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**SASKFESTIVALS PROGRAM  
– Project Grants**

**APPLICATION PACKAGE**

*Application Closing Date: 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.

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 APPLICATION CLOSING DATE**

for more information and to discuss application and program requirements:

***Noreen Neu***

(306) 787-3093 (Regina) *or* (306) 964-1166 (Saskatoon) *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.*

**APPLICATION PACKAGE CONTENTS**

	<i>Page</i>
Program Information .....	2
Application Requirements Checklist .....	5
Application Form .....	7
Budget .....	10



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## **SASKFESTIVALS PROGRAM – Project Grants**

### **PROGRAM INFORMATION**

**Application Closing Date: October 15**

#### **Grant Amount**

##### **Maximum Project grant available: \$8,000**

The demand for *SaskFestivals Program – 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
- Provide public access to the arts through a festival setting.

##### **Ineligible Applicants**

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

##### **Ineligible Activities**

- Projects that do not compensate artists for their work
- Non-arts program components of festivals or events
- Festivals, events, programs or activities that take place before the application closing date.

##### **Ineligible Applications**

- Applications:
  - That do not include all the required information and support material listed in the **Application Requirements Checklist** (page 5), including balanced budgets
  - Delivered, postmarked or sent by courier after the specified deadline
  - That are illegible, incomplete or unsigned
  - 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](http://www.tpcs.gov.sk.ca/arts-professions-act)<sup>1</sup>.

## Adjudication

### ***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](http://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 Grants* 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.

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<sup>1</sup>Information about artists' contracts also is available on the CARFAC Saskatchewan website at [www.carfac.sk.ca](http://www.carfac.sk.ca).

## **Recognition of Funders**

Recipients of *SaskFestivals Program – Project Grants* 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 SaskCulture Inc., 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.



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## SASKFESTIVALS PROGRAM – Project Grants

### APPLICATION REQUIREMENTS CHECKLIST

*Application Closing Date: October 15*

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

#### **Include the following:**

**APPLICATION FORM** (page 7) – *Complete and sign.*

**PROJECT DESCRIPTION** (maximum 5 pages)

*Refer to the Adjudication Criteria (page 3) when completing the Project Description*

Enclose a description of the project and include:

- 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.

**BUDGET**

Complete and enclose the Budget template provided in Appendix 1 (page 10)

- List revenue and expenses – only include items that are directly related to the proposed arts program and the project term
- **The budget must balance** (*total revenue must equal total expenses*)
- **Revenue:**  
Revenue may include, but is not limited to:
  - 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.
    - Indicate whether the funding is confirmed or unconfirmed
  - Sales – ticket sales, merchandise sales, etc.
  - In-kind contributions.
    - Identify In-kind Contributions and corresponding In-kind Expenses with an asterisk (\*).  
*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.*

*(Budget continued...)*

**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.)
  - 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.)

- Enclose a list of the items included as support material. Indicate the number of copies submitted for each item.

**Technical Requirements:**

- Include the source and date of publication on any photocopies of published material such as reviews, articles, etc.
- Audio – mp3, wav, wma
- Moving images – Avi, Mov, Mpg, mp4
- Still images – JPEG files in PC file format only, 72 dpi resolution, maximum file size: 1 MB
- Print – single sided, double spaced, page numbered, portrait format on 8½ x 11 paper or on a USB drive or CD in Word or PDF format
- Submit:
  - Only 1 copy of USB drives, CDs and support material that can be scanned
  - 4 copies of items that cannot be scanned (*DVDs, program brochures, etc.*)
- Label USB drives, CDs, DVDs and any material that cannot be scanned with the program name, applicant name and application closing date
- Ensure the USB drive, CD and DVDs, etc. are readable
- Do not submit:
  - Paper documents that are double-sided as 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. All other support material will be returned only if requested by an applicant within 30 days of the date of the letter notifying them of the grant decision. The Arts Board will dispose of the extra support material after that date. The Arts Board makes every effort to handle and return support material safely; however, it is not responsible for the loss of any material.*



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**SASKFESTIVALS PROGRAM**  
**- Project Grants**

**APPLICATION FORM**

**Application Closing Date: October 15**

- Complete this form in black ink or type.

**PART 1: APPLICANT NAME**

**Applicant Legal Name:**

**Event or Program Name (if different from applicant legal name):**

**Name for Cheque Issue (if different from applicant legal name):**

**PART 2: APPLICANT INFORMATION**

**Applicant Mailing Address:**

**Contact Name:**

**Contact Position:**

**Phone:**

**E-mail:**

**Website:**

**PART 3: GRANT INFORMATION**

**Artistic Discipline (check one):**

- Dance     Literary     Media     Multidisciplinary     Music     Theatre     Visual

**Grant Request:        \$**

**PART 4: PROJECT INFORMATION**

**Project Period Start\*:**

*(Day/Month/Year)*

**End:**

*(Day/Month/Year)*

*\*Project Period will include work that is done leading up to the festival.*

**Event Dates: From:**

*(Day/Month/Year)*

**To:**

*(Day/Month/Year)*

**Project Location:**

**Project Statement:**

Complete the following sentence in **25 words or less**:

*DO NOT write this statement on a separate page.*

This project is to

**PART 5: RELEASE OF INFORMATION**

**A. 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.

**B. 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, 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:

- **Understand:**
  - **Officials from the Saskatchewan Arts Board may request additional information beyond that included in the application**
  - **Officials from the Saskatchewan Arts Board may, at their discretion, confer with representatives of other public funders that provide financial support to the applicant organization on any matter of mutual interest regarding the organization**
  - **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**
- **Authorize the Saskatchewan Arts Board to publicly release the applicant's name, community, project description and amount of the approved grant.**  
*The Saskatchewan Arts Board is required to report to the public on the funds it disburses through its programs.*
- **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



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## SASKFESTIVALS PROGRAM – Project Grants

### BUDGET

*Application Closing Date: October 15*

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

<b>BUDGET</b>			
<b>Revenue:</b>	<i>Column 1</i> <b>Proposed Budget</b>	<i>Column 2</i> <b>Confirmed? (Y/N)</b>	<i>Column 3</i> <b>Revenue Notes</b>
<b>SaskFestivals Project Grant</b>			
<b>Other Grants</b> ( <i>list</i> )			
<b>Cash Contributions/Donations</b> ( <i>list</i> )			
<b>Sponsorships</b> ( <i>list</i> )			
<b>Ticket Sales, Fees, etc.</b> ( <i>list</i> )			
<b>In-kind Contributions</b> ( <i>list</i> )			
<b>Other</b> ( <i>list</i> )			
<b>Total Revenue</b>			
<b>Expenses:</b>	<i>Column 1</i> <b>Proposed Budget</b>	<i>Column 2</i> <b>Arts Board Expense? (Y/N)</b>	<i>Column 3</i> <b>Expense Notes</b>
<b>Artist Fees</b> ( <i>list</i> )			
<b>Other Fees or Salaries</b> ( <i>list</i> )			
<b>Production</b> ( <i>list</i> )			
<b>Program Materials</b> ( <i>list</i> )			
<b>Travel</b> ( <i>list</i> )			
<b>Communications/Promotion</b> ( <i>list</i> )			
<b>Other</b> ( <i>list</i> )			
<b>Total Expenses</b>			