



**CULTURE ON THE GO
– Event Travel
APPLICATION PACKAGE**

NOTE CHANGES TO THE PROGRAM:

1. The criteria have been clarified to specify both presentation AND discussion or honouring of the applicant’s work.
2. Travel in Saskatchewan is now eligible (event destination minimum 375 km from home residence).
3. Eligible artists, critics and curators employed by organizations receiving Professional Arts Organizations Program, AGF, or Industry Associations of Creative Saskatchewan funding are eligible to apply for independent artist or curator travel that is not associated with their organization or institution in any way.

Culture on the Go – Event Travel grants assist Saskatchewan professional artists, critics and curators invited to attend an event that provides a significant opportunity to advance their career or artistic development and benefit the arts in Saskatchewan. This is done through presentation AND discussion of the artist’s work or honouring of their work in the form of an award or celebration.

- The invitation must be the result of a competitive adjudication, selection or curatorial process based on the applicant’s work.
- Applications must include a letter of invitation from the host organization with information about the event, the applicant’s participation and the selection process.

For events primarily focused on arts business or professional development, contact the Arts Board’s Program Consultant to discuss other funding possibilities.

Culture on the Go is a Saskatchewan Arts Board program funded by the Government of Saskatchewan through an agreement with the Ministry of Parks, Culture and Sport.

**CONTACT THE ARTS BOARD’S PROGRAM CONSULTANT
AS SOON AS THE INVITATION IS RECEIVED AND BEFORE SUBMITTING AN APPLICATION**
to discuss eligibility of the event and activity, and to determine the availability of funds.

Jay Kimball
(306) 787-4659 in Regina or 1-800-667-7526
jkimball@saskartsboard.ca

DELIVER OR MAIL ONE COPY OF THE APPLICATION TO:

Culture on the Go – Event Travel
Saskatchewan Arts Board

1355 Broad Street	<i>or</i>	201 Avenue B South
Regina, SK		Saskatoon, SK
S4R 7V1		S7M 1M3

*Applicants typically are informed of the results of the assessment by letter
no later than 14 days after the Arts Board’s receipt of the application and support material.*

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CULTURE ON THE GO – *Event Travel* PROGRAM INFORMATION

GRANT AMOUNT

Maximum funding available is:

- Up to \$750 to support eligible travel expenses for one person
- Up to \$1,500 to support eligible travel expenses for two or more persons

The Saskatchewan Arts Board is required to issue T4A forms for taxation purposes to individuals for amounts received over \$500.

Applicants cannot receive more than one *Culture on the Go – Event Travel* grant in any 12-month period.

Funds for *Culture on the Go – Event Travel* grants are allocated to the program each fiscal year (April 1 – March 31) and are assigned on a quarterly basis (April-June, July-September, October-December, January-March). *Event Travel* grants are funded from the quarter in which the application is approved. Applications are accepted until the funding allocation for the quarter is depleted, then intake is suspended until the next quarter. Travel will not be supported retroactively.

ELIGIBILITY

Eligible Applicants

- Professional artists¹ working:
 - Independently or
 - Collaboratively in an ensemble or collective.
- Independent critics and curators who are:
 - Contributing to the development of arts knowledge and critical writing in Saskatchewan
 - Contributing to the dissemination of knowledge and critical discourse about Saskatchewan art and artists
 - Recognized through professional publication or presentation of their curatorial work.

Eligible applicants must:

- be Canadian citizens or Permanent Residents of Canada,
- be residents of Saskatchewan who have lived and pursued their creative work and careers in the province for a minimum of one year prior to the date of making this grant application
- have a permanent physical address in Saskatchewan,
- live in Saskatchewan for at least six months in a year, and
- not be primarily employed by an academic institution or by a gallery or theatre receiving organizational funding through the Saskatchewan Arts Board, SaskCulture or Creative Saskatchewan unless they are doing work that is clearly independent of the organization/institution and not in any way associated with their position.

(Eligible Applicants continued...)

¹ Professional artists have completed training in their discipline through formal studies or apprenticeships, maintain a professional practice, and display or present their work in a manner recognized by peers in their art form.

Eligible applicants *(continued...)*

Applicants who meet the criteria for Saskatchewan residency as described above may be eligible to apply for *Culture on the Go – Event Travel* funding while they are temporarily absent from the province for an arts education or artistic opportunity (e.g., artist in residence). The absence must be for no more than two years and not be recurring. Applicants must maintain their permanent physical address in Saskatchewan, must intend to return to the province at the end of the term, and cannot receive funding from the jurisdiction of their temporary residence.

Proof of residency is not required as part of the application but must be available on request. If requested, applicants must be able to provide three or more documents that verify residency status. Documentation may include, but is not limited to: a valid Saskatchewan Health registration card, a valid Saskatchewan driver's license, evidence of income taxes paid in the previous year as a Saskatchewan resident, and/or other documents that verify Saskatchewan residency. Applicants who fail to provide sufficient documentation upon request will be deemed ineligible.

Ineligible Applicants

- Applicants who do not meet the criteria for Saskatchewan residency
- Undergraduate students enrolled full-time at an educational institution (Full-time is defined as more than two courses.)
- Applicants who have outstanding reports for any previous grant received from the Saskatchewan Arts Board
- Applicants who received an *Event Travel* grant from the Saskatchewan Arts Board within the last 12 months.

Exception: *Artists working as both individual artists and in an ensemble or collective, or in more than one ensemble or collective.*

Eligible Activities

The invitation to attend the event(s) must be the result of a competitive adjudication, selection or curatorial process based on the applicant's work.

Travel to attend events that provide for presentation and discussion or honouring of the applicant's work such as:

- an invitation to attend and discuss their work at a regional, national or international exhibition, performance, or presentation of the applicant's work
- attendance at a regional, national or international ceremony of honour or an awards ceremony that recognizing the applicant's work

A nomination alone is not an eligible activity. The written invitation must include an opportunity for presentation and discussion or honouring of the nominee's existing work.

- participation in a juried competition in the applicant's artistic discipline
- an invitation to a regional, national or international exhibition, arts festival or symposium (*non-academic*) to present and discuss the applicant's work, or to chair a panel or deliver a keynote address on Saskatchewan art or artists

Ineligible Activities

- Travel and activities undertaken before the date of application and after the approved return date
- Travel within Saskatchewan under 375 km one way from home residence to event destination by most direct route provided by Google Maps
- Travel related to projects that have received funding from Creative Saskatchewan or SaskCulture Inc.
- Travel:
 - to attend events that are primarily art business: to generate sales of the applicant's work
 - to attend markets or conduct research
 - to attend and perform at industry showcases

(Ineligible Activities – Travel continued...)

- Travel (*continued...*):
 - associated with touring
 - to participate in an audition or interview
 - to participate as a creator/reader/presenter/performer in a festival or presentation series without the discussion of the applicant's work.
 - to attend workshops or participate in professional development activities such as artist courses, training or mentorship opportunities
 - to attend and make new work at residencies (with the exception to attend the presentation & discussion of site specific community engagement work that has been created at a residency which was curated/juried/selected based on reproduction of prior work)
 - to attend general or annual meetings of associations
 - to attend or present a paper at an academic symposium or conference
 - related to an academic or artistic program of study

Expenses

Refer to the Application Requirements Checklist (page 7) for more information about Budget requirements.

Eligible Expenses

Expenses to travel to and from the event(s), including:

- travel (*such as airline tickets or vehicle kilometers*)
- accommodation (*hotels, commercial or private residences*)
- meals (*per diem*)
- local transportation (*taxi, shuttle or bus*)

Ineligible Expenses

- Expenses incurred before the date of application and after the approved return date
- Expenses not directly related to eligible travel to and from the event(s), such as: accommodations or per diem to attend other activities; shipping, registration, program or entry fees; hospitality; costs incurred by a companion
- Meal expenses for applicants currently receiving funding to support living costs through another Saskatchewan Arts Board grant
- Registration, program or entry fees to participate in eligible events
- Expenses for which funding or support in kind is available from the host organization
- Travel costs associated with a project currently funded under another Saskatchewan Arts Board, SaskCulture or Creative Saskatchewan program

Ineligible Applications

- Applications for funding to assist with ineligible expenses or to attend ineligible events
- Applications for travel related to projects currently under consideration for funding from Creative Saskatchewan
- Applications that omit the required written invitation
- Applications that fail to provide all required information, including balanced travel budgets
- Applications that are illegible, incomplete or unsigned
- Applications submitted by e-mail or fax

ENSEMBLES and COLLECTIVES

- Ensembles and collectives must apply together in a single application. One artist must serve as the lead applicant, submitting the application on behalf of the ensemble or collective, serving as the contact person and signing the Declaration in the application form. The lead applicant is responsible for ensuring that all grant and reporting requirements are fulfilled.
- All individual members of an ensemble or collective must meet the program eligibility requirements.
- The application will be ineligible if any individual member of the ensemble or collective has an overdue or outstanding final report for a previous grant from the Saskatchewan Arts Board.

If the application is successful, the grant is paid to the *Name for Cheque Issue* as listed on the application form, after all grant conditions have been met and required documents are approved.

- If the identified payee is the individual making the application, or another individual, the Saskatchewan Arts Board is required to issue a T4A form for taxation purposes to that individual for amounts received over \$500.
- If the identified payee is the name of the collective or group and it has the ability to receive payments under that name, the Saskatchewan Arts Board is not required to issue a T4A for taxation purposes.
- The Saskatchewan Arts Board cannot divide a grant and/or pay portions of a grant to each member of a collective or collaborative team.

ASSESSMENT

If funds for the quarter are available, applications are reviewed by a panel of Saskatchewan Arts Board Program Consultants to ensure the following:

- eligibility of the applicant
- eligibility of the activities as demonstrated by the third-party written invitation that includes a description of the discussion and/or presentation or honouring event, as well as detail regarding the competitive adjudication, selection or curatorial process based on the applicant's work leading to the invitation
- cost effectiveness of the travel schedule and budget

REPORTS

Recipients of *Culture on the Go – Event Travel* funds are required to submit a final report, including a financial report and receipts, upon completion of their project. Final reports are due no later than 30 days after the project end date.

RECOGNITION OF FUNDERS

Recipients of *Culture on the Go* funding are required to acknowledge the support provided by the Saskatchewan Arts Board and the Government of Saskatchewan through the Ministry of Parks, Culture and Sport wherever possible and appropriate. The Saskatchewan Arts Board will provide grant recipients with an acknowledgement statement and access to the funding partners' logos.

CONFIDENTIALITY OF INFORMATION

The personal and confidential information that the applicant provides 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. 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.



CULTURE ON THE GO
– Event Travel

APPLICATION REQUIREMENTS CHECKLIST

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

<p>Applications must include the following information and documentation to be considered complete and eligible for assessment:</p>	
<input type="checkbox"/>	<p>APPLICATION FORM (page 9) – <i>Complete and sign</i></p> <p><u>For ensembles and collectives:</u></p> <ul style="list-style-type: none"> • The lead applicant will complete all Parts of this form. • All other members will complete Appendix 2 (page 13).
<input type="checkbox"/>	<p>For Ensembles and Collectives Only – ARTIST INFORMATION AND DECLARATION</p> <p><u>Enclose</u> Artist Information and Declaration forms (Appendix 2 – page 13) that have been completed and signed by each artist in the ensemble or collective. Appendix 2 is also available on the Arts Board’s website.</p>
<input type="checkbox"/>	<p>EVENT INVITATION</p> <p><u>Enclose</u> the written invitation to attend the event(s) from the event host that includes:</p> <ul style="list-style-type: none"> • date of the invitation, • a description of the event(s) and the presentation, discussion and/or honouring opportunity, including dates and location of the event(s), and • detail regarding the competitive adjudication, selection or curatorial process based on the applicant’s work that resulted in the applicant being invited to attend or participant in the event. <p><i>If this information is not part of the written invitation, a separate document that describes the process is required for the application to be considered complete.</i></p>
<input type="checkbox"/>	<p>EVENT DESCRIPTION</p> <p><u>Enclose</u> a brief description, maximum one page, of the proposed travel and the event(s) that includes an explanation of:</p> <ul style="list-style-type: none"> • the work to be presented & discussed and/or honoured and the anticipated audience • the relevance and importance of the applicant’s attendance at, or participation in the event to their artistic or critical practice and/or career, and • the impact of the activity on the arts and artists in Saskatchewan.

TRAVEL DESCRIPTION

Enclose:

- the proposed travel itinerary to support the proposed budget, and
- the travel research that supports the proposed travel budget, such as:
 - flight or kilometer itinerary estimates,
 - event destination, detail of location,
 - per diem estimates (*breakfast, lunch, and supper*) and
 - hotel estimates.

BUDGET

Complete and enclose the Budget template (*Appendix 1 – page 12*). The Budget template is also available as an Excel document on the Arts Board’s website. Please use this form.

- Applicants will **complete and submit only** *Column 1: Proposed Budget* and *Column 4: Revenue Notes and Expense Notes* **with the application**.
- Grant recipients will **complete and submit** *Column 2: Revised Budget* and revised *Column 4: Revenue Notes and Expense Notes* **after the grant is approved** by the Saskatchewan Arts Board if the amount of the grant is less than 60% of the requested amount.
- Grant recipients will **complete and submit** *Column 3: Final Actuals* and revised *Column 4: Revenue Notes and Expense Notes* **at the end of the project** as part of their final report. The Revenue and Expense Notes will include an explanation of variances in final actuals from the proposed or revised budget, as applicable.
- List revenue and expenses. Only include items that directly relate to the proposed project and the project term.
 - If travelling outside Canada, convert to Canadian currency.
 - Additional items and/or lines may be added to the Budget template as required.
- **The budget must balance** (total revenue must equal total expenses).
- **Please use this budget form when filling out your final report.**
- **Revenue:**
 - Funding from other sources may not be assigned to the same expenses as those covered by the Arts Board grant.
 - In *Column 4: Revenue Notes*, indicate revenue as confirmed or unconfirmed. If confirmed, include documentation.
 - In-kind contributions cannot exceed 15% of the total revenue. If confirmed, include documentation.
 - Identify in-kind contributions and corresponding in-kind expenses with an asterisk (*).
- **Expenses:**
 - Review the list of eligible and ineligible expenses (page 4).
 - In *Column 4: Expense Notes*, indicate which expenses will be offset by the *Culture on the Go – Event Travel* contribution.
 - Personal Expenses:
 - Applicants can include travel and accommodation expenses incurred during the period they are on tour (*receipts are required*). These costs are expected to be as economical as possible. Applicants may claim \$35.00 per night for accommodation at a private residence.
 - Applicants can include a per diem for meals at a rate of \$50/day (*maximum*)
 - Applicants can include a rate of \$0.40/km (*maximum*) for use of a personal vehicle.
 - In-kind expenses cannot exceed 15% of the total expenses.

☐ **SUPPORT MATERIAL**

- **Résumé(s)** (*maximum 3 pages – include website URLs, if available*)
 - If the applicant is an established ensemble or collective, include the group's résumé.
 - If the ensemble or collective is not established, include each member's résumé.
- **Other:** Include any additional information about the event(s), award and/or host organization you think necessary to assist with the assessment of the travel request.

Technical Requirements:

- **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 of 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 and applicant name.
- **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, or
 - 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.



CULTURE ON THE GO
- Event Travel
APPLICATION FORM

- **Complete this form in black ink or type.**
- **For ensembles and collectives:**
 - *The lead applicant will complete all parts of this Application Form.*
 - *All other members will complete the Artist Information and Declaration form (page 13).*

PART 1: APPLICANT INFORMATION	
Applicant Name <i>(to appear in annual report and news releases):</i>	
Name of Ensemble/Collective <i>(if applying as an ensemble/collective):</i>	
Name for Cheque Issue <i>(if different from applicant name):</i>	
Applicant Mailing Address:	
Applicant Home Address <i>(if different from mailing address):</i>	
Contact Person <i>(if applying as an ensemble/collective):</i>	
Phone:	E-mail:
Website:	
PART 2: GRANT INFORMATION	
Artistic Discipline <i>(check one):</i>	
<input type="checkbox"/> Literary <input type="checkbox"/> Media <input type="checkbox"/> Multidisciplinary <input type="checkbox"/> Visual <input type="checkbox"/> Dance <input type="checkbox"/> Music <input type="checkbox"/> Theatre	
Grant Request <i>(maximum \$750 per individual or \$1500 per ensemble/collective):</i>	
\$ _____	

PART 3: PROJECT INFORMATION		
Name of event(s) for which the invitation was issued:		
Name of organization/group issuing invitation:		
Event(s) date(s): <i>(Day/Month/Year)</i>		
Event(s) location(s):		
If in Saskatchewan, distance from home base destination: _____ km (shortest route by Google Maps)		
Travel dates:		
Departure: From _____	to _____	on _____
Origin	Destination	Date <i>(Day/Month/Year)</i>
Return: From _____	to _____	on _____
Destination	Origin	Date <i>(Day/Month/Year)</i>
PART 4: RELEASE OF INFORMATION		
<p>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 no options are checked, your contact information will not be provided to members of the media and/or elected officials.</p> <p><input type="checkbox"/> 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.</p> <p><input type="checkbox"/> 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.</p>		
<p>B. The Saskatchewan Arts Board frequently communicates information regarding the agency’s programs and activities. In compliance with the 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 your organization in its communications. If the statement is not checked, your contact information will not be included.</p> <p><input type="checkbox"/> I authorize the Arts Board to include my name, email address and mailing address so I can receive information distributed by the agency.</p>		

PART 5: DECLARATION

I, the undersigned:

- **Accept the conditions of this program and declare:**
 - I have read and understand the eligibility criteria for this program, and I am in compliance with the program's eligibility requirements.
 - I: am a Canadian citizen or Permanent Resident of Canada, and
 - am a Saskatchewan resident for at least the last twelve months,
 - have a permanent physical address in Saskatchewan, and
 - live and pursue my creative work and career in Saskatchewan for at least six months of the calendar year.
 - The project described in this application is not supported, in whole or in part, by Creative Saskatchewan or any other provincial funding body.
- **Understand:**
 - **Officials from the Saskatchewan Arts Board:**
 - May request additional information beyond that included in the application including proof of Saskatchewan residency
 - Will, at their discretion, confer with representatives of other public funders that may provide financial support to the applicant on any matter of mutual interest regarding the applicant
 - Will rely on review and assessment of the 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 identified payee will receive a cheque for the approved grant amount no sooner than 30 days before the project start date on the condition they have 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:
 - Provide the Saskatchewan Arts Board with a revised budget if the approved grant amount is less than 60% of the requested amount.
 - Spend the funds only for the purposes proposed and approved.
 - Notify and consult with the Arts Board about any major changes to the project that become necessary, including modifications to travel dates and/or significant budget revisions.
 - Acknowledge the financial contribution of the Saskatchewan Arts Board and the Government of Saskatchewan through the Ministry of Parks, Culture and Sport.
 - Submit a final project report and financial report to the Arts Board no later than 30 days after the project end date.
- **Authorize the Saskatchewan Arts Board to contact me at any time regarding any matter related to this application and/or any conditions affiliated with funding received 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.
- **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.**

Applicant Signature

Applicant Name (*print clearly*)

Date



CULTURE ON THE GO
- Event Travel
APPENDIX 1: BUDGET

IMPORTANT: Read the Budget requirements (page 7) before completing this template.

BUDGET				
Revenue:	<i>Column 1</i> Proposed Budget	<i>Column 2</i> Revised Budget	<i>Column 3</i> Final Actuals	<i>Column 4</i> Revenue Notes <i>(Indicate revenue as confirmed or unconfirmed)</i>
Culture on the Go Grant				
Other Grants <i>(list)</i>				
Personal Contribution				
Total Revenue				
Expenses:	<i>Column 1</i> Proposed Budget	<i>Column 2</i> Revised Budget	<i>Column 3</i> Final Actuals	<i>Column 4</i> Expense Notes <i>(Indicate which expenses will be offset by Culture on the Go grant)</i>
Travel <i>(list)</i>				
Accommodation <i>(list)</i>				
Meals (Per Diem) <i>(List each breakfast, lunch or supper, and include a date for each)</i>				
Local Transportation <i>(list)</i>				
Total Expenses				



CULTURE ON THE GO
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APPENDIX 2: ARTIST INFORMATION and DECLARATION
For Members of Ensembles or Collectives Only

This form only needs to be completed and included if the application is being made by an ensemble or collective. If this is the case, each member of the group (except the lead applicant) must complete one copy of this form. This form also is available on the Arts Board's website (www.saskartsboard.ca).

Complete this form in black ink or type.

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. 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.

PART 1: APPLICATION INFORMATION	
Applicant Name:	
Name of Event(s) for which the invitation was issued:	
Event(s) Date(s): <i>(Day/Month/Year)</i>	
Event(s) Location(s):	
PART 2: ARTIST INFORMATION	
Artist Name:	
Artist Mailing Address:	
Phone:	E-mail:
Website:	

PART 3: RELEASE OF INFORMATION

The Saskatchewan Arts Board frequently communicates information regarding the agency's programs and activities. In compliance with the 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 your organization 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 4: DECLARATION

I, the undersigned:

- **Certify:**
 - I have read and understand the eligibility criteria for this program, and I am in compliance with the program's eligibility requirements
 - I: am a Canadian citizen or Permanent Resident of Canada, and
 - am a Saskatchewan resident for at least the last twelve months,
 - have a permanent physical address in Saskatchewan, and
 - live and pursue my creative work and career in Saskatchewan for at least six months of the calendar year.
- **Understand:**
 - Officials from the Saskatchewan Arts Board may request additional information beyond that included in the application including proof of Saskatchewan residency.
 - The Saskatchewan Arts Board will rely on review and assessment of the 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 is responsible for ensuring all grant and reporting requirements are fulfilled
 - A cheque for the approved grant amount will be released to the identified payee after a signed voucher is submitted to the Arts Board and no sooner than 30 days before the project start date on the condition all necessary reporting requirements for any previous grants received from the Arts Board have been fulfilled and after the Arts Board receives and approves a revised budget (*if required*).
- Authorize the Saskatchewan Arts Board to contact me at any time regarding any matter related to this application and/or any conditions affiliated with funding received as a result of this application.
- Agree to a direct all questions concerning the assessment and/or results of this application to the Saskatchewan Arts Board.
- Declare that the statements and information contained on this form are accurate and complete.

Artist Signature

Artist Name (*print clearly*)

Date