SASKFESTIVALS PROGRAM

RELEASE OF FUNDS REQUEST

for Organizations receiving Multi-year Funding (Years 2 and 3)

- RELEASE OF FUNDS REQUESTS ARE DUE 60 DAYS BEFORE THE BEGINNING OF THE ORGANIZATION'S FISCAL YEAR.
- DO NOT STAPLE OR CLIP ANY MATERIALS OR PLACE ANY ITEMS IN FOLDERS.
- SUBMIT THE YEAR-END REPORT TO: **Saskatchewan Arts Board**

1355 Broad Street, Regina, SK S4R 7V1 *or* **417 – 24th Street East, Saskatoon, SK S7K 0K7**

For information or assistance in completing this report, contact:
Noreen Neu, Program Consultant, at (306) 964-1166 (Saskatoon) or 1-800-667-7526 or nneu@saskartsboard.ca.

PART 1: ORGANIZATION INFORMATION	
Organization Name:	
Mailing Address: ❑ *Changed since last correspondence*	
Contact Name:	
Contact Phone:	**Contact E-mail:**

PART 2: FUNDING INFORMATION

Grant ID No.:

Release of Funds for: ☐ **Year 2** ☐ **Year 3**

for Fiscal Year: From: _____ *(Day/Month/Year)* **to:** _____ *(Day/Month/Year)*

PART 3: RELEASE OF FUNDS REQUIREMENTS

To release funds for Year 2 or Year 3:

1. **Provide the following information electronically through CADAC:**
   - ☐ **Draft budget for request year that includes explanations of major variances from current year.**
2. **Submit the following to the Saskatchewan Arts Board:**
   - ☐ **Updated program plan for the next fiscal year**
   - ☐ **Written description of any major changes to the organization's operational environment for the relevant period**
   - ☐ **Printed copy of the CADAC Financial Form (Ensure Request Year data is visible).**

PART 4: DECLARATION

I certify that the information contained in this release of funds request is accurate and complete.

_____ **Signature** _____ **Date**

For Saskatchewan Arts Board Use Only: ❑ **RELEASE OF FUNDS REQUEST APPROVED**

_____ **Program Consultant** _____ **Date**