

# SCHOOL AND COMMUNITY ARTS PROGRAM

## PROGRAM GUIDELINES

Does your community have limited access to arts education programming, and require funding to develop arts education activities for students and youth?

Is your public school performing arts group participating in an off-site event and in need of funding for travel expenses?

In our commitment to make arts programming more accessible to communities throughout Manitoba, we have made financial support available for these activities through the School and Community Arts Program, a joint initiative of Manitoba Education, Manitoba Culture, Heritage and Tourism and Manitoba Healthy Living, Youth and Seniors.

**Arts Education Access Program:** Provides financial assistance to community groups and schools to support curriculum-based arts education programming for children and youth in under-served communities.

**After School Arts Enrichment:** Provides financial assistance to schools and community groups to develop new, or enhance existing community arts programs to support students who do not normally have access to after-school arts education.

**Youth Performing Arts Travel Grant:** Provides financial support to public school performing arts groups participating in off-site performing arts events in or outside Manitoba.

### APPLICATION PROCEDURES:

Complete all sections of the application form provided. Do not re-format the application form on your computer.

Submit your application by mail or in-person to the appropriate address, on or before the deadline date. Applications postmarked or hand-delivered after the deadline dates will not be accepted. Faxed applications will not be accepted.

Applicants are encouraged to allow ample planning and preparation time before the project start date, and are also encouraged to discuss their project with the program officer or their Regional Services consultant prior to completing their application.

Application forms and support material may be found at: [www.edu.gov.mb.ca/scap](http://www.edu.gov.mb.ca/scap), or by contacting program officers identified in these guidelines.

# ARTS EDUCATION ACCESS PROGRAM

## OVERVIEW:

The Arts Education Access Program supports the development of arts education programs in under-served communities. The program provides financial assistance to community-based arts and cultural organizations and community service groups involved in delivering curriculum-based arts education programming to school-aged children and youth, in partnership with schools and educational institutions. Priority will be given to communities with the lowest levels of existing arts programming.

## ELIGIBILITY:

To be eligible for this program, you must be:

- a non-profit community organization or local government (established for at least one year)

For a project to be eligible, it must:

- provide access to arts education programming for school-aged children and youth who have limited access to arts instruction
- involve Manitoba artists or arts organizations

If a project is school-based:

- it must be carried out in partnership with at least one community-based or professional arts organization, or with a professional artist.

Please note: Funding is intended to support only those costs associated with direct program delivery (artists' fees or honoraria for guest instructors, art supplies, equipment rental, facility rental, advertising, etc.).

## FUNDING:

Grants are intended as seed funding to support the initial development of new arts education programs, and are not intended as a source of ongoing funding for arts education programming.

Full or partial funding (up to a maximum of \$10,000) is provided based on the demonstrated financial need of the applicant, and is subject to the availability of funds. Applicants are advised that there are many applications submitted relative to available funds, and the more modest grant requests have a higher chance of securing funding. The majority of grants fall within the \$1,000 to \$3,000 range.

Grants of \$2,500 or less will generally be provided in a single instalment following approval. Grants over \$2,500 will be provided in two instalments, with the first instalment delivered upon approval, and the second provided upon receipt of an interim report.

A final report is required for all projects.

## RESTRICTIONS:

Reasonable allocations may be made for the purchase of project-specific materials and supplies. Capital expenses (renovations or equipment purchases) are not eligible (support for these items may be provided by the Manitoba Community Services Council).

Funding is not intended to support the presentation of arts events, performances, exhibitions etc., or to purchase tickets/admissions to such events.

Funding is not normally intended to support private lessons for individuals or student travel.

## ASSESSMENT:

Applications will be assessed on the basis of community need, anticipated impact, cost-effectiveness, community contribution (volunteer, monetary, and in-kind), and regional funding distribution.

Preference will be given to projects that incorporate hands-on, experiential arts programming and have well-defined learning objectives and teaching plans.

Consideration will be given to how the project builds on prior learning, enhances understanding, develops skills and provides links to future learning opportunities.

All applicants will be notified in writing of the grant decision.

## REQUIREMENTS:

Grant recipients are required to submit a final report detailing project activities, complete with financial report and examples of promotional materials. Receipts may be requested. Final reports are due within four weeks of the project's completion. Interim reports will be required for project grants of \$2,500 or more.

## CONTACT:

Stuart Desnomie  
Manitoba Culture, Heritage and Tourism  
6th Floor, 213 Notre Dame Avenue, Winnipeg MB R3B 1N3

E-mail: [stuart.desnomie@gov.mb.ca](mailto:stuart.desnomie@gov.mb.ca)  
Ph: 204-945-1048

# AFTER SCHOOL ARTS ENRICHMENT PROGRAM

## OVERVIEW:

The After School Arts Enrichment program funds new and existing arts programming designed for students who do not normally have access to arts programs in their community. This competitive grant program (applicants are evaluated against all eligible applications) supports new or existing after-school arts instruction and activities.

For the purposes of this program, “after school” refers to any instruction or activities occurring during weekday evenings, weekends, in-services or holidays. Projects that operate during school hours are not eligible for this program and should be directed to the Arts Education Access Program.

## ELIGIBILITY:

To be eligible for this program, you must be:

- a non-profit organization, community group, local government, school or school division, or
- a private individual with the written endorsement of any eligible group or organization
- able to demonstrate a history of involvement in arts-related events, education or programs

For a project to be eligible, it must:

- enhance existing arts education programs or provide new arts education initiatives to school-aged children who do not normally have access to arts programming

## FUNDING:

Full or partial funding (up to a maximum of \$5000) is provided based on the identified financial need of the applicant (as specified in the Financial Information section of the School and Community Arts Program application), and is subject to the availability of funds.

Approved applicants will receive up to 75 per cent of funding at time of approval. The remaining funds will be released upon receipt of the final report.

## ASSESSMENT:

Applications will be assessed on the basis of individual or community need, project merit, cost-effectiveness and regional funding distribution.

Preference will be given to projects that incorporate hands-on, experiential arts programming.

All applicants will be notified in writing of the decision of the assessment committee.

## REQUIREMENTS:

Grant recipients are required to submit a final report, showing evidence of documentation as requested (ex: third-party liability insurances, licences, etc.). If you are unsure what is required of your specific event or project, please consult the program officer listed below.

## APPLICATION DEADLINES: Arts Education Access Program After School Arts Enrichment Program

February 1	for projects <b>starting</b> in May or after*
May 1	for projects <b>starting</b> in August or after*
October 1	for projects <b>starting</b> in January or after*

\*Applications may be submitted up to 12 months before the proposed start date, but no later than the above deadlines.

## CONTACT:

Sarah Cisaroski  
Manitoba Healthy Living, Youth and Seniors, MB4Youth Division  
310-800 Portage Avenue, Winnipeg, Manitoba R3G 0N4

E-mail: [sarah.cisaroski@gov.mb.ca](mailto:sarah.cisaroski@gov.mb.ca)  
Ph: 204-945-5397

# YOUTH PERFORMING ARTS TRAVEL GRANT

## OVERVIEW:

The Youth Performing Arts Travel Grant provides financial support for public school performing arts groups (K – 12), participating in off-site performing arts events in or outside Manitoba. This grant may be used to offset a portion of the registration, travel and accommodation costs associated with performing arts events. The grant is intended to increase students' access to, and participation in, off-site performing arts events and learning opportunities.

## ELIGIBILITY:

Applications must be completed by a teacher and signed by a public school principal or designate.

Performing arts groups must be from a public school and participating in an off-site event. Funding requests for events of a non-participatory nature, for example admission fees to attend a performance, are not eligible.

Funding is intended for off-site events only. Events hosted at the applicant's school are not eligible.

Funding may be used to offset a portion of the registration, travel and/or accommodation costs associated with public school performing arts groups. Funding is not intended for other operating expenses, supplies and equipment, honoraria, or for individual performers.

## FUNDING:

Full or partial funding (up to a maximum of \$5,000) is provided based on the financial and access needs of the application (as demonstrated in the School and Community Arts Program application form), and is subject to availability of funds.

Grants of \$2,500 or less will generally be provided in a single instalment upon approval.

Grants over \$2,500 will be provided in two instalments. Approved applicants will receive up to 75 per cent of their funding allotment at the time of their project's approval. The remaining funds will be released upon receipt of the final report.

A final report is required for all projects.

## ASSESSMENT:

Applications will be assessed on the basis of financial need, anticipated impact, number of individuals served, cost-effectiveness and regional funding distribution.

Preference will be given to projects with well defined learning outcomes, financial needs and access needs.

Consideration will be given to how the event builds on prior learning, enhances understanding, develops skills, and provides links to future learning opportunities.

All applicants will be notified of the grant decision in writing.

## REQUIREMENTS:

Grant recipients are required to submit a final report that includes a post-event summary and final financial statement of expenditures. Final reports are due to the program officer within four weeks of the event's completion.

## APPLICATION DEADLINES: YOUTH PERFORMING ARTS TRAVEL GRANT

February 1	For projects <b>starting</b> in March or after*
October 1	For projects <b>starting</b> in November or after*

\*Applications may be submitted up to 12 months before the proposed start date, but no later than the above application deadlines.

## CONTACT:

Beryl Peters  
Manitoba Education  
Instruction, Curriculum and Assessment Branch  
71-1567 Dublin Avenue, Winnipeg, MB R3E 3J5

E-mail: [beryl.peters@gov.mb.ca](mailto:beryl.peters@gov.mb.ca)  
Ph: 204-945-6747

