



SASKFESTIVALS PROGRAM GUIDELINES MULTI-YEAR FUNDING

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

The Arts Board's *SaskFestivals* Program Multi-year (3-year) funding contributes to an organization's artistic programs and services; and governance, management, administrative and operational functions.

Applications for Multi-year funding are adjudicated every three years. An independent assessment panel recommends which organizations should receive multi-year funding from 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.

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FUNDING

An organization approved for *SaskFestivals* Program multi-year 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 multi-year 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 each of the organization's fiscal years** providing all reporting on previous funding is up to date and subject to:
 - approval of the Arts Board's budget for the relevant fiscal year,
 - confirmation of SaskCulture Inc. and Saskatchewan Lotteries Trust Fund for Sport Culture and Recreation funding,
 - any organizational and/or funding conditions communicated to the recipient, and
 - the Arts Board's receipt and approval of the organizations' revised budget (*if required*).
- **Year 1**

Funds are released by the Saskatchewan Arts Board as stated above.
- **Year 2 and Year 3**

Funds are released by the Saskatchewan Arts Board as stated above providing the organization has completed the following:

Prior to the release of funds for Year 2 and Year 3, all recipients of *SaskFestivals* Program multi-year funding are required to:

 - provide, electronically through CADAC, the draft budget proposed for the next fiscal year.
 - submit to the Saskatchewan Arts Board:
 - completed and signed *Release of Funds Request* form, (*This form is available on the Arts Board's website at www.saskartsboard.ca/festivals.*)
 - printed copy of the CADAC Financial Form,
 - updated program plan for the next fiscal year, and
 - written description of any major changes to the organization's operational environment.

Change to Funding Amounts

Amounts approved for an organization may change and/or an organization may be required to apply for annual funding or an organization may be deemed ineligible to receive funds from the *SaskFestivals* Program during the multi-year cycle if:

- the organization fails, in a significant way, to meet its own stated objectives or to execute its confirmed program of activities,
- the organization experiences a significant disruption in its programs and activities or ceases operations,
- the organization fails to meet its financial obligations and/or fails to fulfill the established reporting requirements,
- the organization fails to meet conditions of multi-year funding as detailed in the program criteria and/or as recommended by the assessment panel,
- the organization is in contravention of the Act under which it was incorporated,
- the organization is carrying an accumulated deficit of 25% of its operating budget, or
- 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 over the funding cycle.

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.

ORGANIZATION ELECTS TO MOVE

An organization can request to move from multi-year to annual funding if:

- The organization anticipates a significant disruption in its programs, activities or operations during the three-year funding cycle;
- The organization plans to undertake a major transition or change in its program mandate, governance structure or operations during the three-year funding cycle; and/or
- The move is deemed to be in the best interests of the organization after consultation with the Saskatchewan Arts Board and mutual agreement between the parties.

A move from multi-year to annual funding may or may not affect an organization's funding amount. If eligible, the organization can apply for multi-year funding at the next multi-year application deadline.

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.