



SASKFESTIVALS PROGRAM
– Project Grants
APPLICATION PACKAGE
Deadline: October 15

The *SaskFestivals* Program supports and encourages festivals in the province that have a positive impact on the arts in Saskatchewan so they can:

- Celebrate community activity and spirit
- Encourage community engagement, tourism and economic activity
- Enhance the positive impact and benefits of festivals in the community and province
- Provide high quality experiences for audiences, artist, participants and volunteers throughout the province
- Heighten the awareness and appreciation of the arts and artists in Saskatchewan
- Build strong flexible leadership organizations within the festival community.

The *SaskFestivals* Program – Project Grants support diverse artistic programs and events that connect and engage professional artists, the public and communities, and which are presented through a festival setting.

NEW: Applications for funding to support projects presented as a series now will be submitted to the Saskatchewan Arts Board’s *Creative Partnerships – Explore and Connect* program.

The *SaskFestivals* Program is administered by the Saskatchewan Arts Board through a partnership with SaskCulture Inc. and is funded in part by the Saskatchewan Lotteries Trust Fund for Sport, Culture and Recreation.

CONTACT THE ARTS BOARD’S PROGRAM CONSULTANT BEFORE THE DEADLINE

to discuss the application and program requirements:

Noreen Neu

(306) 787-3093 or toll free 1-800-667-7526

nneu@artsboard.sk.ca

DELIVER OR MAIL ONE COPY OF THE APPLICATION TO:

**SaskFestivals Program
Saskatchewan Arts Board**

1355 Broad Street
Regina, SK
S4R 7V1

or

417 – 24th Street East
Saskatoon, SK
S7K 0K7

- *Applications and support material must be delivered or postmarked on or before the deadline date.*
- *If the deadline falls on a weekend or holiday, applications may be delivered or postmarked on the next business day.*

Applicants are typically informed of grant decisions by letter no later than 90 days after the grant deadline.

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SASKFESTIVALS PROGRAM

– Project Grants

PROGRAM INFORMATION

Deadline: October 15

Grant Amount

Maximum project grant available: \$8,000

The demand for *SaskFestivals* project grants generally exceeds available resources. The Saskatchewan Arts Board may not be able to provide grants to all the recommended applicants or provide grants in the amounts requested.

Eligibility

Eligible Applicants

- Are legally registered in Saskatchewan as non-profit organizations
or
Are ad hoc groups, collectives or unincorporated organizations operating on a not-for-profit basis
 - Engage the services of professional artists during the presentation of proposed programs
- and
- Provide public access to the arts through a festival setting.

Ineligible

- Projects that do not compensate artists for their work
- Provincial cultural organizations and/or organizations that receive operational member funding from a provincial cultural organization
- Organizations that receive Annual or Multi-year funding from the Saskatchewan Arts Board
- Festivals and events that are competitive in nature and that charge participants a fee in order to compete
- Festivals and events with programs that support definable political, religious or spiritual viewpoints and/or seek to attract only a special interest audience or to recruit new members
- Festivals and events that are primarily fundraisers or charity events
- Non-arts program components of festivals or events
- Festivals, events, programs or activities that take place before the deadline date
- Applicants who have outstanding reports for any previous grant received from the Saskatchewan Arts Board
- Applications delivered, postmarked or sent by courier after the specified deadline
- Applications that are incomplete, illegible or unsigned
- Applications submitted by e-mail or fax.

Artists' Contracts

The Arts Professions Act, now in effect in Saskatchewan, requires that written contracts be used in all transactions between professional artists and those who hire them, engage their services or use their creative work. These written contracts help solidify the relationship between the artist and those who contract their services by providing a clear understanding of the transaction. This provides an extra measure of protection to both parties and assists projects to move forward in a straightforward manner. The Act also recognizes the artist as a professional and emphasizes the importance of fair compensation.

For further information about *The Arts Professions Act*, visit the Government of Saskatchewan website at www.tpcs.gov.sk.ca/arts-professions-act. Information about artists' contracts also is available on the CARFAC Saskatchewan website at www.carfac.sk.ca.

Adjudication

Note:

- ***Applicants are to consider the Adjudication Criteria when developing their applications.***
- ***For information about the Saskatchewan Arts Board's adjudication process and how funds are allocated, visit our website at www.artsboard.sk.ca/adjudication.***

An independent panel of jurors with appropriate knowledge and experience assesses applications through a competitive process based on the following:

Adjudication Criteria

1. Artistic Impact

- The proposed program-demonstrates a high quality level of artistic merit, a high standard of professionalism, and involves professional artists with experience and expertise appropriate for the project and the art form
- The proposed program aims to contribute to the development, understanding and appreciation of art and artists in Saskatchewan, and demonstrates a commitment to support, encourage and respect Saskatchewan artists of diverse backgrounds.

2. Community Impact

- The proposed program is relevant and appropriate for the applicant, and satisfactory to stakeholders and the public.
- The applicant and its program engage the community through audience participation, volunteerism, partnerships, sponsorships, etc.

3. Planning

- The applicant demonstrates it has the ability to carry out the proposed project, and its plans for the development and implementation of the project are sound and sufficient
- The proposed project is realistic and achievable given the time and budget plans, and it can be administered and delivered in a cost-effective manner.

Reports

Recipients of *SaskFestivals* Program – Project funding are required to submit a final report, including a financial report, upon completion of their project. Final reports are due 30 days after the project end date. A final report form is available on the Saskatchewan Arts Board website.

Recognition of Funders

Recipients of *SaskFestivals* Program – Project funding are required to acknowledge the support of the Saskatchewan Arts Board, SaskCulture Inc. and the Saskatchewan Lotteries Trust Fund for Sport, Culture and Recreation wherever possible and appropriate. The Saskatchewan Arts Board will provide grant recipients with an acknowledgement statement and access to the funding partners' logos through the Arts Board's website.

Confidentiality of Information

The personal and confidential information that is provided in the application is collected, used and disclosed in accordance with the provisions of the *Freedom of Information and Protection of Privacy Act* and the *Personal Information Protection and Electronic Documents Act*. This information is required to process the application. Personal and confidential information disclosed in the application will only be shared, as necessary, with employees of the Saskatchewan Arts Board and the jurors. If awarded a grant, the name of the recipient, community, project description and grant amount will be made known publicly. The Saskatchewan Arts Board will respond to any inquiries regarding the privacy policies and procedures, including requests to access the applicant's personal information.



SASKFESTIVALS PROGRAM

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APPLICATION REQUIREMENTS

Deadline: October 15

NOTE:

DO NOT STAPLE OR CLIP APPLICATION MATERIALS OR PLACE ANY ITEMS IN FOLDERS

Include the following:

<input type="checkbox"/>	<p>APPLICATION FORM – <i>Complete and sign.</i></p>
<input type="checkbox"/>	<p>PROJECT DESCRIPTION (<i>maximum 5 pages</i>)</p> <p><i>Note: Refer to the Adjudication Criteria (page 3) when completing the Project Description</i></p> <p><u>Enclose</u> a description of the project and include:</p> <ul style="list-style-type: none"> • Applicant profile • Project profile including goals • Anticipated impact of the project • List of artists who will be involved • Plan for carrying out the project including a marketing plan and timelines • Project evaluation plan.
<input type="checkbox"/>	<p>BUDGET</p> <p><u>Complete and enclose</u> the Budget template provided in Appendix 1 (<i>page 10</i>)</p> <ul style="list-style-type: none"> • <u>List</u> all revenue and expenses • <u>Only</u> include items that are directly related to the proposed project and the project term • <u>The budget must balance</u> (<i>total revenue must equal total expenses</i>) • Revenue: Revenue may include, but is not limited to: <ul style="list-style-type: none"> ○ Amount requested from the Saskatchewan Arts Board ○ Any amounts requested or received from all sources such as other government agencies, community organizations and groups, foundations, private donors, sponsors, etc. <ul style="list-style-type: none"> — Indicate whether the funding is confirmed or unconfirmed ○ Sales – ticket sales, merchandise sales, etc. ○ In-kind contributions. <ul style="list-style-type: none"> — Identify In-kind Contributions and corresponding In-kind Expenses with an asterisk (*) <p><i>Note: Include in-kind contributions in both revenue and expenses. For example, if an advertisement is placed in the local newspaper and the cost of \$50 is waived, this is an in-kind contribution. In this example, include the \$50 in revenue as an in-kind contribution and in expenses as a \$50 advertising cost.</i></p> <p style="text-align: right;"><i>(Budget continued...)</i></p>

Budget (continued...)

- **Expenses:**

- Indicate which expenses will be covered by the Arts Board grant. Funding from other sources may not be assigned to the same expenses as those covered by the Arts Board Grant
- It is expected the organization will pay artists' fees and other expenses in accordance with negotiated performance agreements.
- Expenses that are part of the organization's ongoing program and/or operations will not be included in the budget and/or grant request.
- **Eligible expenses** may include, but are not limited to costs directly related to the festival's arts activities (i.e. music, dance, theatre, crafts, literary arts, media and visual arts) in the following areas:
 - Payments to Artists (i.e., professional fees, royalties, travel, etc.)
 - Programming
 - Production
 - Materials
 - Equipment rental
 - Promotion, advertising or marketing
 - Personnel
 - Administration
- **Ineligible expenses:** prizes, gifts and awards.

SUPPORT MATERIAL

Enclose information and material about the festival and the proposed program that will support the application (e.g., programs, brochures, reviews, CDs, DVDs, etc.)

- Include an index that lists all of the items included as support material. Indicate the number of copies submitted for each item.
- Submit only 1 copy of printed material that can be scanned.
- Submit only 1 copy of CDs, DVDs and/or flash drives that contain material that can be scanned.
- Submit 4 copies of support material that cannot be scanned (*DVDs, program brochures, posters, press kits, marketing and promotion materials, catalogues, publications, etc.*)
- Label CDs, DVDs, flash drives and any support material that will not be scanned with the program name, applicant name, and application deadline date
 - Include the source and date of publication on any photocopies of published material such as reviews, articles, etc.
 - Ensure all CDS, DVDs and flash drives are readable.
- Do not submit:
 - Paper documents that are double-sided. *Only one side of each page will be scanned and provided to the jury*
 - Original works of art.

One copy of support material submitted by successful applicants will be retained by the Saskatchewan Arts Board. The Arts Board makes every effort to handle and return support material safely however, it is not responsible for the loss of any material.

Project Statement:

Complete the following sentence in 25 words or less:

Note: DO NOT write this statement on a separate page.

This project is to

PART 5: RELEASE OF INFORMATION

- A. The Saskatchewan Arts Board is required to report to the public on the funds it disburses through its grants programs. The name of each grant recipient, community, project description and amount of the grant are made known publicly. It is mandatory for the applicant to check beside the statement below in order for the Arts Board to process the application.**

I authorize the Arts Board to publicly release the grant recipient's name, community, project description and amount of the approved grant.

- B. The Saskatchewan Arts Board is frequently approached by members of the media or elected officials for contact information on successful grant applicants. Please check beside the options below to authorize the release of this information. If the options are not checked, your contact information will not be provided to members of the media and/or elected officials.**

I authorize the Arts Board to provide my phone number and/or email address to members of the media in response to inquiries about the project/activity for which I have received Arts Board funding.

I authorize the Arts Board to provide my mailing address to elected officials – i.e. Members of the Saskatchewan Legislative Assembly (MLAs) and Saskatchewan Members of Parliament (MPs) – if this information is requested for the specific purpose of writing me a congratulatory letter for receiving Arts Board funding.

- C. The Saskatchewan Arts Board frequently communicates information regarding the agency's programs and activities. In compliance with the new Canadian Anti-Spam Legislation in effect July 1, the Arts Board would like you to confirm that you are interested in receiving this information. Please check beside the statement below to authorize the Arts Board to include you in its communications. If the statement is not checked, your contact information will not be included.**

I authorize the Arts Board to include my name, email address and mailing address so I can receive information distributed by the agency.

Part 6: DECLARATION

I, the undersigned:

- **Understand:**
 - Officials from the Saskatchewan Arts board may request additional information beyond that included in the application
 - The Saskatchewan Arts Board will rely on third party review and assessment of this application as part of its due diligence
 - This application may not be funded or may not be funded for the full amount requested
 - If this application is successful, the applicant will receive a cheque for the approved grant amount no sooner than 30 days before the beginning of the project term on the condition the applicant it has fulfilled all necessary reporting requirements for any previous grants received from the Arts Board and after the Arts Board receives and approves a revised budget (*if required*). By means of this declaration the applicant agrees to:
 - Submit a revised budget to the Saskatchewan Arts Board if the approved grant amount is less than 60% of the requested amount
 - Spend the funds only for the purposes described and approved
 - Notify and consult with the Saskatchewan Arts Board about any major changes to the project that become necessary including modifications to project dates and/or significant budget revisions
 - Acknowledge the support of the Saskatchewan Arts Board, SaskCulture Inc. and the Saskatchewan Lotteries Trust Fund for Sport, Culture and Recreation whenever possible and appropriate
 - Provide the Saskatchewan Arts Board with a final report by the designated date, including a financial report that explains how the grant was spent
- **Authorize the Saskatchewan Arts Board to contact the applicant and its designated contact at any time regarding any matter related to this application and/or any conditions affiliated with funding received by the applicant as a result of this application**
- **Accept the conditions of this program and agree to direct all questions concerning the assessment and/or results of this application to the Saskatchewan Arts Board**
- **Certify the statements and information contained on this form and in this application are accurate and complete.**

Signature

Name (*print clearly*)

Position in Organization

Date



SASKFESTIVALS PROGRAM – Project Grants BUDGET

- Read the Budget requirements (pages 5-6) before beginning this template.

BUDGET		
	<i>Column 1</i> Proposed Budget	<i>Column 2</i> Budget Notes
Revenue: <i>(indicate as confirmed or unconfirmed)</i>		
SaskFestivals Project Grant		
Other Grants <i>(list)</i>		
Cash Contributions/Donations <i>(list)</i>		
Sponsorships <i>(list)</i>		
Ticket Sales, Fees, etc. <i>(list)</i>		
In-kind Contributions <i>(list)</i>		
Other <i>(list)</i>		
Total Revenue		
Expenses:		
Artists Fees <i>(list)</i>		
Other Fees or Salaries <i>(list)</i>		
Production <i>(list)</i>		
Program Materials <i>(list)</i>		
Travel <i>(list)</i>		
Communications/Promotion <i>(list)</i>		
Other <i>(list)</i>		
Total Expenses		