



SASKFESTIVALS PROGRAM
 Annual
- Funding Requests over \$40,000
APPLICATION PACKAGE
Application Closing Date: April 15, 2017

The *SaskFestivals* Program supports and encourages festivals and other presenters 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.

Funding is available through the following program components:

- Annual or Multi-Year: Funding up to \$40,000
- Annual or Multi-Year: Funding over \$40,000
- Project Grants.

SaskFestivals is a Saskatchewan Arts Board program supported by funding from SaskCulture Inc. through the Saskatchewan Lotteries Trust Fund for Sport, Culture and Recreation.

CONTACT THE ARTS BOARD'S PROGRAM CONSULTANT BEFORE THE DEADLINE

to discuss the application and program requirements:

Noreen Neu

(306) 964-1166 (*Saskatoon*) or 1-800-667-7526

nneu@saskartsboard.ca

DELIVER OR MAIL ONE COPY OF THE APPLICATION TO:

**SaskFestivals Program
Saskatchewan Arts Board**

1355 Broad Street
Regina, SK
S4R 7V1

or

201 Avenue B South
Saskatoon, SK
S7M 1M3

**APPLICATIONS AND SUPPORT MATERIAL MUST BE DELIVERED OR POSTMARKED
ON OR BEFORE THE APPLICATION CLOSING DATE.**

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SASKFESTIVALS PROGRAM
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PROGRAM INFORMATION

Application Closing Date: April 15, 2017

Confidentiality of Information

The personal and confidential information that an applicant provides 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. The applicant's personal and confidential information will only be disclosed as necessary to employees of the Saskatchewan Arts Board, SaskCulture Inc. and the adjudicators. The Saskatchewan Arts Board will respond to any inquiries regarding the privacy policies and procedures, including requests to access the applicant's personal information.

If awarded a grant, the recipient's name, community, project description and grant amount will be made known publicly. The Saskatchewan Arts Board is required to report to the public on the funds it disburses through its programs.

Purpose

The *SaskFestivals* Program Annual or Multi-year funding supports festival organizations' artistic programs and services, and governance, management, administrative and operational functions.

Funding

► **Annual Funding**

Available to eligible festival organizations that:

- Are new to the *SaskFestivals* Program or have not previously been successful in receiving funding from the program, and
 - Have been in continuous operation for at least one year prior to the date of application and
 - Have provided public access to the arts through a festival setting during that period.

or

- Currently receive *SaskFestivals* Program Multi-year funding through the program but now wish to move to Annual funding as they are undergoing a major organizational transition or change.

► **Multi-year (3-year) Funding (next closing date anticipated to be in 2019)**

Available to eligible festival organizations that:

- Have received *SaskFestivals* Program funding from the Saskatchewan Arts Board for at least two consecutive years

or

- Have been in continuous operation for at least three consecutive years prior to the date of application and have provided access to the arts through a festival setting during that period.

The process for adjudicating applications is competitive and funds are limited. An application may not be funded or may not be funded for the full amount or the term requested.

Funding *(continued)*

Grant Recipients

- **If the application is successful, a cheque for the approved grant amount will be released to the applicant no sooner than 30 days before the beginning of the organization's fiscal year.**
- **An organization approved for annual or multi-year funding must 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.
- **An organization approved for annual or multi-year funding must 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.
- **Recipients of annual or multi-year funding must 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.
- **Recipients of annual or multi-year funding must provide the Saskatchewan Arts Board with all required information and reports during the funding cycle and must 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.
- **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.
- The Saskatchewan Arts Board may contact a recipient at any time regarding any conditions affiliated with the grant received as a result of the application.

Eligibility

Who can apply?

Festival organizations located in Saskatchewan that:

- Are legally registered in Saskatchewan as non-profit organizations
or
Are operated by a government body but maintain artistic control and separate financial records;
- Have a program mandate that is based on the presentation of arts programs to the public;
- Are committed to the development of audiences for the arts as well as the development of professional artists¹ through their programs;
- Have program objectives that are aligned with the mandate and strategic priorities of the Saskatchewan Arts Board;
- Employ individuals with professional expertise in the arts who develop and deliver programs;
- Employ individuals with professional expertise for the administration of the organization; and
- Are registered with the Canadian Arts Database/Données sur les arts au Canada (CADAC) at www.thecadac.ca.

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.

Eligibility *(continued)*

Who can't apply?

- Organizations that receive funding from the *Professional Arts Organizations Program* or the *Creative Industries Sector Organizations Program*.
- Eligible Cultural Organizations that receive annual global funding from SaskCulture Inc. and the Saskatchewan Lotteries Trust Fund for Sport, Culture and Recreation and/or organizations that receive operational member funding from an Eligible Cultural Organization.
- Festivals that are competitive in nature and charge participants a fee in order to compete.
- Festivals 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 that are primarily fundraisers or charity events.
- Applicants that have outstanding reports for any previous grant received from the Saskatchewan Arts Board and/or SaskCulture Inc.

What can't be funded?

- Non-arts program components of festivals.
- Applications:
 - That do not include all the required information and support material;
 - Delivered, postmarked or sent by courier after the specified closing date;
 - That are illegible, incomplete or unsigned;
 - Submitted by e-mail or fax.

Artist Contract

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 forthright 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.²

Adjudication

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

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

The Saskatchewan Arts Board will rely on third-party review and assessment of this application as part of its due diligence. An independent panel of jurors will assess applications through a competitive process based on this program's adjudication criteria (*pages 5-6*).

- The jury panel recommends which festival organizations should be funded by the Arts Board and funding amounts.
- Annual funding: applications are adjudicated each year.
- Multi-year funding: applications are adjudicated every three years.

² Information about artists' contracts also is available on the CARFAC Saskatchewan website at www.carfac.sk.ca.

Adjudication Criteria

1. Program Impact and Effectiveness

1.1 Programming

The organization's artistic programs reflect effective program planning, monitoring and evaluation processes.

- The organization's vision and mandate guide its artistic programs, and the programs are relevant and appropriate.
- The organization can demonstrate satisfaction among its stakeholders and the public.
- The organization engages in effective program planning, monitoring and evaluation processes, and constructs or revises programs as required.
- The organization's programs are cost-effective and within the organization's ability to deliver.

1.2 Development of the Arts

The organization's programs reflect current best practices in the arts and contribute to the development of the arts in Saskatchewan.

- The program choices reflect a high level of artistic merit and a high standard of professionalism, and embrace freedom of artistic expression.
- The organization demonstrates a willingness to innovate and take risks in its programming.
- The organization reflects an awareness of, and responsiveness to current practices, emerging trends and changes within its arts discipline(s) and the festivals communities.
- The organization assumes a leadership role by mentoring and/or establishing partnership/relations with other organizations, sectors and/or individuals.

1.3 Understanding of the Arts in Saskatchewan

The organization's programs aim to develop an appreciation and understanding of the arts and artists in Saskatchewan. This includes a commitment to support, encourage and respect Saskatchewan artists and arts professionals of diverse backgrounds.

- The organization validates the professional practices of Saskatchewan artists by supporting, encouraging and engaging these artists and their work.
- The organization and its programs provide opportunities for the public to engage and interact with Saskatchewan artists and their work.
- The organization actively pursues opportunities through its programs, partnerships and relationships that assist in overcoming barriers to participation and attendance.
- The organization has a communications plan that effectively connects with stakeholders and the public, and promotes the organization, its programs, and Saskatchewan artists and their work.

1.4 Community Engagement

The organization's festival and programs aim to celebrate community spirit and encourage community engagement while demonstrating the positive benefits of festivals in the province.

- The organization's festival and programs engage the community in a celebration of the arts.
- The organization considers and maximizes its potential for economic activity and/or tourism in the community.
- The organization actively encourages community engagement through volunteerism, partnerships, sponsorships, etc.

Adjudication (*continued*)

Adjudication Criteria (*continued...*)

2. Organizational Effectiveness

2.1 Governance

The governing body supports effective and responsible operation of the organization and its programs.

- The organization has an appropriate governance structure.
- The governing body has clearly defined roles and responsibilities.
- The governing body has developed and complies with effective governance policies.
- The organization has implemented a strategic plan as well as an effective succession planning process that ensures ongoing productive and responsible organizational governance.

2.2 Operations

The organization's management policies and procedures facilitate effective operation of the organization and its programs.

- The organization has an appropriate organizational structure.
- The staff and volunteers have clearly defined roles and responsibilities.
- Management, staff and artists are provided with the resources and training they need to do their jobs effectively, including the employment of new technologies.
- The organization explores available grant and fund development opportunities, attracts diverse revenue streams, works to develop appropriate levels of working capital and balances resources with artistic goals.
- The organization meets its obligations and is fiscally responsible.
- The organization's financial reports and plans are clear, feasible and accurate.
- The organization has a plan for communicating with its stakeholders in the event of a crisis (including the media, if appropriate and required).
- The organization has minimum liability insurance coverage of \$2,000,000.



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IMPORTANT:

- **DO NOT staple, hole punch or clip applications or support materials or place any items in page protectors, folders or binders.**

All applications and support material are scanned and provided to the jury electronically.

- All applications are retained by the Saskatchewan Arts Board.

One copy of support material submitted by successful applicants is 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 any remaining support material after that date.

The Arts Board makes every effort to handle support material safely; however, it is not responsible for the loss of any material.

- The Saskatchewan Arts Board may:
 - Contact the applicant and its designated contact at any time regarding any matter related to this application and/or to request additional information beyond that included in the application.
 - At its discretion, confer with or share information with representatives of other public funders that provide financial support to the applicant organization on any matter of mutual interest regarding the organization and this application.

Include the following:

APPLICATION FORM (page 10)

- Complete all parts of the application form and sign the Declaration (page 11).

ORGANIZATION PROFILE

Include:

- Mandate/purpose of the organization.
- Vision statement or description of the organization's visions and values.
- Brief history of the organization including notable accomplishments.
- Brief description of the main facilities and physical space used by the organization.
A site plan and digital image or a DVD may be substituted for a narrative description.
- Brief description of the structure of the organization. Include an organizational chart.
- Description of the governing body's role in identifying and responding to governance issues such as policy development, succession planning, accountability and monitoring of the organization's financial position.

ORGANIZATION PROFILE *(continued)*

Include:

- Overview of the organization's human resources policies and procedures.
- Details of the organization's revenue diversification plans (e.g., grants, sponsorships, fundraising, endowments, etc.).
- Description of the organization's plans for communicating with its stakeholders in the event of a crisis (including the media, if appropriate and required).

PROGRAM AND PLANNING PROFILE

Include:

- Artistic vision statement.
- Most recent annual report or program report.
 - If submitting a bound annual report, please include *five copies* or a PDF.
- Overview of current programs.
- Detailed description of programming proposed for the funding request year.
- Description of the organization's strategic planning initiatives, and the process it uses to develop and reflect on programs.
- Description of the organization's plans for encouraging community engagement.
- Information regarding the organization's inclusion of Saskatchewan artists and their work, including Aboriginal and culturally diverse artists (contemporary and/or traditional).
- Description of the organization's audience development and communications plans (including marketing strategies).

FINANCIAL PROFILE

Include:

- Most recent audited financial statements or independent financial review (as applicable).
- Deficit reduction plan (including a schedule) if the organization's actual or budgeted accumulated deficit exceeds 10% of the projected revenue for the current fiscal year.
- Printed copies of:
 - CADAC Financial Form that includes the budget for the funding request year and financial information for the previous two years.
 - CADAC Statistical Form (Include the most recent completed fiscal year. Do not include projections.).

SUPPORT MATERIAL

Material submitted in excess of the maximums indicated will not be forward to the jurors or considered during the adjudication process.

- Enclose information/material that will support the application (*refer to support material technical requirements on page 9*). Examples are:

- | | |
|-------------------------------------|----------------|
| ○ Articles | ○ Posters |
| ○ Audio recordings | ○ Press kits |
| ○ Digital photographs | ○ Programs |
| ○ DVDs | ○ Publications |
| ○ Marketing and promotion materials | ○ Reviews |
| ○ Newsletters | ○ Website URLs |

- Enclose a list of the items included as support material. Include number of copies submitted for each item, running time, information on works performed or displayed, and list of images including details.

SUPPORT MATERIAL *(continued)*

Support Material Technical Requirements

- Audio (*maximum 5-7 minutes*) – mp3, wav, wma.
- Moving images (*maximum 5 minutes running time not to exceed a total file size of 1 GB, unless on playable DVD*) – avi, mov, mpg, mp4.
- Images (*maximum 20*) – jpeg files in PC file format only, 72-dpi resolution, maximum 1 MB per image.
- Print – **one** single-sided copy on 8½ x 11” white paper or on a USB drive in Word or PDF format. *Do not submit paper documents that are double-sided or stapled.*
- Weblinks – in a Word document on **one** CD or USB drive. *Ensure links are active.*
- Submit **1 copy** of CDs or flash drives that contain digital files totaling 1 GB or less (PDFs, photos, mp3s, etc.).
- Submit **5 copies** of playable DVDs or of digital files that are large (over 1 GB), such as videos; and of material that cannot be scanned, such as program brochures, press kits, marketing materials, catalogues, and publications.
- Mark the applicant name, program name and application closing date on USB drives, CDs, DVDs and any material that cannot be scanned. *Do not physically put a label on unbound 8.5” x 11” pages.*
- Include source and date of publication on photocopies of published material such as reviews, articles, etc.
- Ensure USB drives, CD and DVDs are readable, and that still and moving images are clear.
- Do not use punctuation, special characters or more than 45 characters in your digital file names.
- DO NOT submit original works of art.



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APPLICATION FORM

Application Closing Date: April 15, 2017

▶ Complete this form in black ink or type. ◀

APPLICANT INFORMATION

Festival Applicant Legal Name *(For cheque issue and for inclusion in our news releases and annual report)*

Festival Applicant Operating Name *(if different from legal name)*

Year of establishment and/or incorporation

Non-profit or cooperatives number *(if applicable)*

CADAC ID Number

Art Form *(check one)*

- Dance Literary Multidisciplinary Media Music Theatre Visual

Applicant Mailing Address

Town/City

Province

Postal Code

Website

Contact Person Name

Position of Contact Person

Contact Phone

Contact E-mail

FUNDING INFORMATION

Funding Request Amount: \$

Funding Request Fiscal Year *(day/month/year)*

From

To

RELEASE OF INFORMATION

The Arts Board frequently communicates information about the agency's programs and activities. In compliance with Canada's 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.

The Arts Board frequently is approached by members of the media or elected officials for contact information on successful applications. If you agree to this, please check beside the options below. If the options are not checked, your contact information will not be released.

- I authorize the Arts Board to release the applicant's name, phone number and/or email address to members of the media in response to inquiries about the project.
- I authorize the Arts Board to release the applicant's name and mailing address to elected officials (Saskatchewan MLAs and MPs) if this information is requested for the specific purpose of writing the applicant a congratulatory letter.

DECLARATION

I, the undersigned:

- Certify I have read and understand the eligibility criteria for this program, and the applicant is in compliance with the program's eligibility requirements.
- Agree that if this application is successful, and the approved grant amount is less than 60% of the requested amount, the applicant shall provide the Saskatchewan Arts Board with a revised budget. I understand that a cheque for the approved grant amount will not be released until the applicant has met all conditions for the release of the grant and no sooner than 30 days before the start date of the applicant's fiscal year.
- Agree that if this application is successful, the applicant will:
 - Spend the approved grant funds only for the approved purposes.
 - 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.
 - Provide the Saskatchewan Arts Board with all required information and reports during the funding cycle on or before the dates designated by the Arts Board.
 - Acknowledge the financial contribution of the Saskatchewan Arts Board, SaskCulture Inc. and the Saskatchewan Lotteries Trust Fund for Sport, Culture and Recreation.
- 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.

Contact Person Signature

Contact Person Name (print clearly)

Contact Person's Position in Organization

Date