



# ARTSSMARTS SASKATCHEWAN

## – *Artist in Residence (Phase 1)*

### APPLICATION PACKAGE

**Deadline: November 1**

*The ArtsSmarts Saskatchewan program supports the Saskatchewan Arts Board’s strategic goals in the following ways: First, the program provides income opportunities for participating artists and introduces new audiences to their work. Second, arts organizations are often community partners in ArtsSmarts projects, providing them with a means to achieve their own objectives and mandates. Third, children and youth have access to both in- and out-of-school engagement with Saskatchewan art and artists through projects that often include community celebrations of the arts. The public benefits from lifelong learning opportunities and access to programs that enhance quality of life. In addition, the Arts Board played a leadership role in the development of ArtsSmarts Saskatchewan and continues to do so by responding to needs expressed by the community for new and innovative ways to engage children and youth with Saskatchewan art and artists.*

**ArtsSmarts Saskatchewan – Artist in Residence (Phase 1) funding assists schools and their communities to plan and develop an artist residency that may lead to an ArtsSmarts Saskatchewan – Artist in Residence (Phase 2) application; engage in creative cultural partnerships, assess cultural resources in their school community and plan for long-term creative arts development; connect with a professional artist or arts professional working in any art form to collaboratively engage in arts activities that are linked to educational outcomes. This program invites proposals from partnerships that include schools/teachers (lead partner), professional artists and community partners.**

**NOTE:** Success in obtaining an ArtsSmarts Saskatchewan – Artist in Residence (Phase 1) grant does not guarantee that an ArtsSmarts Saskatchewan – Artist in Residence (Phase 2) application will be approved for funding.

This program is a joint initiative of the Saskatchewan Arts Board, SaskCulture Inc. and the Government of Saskatchewan through the Ministry of Education. It is supported by funding provided by the Saskatchewan Arts Board and Saskatchewan Lotteries Trust Fund for Sport, Culture and Recreation.

**FOR MORE INFORMATION, CONTACT THE ARTS BOARD’S PROGRAM CONSULTANT**

**Risa Payant**  
 (306) 787-4659 in Regina or 1-800-667-7526  
 rpayant@artsboard.sk.ca

**DELIVER OR MAIL ONE COPY OF THE APPLICATION TO:**

<b>ArtsSmarts Saskatchewan</b> <b>Saskatchewan Arts Board</b>  1355 Broad Street Regina, SK S4R 7V1	<i>or</i>	417 – 24th Street East Saskatoon, SK S7K 0K7
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- *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 funding decisions by letter no later than 60 days after the deadline date.*

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# ARTSMARTS SASKATCHEWAN – *Artist in Residence (Phase 1)* PROGRAM INFORMATION

**Deadline: November 1**

## Program Information

An ArtsSmarts residency can focus on any art form (dance, drama, literary, visual, music, media and multidisciplinary arts) or grade level. One of the keys to the success of an ArtsSmarts residency is that it is locally designed and implemented through the partnership of teacher, artist and community. In this way, the specific needs and interests of the school community are best served.

Applications are accepted only for residencies with schools as the lead partner. Past experience suggests there is a greater chance of achieving lasting impact if project planning progresses with full input from the teacher(s) carrying out the project. This does not mean that residency ideas cannot originate with another partner providing a working relationship has been established with the school before the application deadline.

Each residency is required to have a broad research question related to teacher practice and a specific inquiry question(s) that focuses the residency for students. The purpose of the research question is to encourage residency partners to set their own learning goals related to arts engagement. The purpose of the inquiry question is to provide a curriculum-based focus for student learning within an inquiry learning context.

**Note:** The Arts Board is committed to the principle of respect for Aboriginal traditions and protocols governing the use of traditional names, stories, songs and other art forms. It is expected that schools will follow appropriate protocol when undertaking residencies that explore Aboriginal art forms, skills, knowledge, teachings and/or world view. Elders or Traditional Knowledge Keepers should be involved through these residencies.

## Funding

**Maximum funding available: Up to 75% of the project's total eligible expenses to a maximum of \$10,000.**

**Note:**

- *ArtsSmarts funds may not be used for purchasing equipment for the school (e.g., kilns, computers or band instruments, etc.)*
- *The demand for ArtsSmarts funding generally exceeds available financial resources. The Saskatchewan Arts Board may not be able to fund all recommended applicants or provide grants in the amounts requested.*

## Eligibility

### Eligible Partners:

- **Lead Partner:**
  - Provincial schools
  - School divisions (*on behalf of a group of schools*)
  - Band schools
  - Tribal Councils (*on behalf of a group of band schools*)
  - Private schools using the Saskatchewan arts education curriculum.
- **Community Partners:**
  - Arts and cultural organizations, groups and festivals
  - Businesses
  - Post-secondary institutions
  - Any group that may benefit from and contribute ideas or resources
  - Elders and/or Traditional Knowledge Keepers (*for residencies that explore Aboriginal art forms, skills, knowledge, teachings and/or world view*)
  - Other stakeholders.
- **Artist Partner(s):**
  - Professional artist(s)<sup>1</sup> or arts professional (e.g., cultural planner).

**Note:** *The Saskatchewan Arts Board may be able to provide advice on identifying an appropriate artist or arts professional for a residency.*

### Ineligible Applicants:

- Applicants who have overdue reports for any previous grant received from the Saskatchewan Arts Board.

### Ineligible Activities

- Programs that are part of the applicant's ongoing activities (*e.g., band program*)
- Projects that do not compensate artists for their work
- Activity undertaken before the deadline date.

### Ineligible Applications

- Applications delivered, postmarked or sent by courier after the deadline date
- Applications that are incomplete, illegible or unsigned
- Applications submitted by e-mail or fax.

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<sup>1</sup>Professional artists have completed basic training in their discipline (through formal training or mentorship, as appropriate), have a body of work that has received critical recognition and are recognized as professionals by their peers.

## Roles

### Lead Partner:

The Lead Partner is responsible for:

- Preparing and submitting the application according to program requirements and the adjudication criteria
- Establishing a planning committee that meets regularly
- Coordinating the residency including:
  - Ensuring the residency plan identifies arts education curriculum themes and objectives or learning outcomes that will be addressed during the residency, in addition to objectives or outcomes from other content areas
  - Assuming responsibility during the course of the residency for classroom management and the learning program
- Receiving, managing and administering the grant funds
- Negotiating a contract with the artist(s) and paying artist fees according to the agreed-upon terms
- Providing the artist with a suitable work space
- Fulfilling all interim and final reporting requirements
- Communicating regularly with the Saskatchewan Arts Board.

### Community Partners:

- Raise awareness with the community about the residency and the arts
- Contribute to the residency according to their own expertise and resources
- Provide access to the community and community resources

#### Note:

- *Community partners may include other communities, cultural organizations, groups within the same geographic community, stakeholders, businesses and any other groups that may benefit from, and contribute ideas or resources.*
- *For residencies that explore Aboriginal art forms, skills, knowledge, teachings and/or world view, partners such as Elders or Traditional Knowledge Keepers can guide appropriate exploration of First Nations content.*

### Artist Partner(s):

- Assists the school community to:
  - Assess needs, capacity and a desire for engagement in the arts
  - Develop a plan for a longer-term dedicated artist residency that may lead to an ArtsSmarts Saskatchewan – Artist in Residence (*Phase 2*) application
- Supports students, teachers and others involved in the residency in their development of knowledge and skills in the arts
- Participates as a collaborator and mentor for the residency.

## Artist Contract

### Artist Contract

*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 initiatives such as ArtsSmarts residencies 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.pcs.gov.sk.ca/arts-professions-act](http://www.pcs.gov.sk.ca/arts-professions-act).<sup>2</sup>

## Adjudication

### Note:

- ***Applicants are to consider the Adjudication Criteria when developing the content of 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](http://www.artsboard.sk.ca/adjudication).***

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

### Adjudication Criteria

#### 1. Artistic Merit

- The proposed residency reflects the partners' desire to develop and present a high-quality artistic program that is relevant to and appropriate for the residency's objectives.
- The proposed residency involves an artist(s) with experience and expertise appropriate for the project.
- The proposed residency demonstrates opportunities for participants, partners and the public to engage with, learn about, understand and appreciate Saskatchewan art and artists.

#### 2. Impact

- The research and inquiry questions are thoughtful and considered, aim to focus the proposed residency in a meaningful way, and are appropriate for the residency's teachers, students and partners
- The proposed residency aims to foster links and community resources, assist the applicant to achieve its goals for artistic development including the implementation of arts education and other curricula, and enrich arts experiences in the school(s).
- *For projects that explore Aboriginal art forms, skills, knowledge, teachings and/or world view, the residency is culturally authentic and includes the appropriate participation of Traditional Knowledge Keepers/Elders.*

#### 3. Planning

- The application and proposed residency provide evidence of clear communication and collaboration among the partners.
- The partners' roles and responsibilities are clearly defined
- There is evidence the residency is well-planned and reflects the partners' support and commitment.

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<sup>2</sup>Information about artists' contracts also is available on the CARFAC Saskatchewan website at [www.carfac.sk.ca](http://www.carfac.sk.ca).

## **Reports**

Grant recipients are required to submit an interim report at the mid-point of the residency and a final report no later than 60 days after the project end date. Mid-term and final reports also will include financial reports.

The ArtsSmarts program uses a focused documentation of residencies as an alternative to traditional final reports. A PowerPoint template is provided to successful applicants and will be used as a tool for gathering and recording documentary information. The intent is that it will be filled out as the residency progresses, rather than at its conclusion. The final report also will include a financial report that explains how the grant was spent.

## **Recognition of Funders**

Grant recipients are required to acknowledge the financial support provided by the Saskatchewan Arts Board, SaskCulture Inc., the Saskatchewan Lotteries Trust Fund for Sport, Culture and Recreation and the Government of Saskatchewan through the Ministry of Education. The funding partners are to be recognized wherever possible and appropriate, particularly on all print material and at openings, receptions, performances, events or other public functions. The Saskatchewan Arts Board will provide grant recipients with an acknowledgement statement and access to logos through the Arts Board's website.

## **Confidentiality of Information**

The personal and confidential information that is provided in an 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 amount of the grant will be made known publicly. The Saskatchewan Arts Board will respond appropriately to any inquiries regarding the privacy policies and procedures, including requests to access the applicant's personal information.

## ARTSMARTS SASKATCHEWAN – Artist in Residence (Phase 1) APPLICATION REQUIREMENTS

**Deadline: November 1**

**NOTE:**

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

**Include the following:**

**APPLICATION FORM** (page 12) – **Completed and signed**

**Note:** The Application Form must be signed by the contact person and the school principal

**For Part 1 – Applicant Information:**

• **Name for Cheque Issue:**

If the application is successful, the grant will be paid to the Lead Partner.

**Note:** Please check with the principal and school division, band or Tribal Council office to ensure the correct name is listed for cheque issue. If it is not possible for the grant to be paid to the school, school division, band or Tribal Council, contact the Saskatchewan Arts Board. The Arts Board does not issue Artist in Residence grant cheques to individuals.

• **Name of Contact Person:**

- The contact person is the teacher who can discuss the application and residency details. All correspondence will be sent to the contact person.

**For Part 2 – Funding Information:**

- The funding request is an amount that is up to 75% of the project's total eligible expenses, to a **maximum of \$10,000**. (Please round the grant request amount up to the nearest dollar)

For example:

- 1) If eligible project expenses total \$13,500, the maximum grant that can be requested is \$10,000. The Lead Partner and Community Partners are responsible for covering the balance of the project expenses (\$3,500) through either cash or in-kind contributions.
- 2) If eligible project expenses total \$10,000, the maximum grant that can be requested is \$7,500. The community and education partners are responsible for covering the balance of the project expenses (\$2,500) through either cash or in-kind contributions.

**For Part 3 – Project Information:**

• **Project Dates:**

- Activity that takes place before the November 1 application deadline will not be supported.
- The project end date determines when the final report will be due (60 days after the end date)

**Note:** If you intend to apply for an ArtsSmarts Saskatchewan – Artist in Residence (Phase 2), the final report for the Phase 1 residency must be received by the Arts Board no later than June 1 (the application deadline for Phase 2 applications). Contact the Saskatchewan Arts Board to discuss any timeline issues.

**For Part 4 – Research and Inquiry Questions:**

List the central questions that will be explored if the application is successful.

*For more information about developing a research or inquiry question, contact the Arts Board's Program Consultant.*

- Teacher Research Question:

ArtsSmarts residencies are learning opportunities for all involved. Teachers are asked to develop a research question before the residency begins. The question guides teachers' reflective thinking about the residency and its effect on their practice.

*Examples of Teacher Questions:*

- How can a professional artist in the classroom impact student engagement, reflection and attendance?
- How can the arts assist in building relationships between students of diverse cultural backgrounds?
- How can our school use the cultural resources in our community to enhance arts education in the classroom?
- How can my partnership with a professional writer encourage students to become passionate about books and reading?
- How can incorporating into my teaching a contemporary art form such as hip hop or sound poetry encourage students to understand that their own unique ideas are important and worthwhile?

- Student Inquiry Question(s)

ArtsSmarts residencies are collaborative inquiry learning projects. Inquiry questions focus the learning experience and connect the residency to learning outcomes. These questions may be changed and refined as the residency evolves. Questions can come from the arts education curriculum or from any subject area.

*Examples of Student Inquiry Questions:*

- What does identity mean and how can people express their own unique identity through dance?
- What skills can I develop through participation in the arts that will positively affect my experience in other subject areas?
- What is metamorphosis and how can the concept be explored through songwriting?
- What is the relationship between a public art gallery and people in a community?

**PARTNER INFORMATION**

- **Lead Partner:**

Enclose a description of the Lead Partner and its diversity

- Describe the school(s), student population, and the school's and students' experience with arts education. Explain how they currently engage the arts and describe any identified gaps. Describe any previous experiences with professional artists in the classroom. If the Lead Partner has been involved in an ArtsSmarts Saskatchewan or Creative Partnerships project in the past, describe the experience and its impact and results.
- *If the applicant is a school division, Tribal Council or group of schools*, describe the schools that will be the main focus of the project. Explain why these schools have been chosen or what brought them together as a group.
- Include a description of the Lead Partner's commitment to support the partnership including supplies, facilities, human and financial resources, volunteer and in-kind contributions.



**Partner Information (continued...)**

• **Community Partners:**

Enclose:

- Information about each of the confirmed partners involved in the residency. For each partner, provide their name, and describe their role in and contribution to the residency
- A letter from each of the identified partners that confirms their support for the residency.

• **Artist Partner:**

Enclose the following information/material:

1. **Artist's resume** (*maximum 3 pages – include website URLs if available*)
2. **Samples of the artist's work** *as applicable to the art form, from work within the last three years and submitted as follows:*
  - Audio – *maximum 5 – 7 minutes* – MP3
  - Still images – *maximum 20* – digital only: JPEG or PDF
  - Videos – *maximum 5 minutes* – WMV, MPG, MOV, AVI or MP4
  - Written material – *maximum 10 pages* – on 8 ½ x 11 white paper (*single-sided, page numbered, double spaced*).

• **Potential Partners**

Enclose a list of the partners that you would like to include, if the application is successful, in order to represent the community's scope and diversity. Describe each one's potential involvement and contribution.

• **Other – Elders/Traditional Knowledge Keepers**

*For residencies that explore Aboriginal art forms, skills, knowledge, teachings and/or world view: Enclose a list of the Elders and/or Traditional Knowledge Keepers who will be involved (if applicable), and describe who they are and their roles in the residency.*

**COMMUNITY PROFILE**

Enclose a description of the community.

*Community can mean the immediate community or can refer to the wider geographic community in which the applicant is based.*

**PROJECT DESCRIPTION** (*maximum 3 pages*)

**Note:** Refer to the Adjudication Criteria (page 5) and consult with the identified partners when completing the Project Description.

Enclose a description of the residency that includes:

• **Goals and Activities**

- Describe what you intend to achieve through the project.
- Describe the professional activity that is planned and the artist(s) that will be involved. Describe the project in a way that will allow the panel adjudicating the applications to envision the project, how it will unfold and what will happen in the classroom or other space  
**Note:** *If the proposed residency includes an exploration of Aboriginal art forms, skills, knowledge, teachings and/or world view, describe how Traditional Knowledge Keepers/Elders will be involved*
- Explain how the residency will connect to provincial curriculum outcomes or objectives in arts education and other subject areas.

## Project Description (*continued...*)

- **Schedule**

Describe the timeline for the residency and its activities. (*It is understood that this will develop further as the project progresses.*) Include a description of any programming ideas that may be explored.

- **Impact**

- Describe the anticipated impacts of the residency during its specified term (*i.e. effect on student learning, the environment in the school, the relationship between school and community, the students' attitudes toward the arts, teacher practice in the school, etc.*).
- Describe the anticipated long-term impact of the residency and opportunities that may be sustained beyond the duration of the project.

- **Documentation and Evaluation Plan**

- Explain how the residency will be documented (process and product), who will be responsible, what tools will be used and how the reflections of the teachers, students and partners will be captured.
- Describe how the teacher research and student inquiry questions will be reflected on and answered.

- **Communications Plan**

Describe the plans for:

- Communicating with the partners, community, teachers, students and other stakeholders so they support and are involved in the residency.
- Recognizing the *ArtsSmarts Saskatchewan* funding partners (*refer to page 6*).

## BUDGET

Complete and enclose the Budget template (*page 15*).

**Note:** *The Budget template also is available as a Word document on the Arts Board's website.*

- The budget must balance (*total revenue must equal total expenses*).
- Include only revenue and expenses that are directly related to the proposed residency and the residency term.
- Include in-kind contributions as both revenue and expenses.  
*For example, the community may donate space in the community centre for a public performance of a student drama production. If the usual hall rental fee is \$50, this is an in-kind contribution. Include it in revenue as an in-kind contribution and in expenses as a \$50 cost for facility rental. The same is true of materials that are donated such as paint from a local hardware store.*
- **Revenue:**
  - List all revenue, including the grant request amount, and any school or community contributions (both cash and in-kind). Indicate whether funding is confirmed or unconfirmed. If a contribution is unconfirmed, indicate alternate plans for acquiring these funds if they are not available from the source listed in the budget  
**Note:** *Projects are expected to provide a minimum of 25 percent of the total project budget (either cash or in-kind) from other sources. If this is a challenge, contact the Arts Board's program Consultant to discuss options.*
  - Cash contributions may come from the school, school division, band, Tribal Council, partners, businesses in the community, ticket sales, fundraising, other grant sources, etc.

**Budget (continued...)**

• **Expenses:**

- List all expenses (both cash and in-kind).
- Include payments to Artists.
- Include all expenses related to planning.
  - Note:** *It is expected that project partners will meet prior to the residency start date. Eligible planning expenses include teacher release time, a fee/expense for the artist and expenses for other partners to attend the meeting. If partners cannot attend in person, they can be paid for the time spent on a conference call.*
- Indicate which expenses will be covered by the Arts Board's grant.
  - Note:** *Funding from other sources may not be assigned to the same expenses as those covered by the Arts Board grant.*
- Ineligible Expenses: The time the teacher(s) spends working on the residency in the classroom and related preparation time (*except for the planning meeting*) are not eligible expenses. Do not include any expenses related to the teachers' time in the classroom in the budget as either a cash or in-kind expense. It is expected that residency work will fit into regular classroom activities.

**SUPPORT MATERIAL INSTRUCTIONS**

- Include an index that lists all of the items included as support material. Indicate the number of copies submitted for each item.
- Resume or job description – submit on 8 ½ x 11 white paper (*single-sided, page numbered*).
- 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 DVDs that contain material that cannot be scanned.
- Submit 4 copies of material that cannot be scanned (*i.e. catalogues, brochures, etc.*).
- Label CDs, DVDs flash drives and any support material that cannot be scanned with the program name, applicant name and application deadline date.
  - Note:** *Ensure all flash drives, CDs, DVDs, etc. 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.*



**ARTSSMARTS SASKATCHEWAN**  
**– Artist in Residence (Phase 1)**  
**APPLICATION FORM**  
*Deadline: November 1*

- Complete this form in black ink or type.

<b>PART 1: APPLICANT INFORMATION</b>	
Applicant Legal Name ( <i>Lead Partner</i> ):	
Name for Cheque Issue ( <i>if different from legal name above</i> ):	
Applicant Mailing Address:	
Phone:	E-mail:
Website:	
Contact Name:	
Phone:	E-mail:
Principal Name:	
<b>PART 2: FUNDING INFORMATION</b>	
Funding Request: \$ <i>(Maximum funding available: Up to 75% of the project's total eligible expenses to a maximum of \$10,000.)</i>	
<b>PART 3: PROJECT INFORMATION</b>	
Art Form ( <i>check one</i> ):	
Dance	Literary
Media	Multidisciplinary
Music	Theatre
Visual	
Residency Dates: From _____ to _____ <i>(Day/Month/Year) (Day/Month/Year)</i>	
Residency Location:	

**Purpose Statement:**

*Complete the following sentence in 25 words or less:  
(Note: DO NOT write this statement on a separate page.)*

This residency is to

**PART 4: RESEARCH AND INQUIRY QUESTIONS**

*(refer to Application Requirements, page 8)*

**Teacher Research Question:**

**Student Inquiry Question(s):**

**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, the applicant's contact information will not be provided to members of the media and/or elected officials.**

**I authorize the Arts Board to release the applicant's name, phone number and/or email address to members of the media in response to inquiries about the project/activity for which it has received Arts Board funding.**

**I authorize the Arts Board to release the applicant's name and 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 the applicant a congratulatory letter for receiving Arts Board funding.**

**A. The Saskatchewan Arts Board frequently communicates information regarding the agency's programs and activities. In compliance with Canada's Anti-Spam Legislation, in effect July 1, 2014, 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:

- **Certify I have read and understand the eligibility criteria for this program, and the applicant is in compliance with the program’s eligibility requirements**
- **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 Lead Partner will receive a cheque for the approved amount no sooner than 30 days before the beginning of the residency term and after the Saskatchewan 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 approved residency that become necessary including modifications to residency dates and/or significant budget revisions**
    - **Acknowledge the financial contribution of the ArtsSmarts Saskatchewan funding partners when possible and appropriate**
    - **Provide the Saskatchewan Arts Board with an interim report, including a financial report, mid-way through the residency and a final report, including a financial report, at the end of the residency using the supplied forms**
- **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 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.**

\_\_\_\_\_  
Contact Signature

\_\_\_\_\_  
Principal Signature

\_\_\_\_\_  
Contact Name (*print clearly*)

\_\_\_\_\_  
Principal Name (*print clearly*)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date



**ARTSMARTS SASKATCHEWAN**  
**– Artist in Residence (Phase 1)**  
**BUDGET**  
*Deadline: November 1*

- Read the Budget requirements (page 10) before beginning this template.

<b>BUDGET</b>		
	<i>Column 1</i> <b>Proposed Budget</b>	<i>Column 2</i> <b>Budget Notes</b>
<b>Revenue:</b> <i>(indicate as confirmed or unconfirmed)</i>		
<b>Artist in Residence (Phase 1) Grant</b>		
<b>School Contribution</b>		
<b>Cash Contributions/Fundraising</b> <i>(list)</i>		
<b>In-kind Contributions</b> <i>(list)</i>		
<b>Total Revenue</b>		
<b>Expenses:</b>		
<b>Artist's Salary</b>		
<b>Employer Contribution</b> <i>(e.g., CPP, EI, etc.)</i>		
<b>Travel</b>		
<b>Program Materials</b> <i>(list expenses over and above what would normally be provided by the school)</i>		
<b>Communications</b>		
<b>Other</b> <i>(list)</i>		
<b>Total Expenses</b>		