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 *or* **201 Avenue B South**
Regina, SK S4R 7V1 **Saskatoon, SK S7M 1M3**

For information or assistance in completing this report, contact:
Noreen Neu, Program Consultant, at (306) 787-3093 (Regina) 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**