



Government
of
Saskatchewan

**CULTURE ON THE GO
– Touring: Arts Organizations
APPLICATION PACKAGE**

Application Closing Dates: October 19, 2016, and February 16, 2017

Culture on the Go funds projects that are primarily non-commercial in nature and:

- Build knowledge, expertise and networks for professional Saskatchewan artists and artistic products provincially, nationally and internationally.
- Encourage innovative approaches to touring.
- Connect audiences to professional Saskatchewan artists and artistic products.
- Provide opportunities for discussion or presentation of the work of professional Saskatchewan artists in and/or out of the province, present a unique opportunity to enhance their careers or artistic development, and benefit the arts in Saskatchewan.

Eligible applicants may apply for funding in the following areas:

- Touring: Artists
- Touring: Arts Organizations
- Event Travel

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

CONTACT THE ARTS BOARD'S PROGRAM CONSULTANT BEFORE THE APPLICATION CLOSING DATE for more information and to discuss application and program requirements:

Karen Henders
(306) 787-9634 (Regina) or toll free 1-800-667-7526
khenders@saskartsboard.ca

DELIVER OR MAIL ONE COPY OF THE APPLICATION TO:

**Culture on the Go – Touring
Saskatchewan Arts Board**
1355 Broad Street or 201 Avenue B South
Regina, SK Saskatoon, SK
S4R 7V1 S7M 1M3

Applications and support material must be delivered or postmarked on or before the deadline date.

Applications sent from outside Canada should be mailed well ahead of the application closing date.

Applicants are typically informed of grant decisions by letter no later than 90 days after the grant deadline.

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CULTURE ON THE GO – Touring: Arts Organizations PROGRAM INFORMATION

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Eligibility

Eligible

- Eligible applicants: Saskatchewan arts organizations.¹
- Eligible projects:
 - In-province touring (minimum 3 presentations in 3 different communities, excluding the organization's home base)
 - Out-of-province touring (minimum 3 presentations in 3 different communities)
 - Run-outs (minimum 3 presentations in 3 different communities, excluding the organization's home base, with no overnight stays)

Ineligible

- Projects that are primarily commercial in nature
- Projects that have been submitted to Creative Saskatchewan for support, either in whole or in part²
- Project activities undertaken before the deadline
- Participation in:
 - Showcases
 - Industry events
- Tours in support of the launch or promotion of a new work, such as an album release
- Market development initiatives
- Applicants that have outstanding reports for any previous grant received from the Saskatchewan Arts Board
- 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

Funding

Maximum Funds Available: \$40,000

Note: Requests for grant **amounts in excess of the maximum** may be considered for tour initiatives that demonstrate the potential to build touring infrastructure to increase access to the arts and develop audiences in underserved areas of the province. Letters of support from relevant Saskatchewan artists and communities that speak to significant impact in these areas are required.

Funding amounts for successful projects will be determined through the adjudication process and the availability of funds.

The demand for *Culture on the Go – Touring* grants generally exceeds available resources. The Saskatchewan Arts Board may not be able to provide grants to all the recommended applicants or to provide grants in the amounts requested.

¹Legally registered in Saskatchewan under The Non-Profit Corporation Act or The Co-operatives Act with its head office in Saskatchewan; having a primary mandate that is based on the professional creation, presentation and/or exhibition of the arts and arts programs for the public and/or the development of professional artists. Exception for Saskatchewan literary publishers incorporated in Saskatchewan: please contact the Arts Board's program consultant.

²For further clarification, contact the Arts Board's Program Consultant.

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.pcs.gov.sk.ca/arts-professions-act.³

Adjudication

Applicants are to consider the Adjudication Criteria when developing their application.

For information about the Saskatchewan Arts Board's adjudication process and how funds are allocated, visit our website at www.saskartsboard.ca/assessment.

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

Adjudication Criteria

1. Artistic Impact

- The proposed project 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 project aims to support and contribute to the:
 - Development and engagement of new audiences and/or cross-cultural awareness of, and appreciation and respect for diverse art forms.
 - Development, understanding, awareness and appreciation of Saskatchewan artists and their work.

2. Community Impact

- The proposed project will:
 - Increase accessibility, lead to greater inclusion and reach a broad sector of the community.
 - Expand the live experience for the community and diverse audiences.
- The proposed project is relevant and appropriate for the applicant and will:
 - Strengthen its capacity to engage the community and diverse audiences in the arts.
 - Provide opportunities for the community and audiences to develop, participate and/or create as part of the project.

3. Planning

- The applicant has a sound plan for:
 - Implementing and marketing the project, and for evaluating the project and its outcomes.
 - Exploring new technologies to enhance and/or promote the tour.
 - Examining innovative approaches to the presentation of touring artists.
- The applicant demonstrates:
 - It will ensure appropriate artists' fees are paid.
 - An ability to administer and deliver the proposed project and to do so in a cost-effective manner.

³ Information about artists' contracts also is available on the CARFAC Saskatchewan website at www.carfac.sk.ca.

Reports

Upon completion of their project, recipients of *Culture on the Go* funding are required to submit a final report, including actual revenue and expenditures as well as copies of receipts for any expenditures of \$100 or more that were covered by the *Culture on the Go* grant. Material changes to the budget must be approved in advance by the Arts Board. Final reports are due 60 days after the project end date. A Final Report form and budget form are available on the Arts Board's website and must be used for reporting purposes.

Recognition of Funders

Recipients of *Culture on the Go* funding are required to acknowledge the support provided by Saskatchewan Arts Board and the Government of Saskatchewan through the Ministry of Parks, Culture and Sport. The Saskatchewan Arts Board will provide recipients with an acknowledgement statement and access to 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 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 to any inquiries regarding the privacy policies and procedures, including requests to access the applicant's personal information.



CULTURE ON THE GO
– Touring: Arts Organizations
APPLICATION REQUIREMENTS

Application Closing Dates: October 19, 2016, and February 16, 2017

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

Include the following:

APPLICATION FORM – (page 8) *Complete and sign.*

PROJECT DESCRIPTION (*maximum 3 pages*).

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

Enclose a description of the project and include:

- A description of the art work that will be toured and the artist(s) involved
- Goal(s) to be achieved through the project, including an explanation of how the goal(s) correspond to the applicant's plan for development and achievement of the project's overall strategic aims. Request for grant amounts in excess of the maximum must also include a description of the rationale for and strategy to build touring infrastructure in Saskatchewan, and how impact will be evaluated in the areas of increased access to the arts and the development of audiences in underserved areas of the province.
- *If applicable*, explanation of how the project is relevant to the interests of young people (*as producers, presenters or audience members*), and plans for the engagement and development of those interests
- Proposed tour itinerary and general work plan for development and implementation of the tour, including timelines
- Experience and qualifications of:
 - Applicant (*Include a description of past work and experience in relation to the proposed project.*)
 - Partners
 - Participants
- Marketing/publicity plan

BUDGET

Complete and enclose the Budget template (page 11). The Budget template also is available as an Excel document on the Arts Board's website.

- 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: Budget 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 related to the proposed project and the project term.
 - Additional items and/or lines may be added to the Budget template as required.
- **The budget must balance** (total revenue must equal total expenses).

(Budget continued...)

	<p>Budget (continued...)</p> <ul style="list-style-type: none"> • Revenue: <ul style="list-style-type: none"> ○ 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. ○ Identify In-kind Contributions and corresponding In-kind Expenses with an asterisk (*). If confirmed, include documentation. • Expenses: <ul style="list-style-type: none"> ○ In <i>Column 4: Expense Notes</i>, indicate which expenses will be offset by the <i>Culture on the Go – Touring</i> contribution. ○ It is expected the organization or independent presenter will pay fees to the professional artists involved in the project, and will reimburse or provide the artists' travel, accommodation and per diem while on tour in accordance with a negotiated performance agreement. ○ It is expected that the tour will be constructed to be cost-effective. ○ Expenses must be tour-specific. ○ Expenses that are related to home-base presentation or are normally part of an organization's ongoing program and/or operations costs will not be included in the <i>Culture on the Go</i> budget and/or grant request.
<input type="checkbox"/>	<p>SUPPORT MATERIAL</p> <p><i>Material submitted in excess of the maximums indicated in this Application Package will not be forwarded to the jurors or considered during the adjudication process.</i></p> <p><u>Applications and support material are scanned and provided to the jury electronically. If support material cannot be scanned, please note the number of copies of an item that must be submitted with the application.</u></p> <p><u>Enclose</u> information that will support the application:</p> <ul style="list-style-type: none"> • Letters of support for the project from: <ul style="list-style-type: none"> ○ Interested hosts or venues ○ Participating curators or promoters ○ Proposed community partners <p>Note: Request for grant amounts in excess of the maximum <u>must include</u> letters of support from relevant Saskatchewan artists and communities that speak to the potential of the tour to contribute to increased access to the arts and the development of audiences in underserved areas of the province.</p> <ul style="list-style-type: none"> • Examples of the artistic product that will be toured (<i>recordings, images, script samples, etc.</i>) • Bios of participating artists • Websites • Reviews • Examples of marketing materials
	<p>Support Material Instructions:</p> <ul style="list-style-type: none"> • The majority of work submitted as support for the application should be related to work produced in the <u>last three years</u>. • <u>Enclose a list</u> of the items included as support material. Indicate the number of copies submitted for each item. Explain how these materials support the application. <p>(See <i>Technical Requirements</i> on next page...)</p>

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, 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.



CULTURE ON THE GO
- Touring: Arts Organizations
APPLICATION FORM

Application Closing Dates: October 19, 2016, and February 16, 2017

Complete this form in black ink or type

PART 1: APPLICATION INFORMATION	
Application Deadline: <input type="checkbox"/> October 19, 2016 <input type="checkbox"/> February 16, 2017	
PART 2: APPLICANT INFORMATION	
Applicant Name (to appear in annual report and news releases):	
Name for Cheque Issue (if different from above):	
Applicant Mailing Address:	
Contact Person Name:	
Contact Person Position:	
Phone:	E-mail:
Website:	
PART 3: FUNDING INFORMATION	
Art Form (check one): <input type="checkbox"/> Dance <input type="checkbox"/> Literary <input type="checkbox"/> Media (also includes film and/or new media) <input type="checkbox"/> Music <input type="checkbox"/> Multidisciplinary <input type="checkbox"/> Theatre <input type="checkbox"/> Visual <input type="checkbox"/> Other (please specify): _____	
Grant Request:	\$ _____

PART 4: PROJECT INFORMATION

Project Term: From _____ to _____
(Day/Month/Year) (Day/Month/Year)

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 no options are checked, your contact information will not be provided to members of the media and/or elected officials.

- I authorize the Arts Board to provide the organization's 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 provide the organization's 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 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 6: 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
 - 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.
 - 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 third-party review and assessment 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 project start date on the condition 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. This revised budget will be received and approved by the Arts Board before the grant is paid.
 - 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 project 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 whenever possible and appropriate.
 - Submit a final project report and financial report to the Arts Board no later than 60 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.
- **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.**
- **Declare that the statements and information contained on this form and in this application are accurate and complete.**

Signature

Name (*print clearly*)

Position with Organization (*if applicable*)

Date



**CULTURE ON THE GO
– Touring: Arts Organizations**

BUDGET

Application Closing Dates: October 19, 2016, and February 16, 2017

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

BUDGET				
Revenue:	Column 1 Proposed Budget	Column 2 Revised Budget	Column 3 Final Actuals	Column 4 Revenue Notes <ul style="list-style-type: none"> • Indicate revenue as confirmed or unconfirmed. • Include details about other funding sources.
Culture on the Go Grant				
Other Grants (List)				
Partnership Contributions (List)				
Sponsorships (List)				
Ticket Sales, Fees, etc. (List)				
In-kind Contributions (List)				
Other (List)				
Total Revenue				
Expenses:	Column 1 Proposed Budget	Column 2 Revised Budget	Column 3 Final Actuals	Column 4 Expense Notes <ul style="list-style-type: none"> • Indicate in-kind expenses with an asterisk (*). • Indicate which expenses will be offset by the Culture on the Go grant.
Artistic Fees/Costs (List)				
Production (List)				
Travel (List)				
Communications/Promotion (List)				
Other (List)				
Total Expenses				