



SASKFESTIVALS PROGRAM
Annual or Multi-year
– Funding Requests up to \$40,000
APPLICATION PACKAGE
Application Closing Date: April 15, 2016

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.

The *SaskFestivals* Program is administered by the Saskatchewan Arts Board through an agreement with SaskCulture Inc., and is funded by the Arts Board and 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 *or* 417 – 24th Street East
 Regina, SK Saskatoon, SK
 S4R 7V1 S7K 0K7

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

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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

Maximum Funds Available: \$40,000.

► **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**

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 professional¹ and non-professional artists through their programs;
- Have program objectives that are aligned with the mandate and strategic priorities of the Saskatchewan Arts Board;
- Engage qualified individuals with professional expertise in the arts to develop and deliver programs, and administer the organization's operations; and
- Are registered with the Canadian Arts Database/Données sur les arts au Canada (CADAC) at <https://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.artsboard.sk.ca/adjudication.

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.

- 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.

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

Adjudication *(continued)*

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.
- The organization's programs are relevant and appropriate, engage the community and are satisfactory to its stakeholders and the public.

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 reflects an awareness of, and responsiveness to current practices, emerging trends and changes within its arts discipline(s) and the festivals communities.

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 of diverse backgrounds.

- The organization validates the professional practices of Saskatchewan artists by supporting, encouraging and engaging these artists and their work.
- The organization provides opportunities for the public to engage and interact with 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 and encourage community engagement through volunteerism, partnerships, sponsorships, etc.
- The organization considers and maximizes its potential for economic activity and/or tourism in the community.

2. Organizational Effectiveness

The applicant's governance and organizational structures, policies and procedures facilitate effective and responsible operation of the organization and its programs.

- The organization has appropriate governance and operational structures with clearly defined roles and responsibilities for board, staff and volunteers.
- The organization successfully explores diverse revenue streams, balances resources with artistic goals, meets its obligations, and its financial reports and plans are clear, feasible and accurate.



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APPLICATION REQUIREMENTS
Application Closing Date: April 15, 2016

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 9)

- Complete all parts of the application form and sign the Declaration (page 10).

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 or an organizational chart.

PROGRAM AND PLANNING PROFILE (*continued*)

Include:

- Overview of current programs.
- Detailed description of programming proposed for the funding request year.
- Information regarding the organization's inclusion of Saskatchewan artists and their work, including Indigenous and culturally diverse artists (contemporary and/or traditional).
- Description of the organization's plans for encouraging audience development and community engagement.
- Additional for Multi-year applicants:
 - General description of or goals for programming for Year 2 and Year 3 of the three-year funding cycle.
 - Brief description of plans for any change, growth, reduction or specific initiatives the organization intends to implement during Year 2 and/or Year 3.

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 25% 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 below and on page 8*). 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. If support material cannot be scanned, indicate the number of copies submitted for each item.

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*) – avi, mov, mpg, mp4.
- Still images (*maximum 20*) – JPEG files in PC file format only, 72 dpi resolution, maximum file size: 1 MB.
- Print – single sided on 8½ x 11" white paper or on a USB drive in Word or PDF format (Windows).
- Submit:
 - Only 1 copy of USB drives, CDs and support material that can be scanned.
 - 5 copies of items that cannot be scanned (*DVDs, brochures, etc.*).

SUPPORT MATERIAL (continued)

Support Material Technical Requirements (continued)

- Label USB drives, CDs, DVDs and any material that cannot be scanned with the program name, applicant name and application closing date.
- Ensure USB drives, CD and DVDs are readable, and that still and moving images are clear.
- 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.



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▶ **Complete this form in black ink or type.** ◀

APPLICATION INFORMATION

This application is for: Annual Funding Multi-year (3-year) Funding

APPLICANT INFORMATION

Applicant Legal Name

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

Year of establishment and/or incorporation	Non-profit or cooperatives number <i>(if applicable)</i>	CADAC ID Number
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Art Form *(check one)*
 Dance Literary Multidisciplinary Media Music Theatre Visual

Applicant Mailing Address

Town/City	Province	Postal Code
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Website

Contact Name	Position of Contact
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Contact Phone	Contact E-mail
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FUNDING INFORMATION

Funding Request \$

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

Multi-year applicants: The request fiscal year is Year 1 of the 3-year funding cycle.

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 Signature

Contact Name (print clearly)

Contact Position in Organization

Date