

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*For all applicant types*

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### Individual applicant

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

#### Additional information

- I have included 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.

### Arts group

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

- 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

#### Additional information

- I have included a brief history of my arts group.
- I have included a bio, artistic resume, or curriculum vitae for each key group member.

### Organization

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

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

#### Additional information

- I have included a brief history of my organization.

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

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## Offline Application Form

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### Section A - Registration details [part 4/4]

*For groups and organizations*

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

List up to a maximum of four key group members (for professional arts groups only).

1.	First name	Last name
	Email	Phone
2.	First name	Last name
	Email	Phone
3.	First name	Last name
	Email	Phone
4.	First name	Last name
	Email	Phone

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

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*For all applicants*

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#### Project title

This should be a brief description of your project and proposed activity. MAC staff and assessors can use this field to identify your application.

Word count: maximum of 15 words

Project title:
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#### Project dates

Payments on awarded grants will be released two months before this date at the earliest.

The activity for which you are applying for funding should not start before the deadline.

Project start date:	Project end date:
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#### Artistic discipline(s)

Select the 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 B - Project Information [part 4/5]

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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 C - 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

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

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## Offline Application Form

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### Section C - 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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## Offline Application Form

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### Section C - 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 C - 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: \_\_\_\_\_

**Caution!** Make sure your total revenues and total expenses are equal.

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

*For all applicants*

#### Decisionmakers

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

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 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 are D/deaf or living with a disability who require an accessible application, or those who have limited internet access.

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**Signature**

**Date**