



SASKFESTIVALS PROGRAM GUIDELINES ANNUAL FUNDING

These Guidelines also are available on the Saskatchewan Arts Board's website at www.saskartsboard.ca/festivals.

The Arts Board's *SaskFestivals* Program Annual Funding contributes to an organization's artistic programs and services; and governance, management, administrative and operational functions.

Applications for Annual Funding are adjudicated each year. An independent assessment panel recommends which organizations should be funded by the Saskatchewan Arts Board and funding amounts.

CONTACT THE SASKATCHEWAN ARTS BOARD'S PROGRAM CONSULTANT

- to discuss program and reporting requirements and
- to notify and consult with the Arts Board about any major changes to the organization's operations, programs, fiscal year and/or financial status.

Noreen Neu

306-787-3093 (*Regina*) or 1-800-667-7526

nneu@saskartsboard.ca

FUNDING

An organization approved for *SaskFestivals* Program annual funding is required to:

1. **Provide the Saskatchewan Arts Board with a revised budget if the approved grant amount is less than 60% of the requested amount**
2. **Meet all conditions for the release of the funds and claim their funds within 12 months of the start date of the approved fiscal year.** If the conditions are not met and the grant funds are not claimed within this 12-month period, the Arts Board reserves the right to rescind the grant.
3. **Begin their operations and programs, as approved, within 12 months of the start date of the approved fiscal year.** If the recipient does not begin their operations and programs within this 12-month period, the Arts Board reserves the right to rescind the grant.
4. **Notify and consult with the Saskatchewan Arts Board about any major changes to the organization, its programs, its fiscal year and/or its financial status.** If major changes are made without notification and consultation, the Arts Board reserves the right to rescind the grant, or to reduce or discontinue future funding.
5. **Provide the Saskatchewan Arts Board with all required information and reports during the funding cycle and submit the necessary documentation no later than the dates designated by the Arts Board.** If the required information and complete reports are not submitted by the designated dates, the recipient shall be ineligible to apply for or to receive funding from any Arts Board program until all outstanding reporting requirements have been fulfilled.

The Saskatchewan Arts Board may contact a *SaskFestivals* Program annual funding recipient at any time regarding any conditions affiliated with the grant received as a result of the application.

FUNDING *(continued)*

Release of Funds

- **The Saskatchewan Arts Board will release funds to the approved organization no sooner than 30 days before the beginning of the organization's fiscal year** providing all reporting on previous funding is up to date and subject to:
 - o approval of the Arts Board's budget for the relevant fiscal year,
 - o confirmation of SaskCulture Inc. and Saskatchewan Lotteries Trust Fund for Sport Culture and Recreation funding,
 - o any organizational and/or funding conditions communicated to the recipient, and
 - o the Arts Board's receipt and approval of the organizations' revised budget *(if required)*.

Change to Funding Amounts

Amounts approved for an organization may change if the amount available to the program through the Saskatchewan Arts Board and/or SaskCulture Inc. and/or the Saskatchewan Lotteries Trust Fund for Sport Culture and Recreation experiences a reduction or increase significant enough to require or support a revision to the program's allocation. As far as possible, the aim of the funding partners is, at least, to maintain the allocation.

RECOGNITION OF FUNDERS

Recipients of *SaskFestivals Program* 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, particularly on all print material and at selected openings, receptions, performances, events or other public functions. The Saskatchewan Arts Board will provide grant recipients with an acknowledgement statement and access to the logos through the Arts Board's website.

YEAR-END REPORT

No later than 120 days after the end of the organization's fiscal year, recipients of *SaskFestivals Program* funds are required to:

- **Provide the following information for the completed year electronically through CADAC:**
 - o actual financial information entered in the Financial Form,
 - o statistical information entered in the Statistical Report, and
 - o financial statements/review scanned and uploaded as required.
- **Submit to the Saskatchewan Arts Board:**
 - o a completed and signed *Year-end Report* form,
 - o a copy of the annual or program report,
 - o a list of current board members, if applicable,
 - o printed copies of:
 - CADAC Financial Form
 - CADAC Statistical Report
 - financial statements/review, and
 - o explanation of how the financial support of the Saskatchewan Arts Board, SaskCulture Inc. and the Saskatchewan Lotteries Trust fund for Sport, Culture and Recreation was acknowledged.