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SASKFESTIVALS PROGRAM
– Project Grants
APPLICATION PACKAGE
Application Closing Date: October 15

The *SaskFestivals* Program supports and encourages festivals 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.

SaskFestivals Program – Project Grants support diverse artistic programs and events that connect and engage professional artists, the public and communities, and which are presented through a festival setting.

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 APPLICATION CLOSING DATE
for more information and to discuss application and program requirements:

Noreen Neu
(306) 787-3093 (Regina) or toll free 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 deadline date.*
- *If the deadline falls on a weekend or holiday, applications may be delivered or postmarked on the next business day.*

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

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SASKFESTIVALS PROGRAM – *Project Grants*

PROGRAM INFORMATION

Application Closing Date: October 15

Grant Amount

Maximum Project grant available: \$8,000

The demand for *SaskFestivals Program – Project Grants* generally exceeds available resources. The Saskatchewan Arts Board may not be able to provide grants to all the recommended applicants or provide grants in the amounts requested.

Eligibility

Eligible Applicants

- Are legally registered in Saskatchewan as non-profit organizations
or
Are ad hoc groups, collectives or unincorporated organizations operating on a not-for-profit basis
- Engage the services of professional artists during the presentation of proposed programs
- Provide public access to the arts through a festival setting

Ineligible Applicants

- Provincial cultural organizations and/or organizations that receive operational member funding from a provincial cultural organization
- Organizations that receive Annual or Multi-year funding from the Saskatchewan Arts Board
- Festivals and events that are competitive in nature and that charge participants a fee in order to compete
- Festivals and events 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 and events that are primarily fundraisers or charity events
- Applicants who have outstanding reports for any previous grant received from the Saskatchewan Arts Board.

Ineligible Activities

- Projects that do not compensate artists for their work
- Non-arts program components of festivals or events
- Festivals, events, programs or activities that take place before the application closing date.

Ineligible Applications

- 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

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-act¹.

Adjudication

Applicants are to consider the Adjudication Criteria when developing their applications. 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 assesses applications through a competitive process based on the following:

Adjudication Criteria

1. Artistic Impact

- The proposed program 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 program aims to contribute to the development, understanding and appreciation of art and artists in Saskatchewan, and demonstrates a commitment to support, encourage and respect Saskatchewan artists of diverse backgrounds.

2. Community Impact

- The proposed program is relevant and appropriate for the applicant, and satisfactory to stakeholders and the public.
- The applicant and its program engage the community through audience participation, volunteerism, partnerships, sponsorships, etc.

3. Planning

- The applicant demonstrates the ability to carry out the proposed project, and its plans for the development and implementation of the project are sound and sufficient.
- The proposed project is realistic and achievable given the time and budget plans, and it can be administered and delivered in a cost-effective manner.

Reports

Recipients of *SaskFestivals Program – Project Grants* are required to submit a final report, including a financial report, upon completion of their project. Final reports are due 30 days after the project end date. A final report form is available on the Saskatchewan Arts Board website.

Recognition of Funders

Recipients of *SaskFestivals Program – Project Grants* are required to acknowledge the support of the Saskatchewan Arts Board, SaskCulture Inc. and the Saskatchewan Lotteries Trust Fund for Sport, Culture and Recreation wherever possible and appropriate. The Saskatchewan Arts Board will provide grant recipients with an acknowledgement statement and access to the funding partners' logos through the Arts Board's website.

Confidentiality of Information

The personal and confidential information that is provided 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 SaskCulture Inc., and the jurors. If awarded a grant, the name of the recipient, community, project description and grant amount 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.

¹Information about artists' contracts also is available on the CARFAC Saskatchewan website at www.carfac.sk.ca.



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SASKFESTIVALS PROGRAM – Project Grants

APPLICATION REQUIREMENTS CHECKLIST

Application Closing Date: October 15

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.

- DO NOT email applications. Applications must be submitted in hard copy.
- 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 on any matter of mutual interest regarding the organization and this application.

Include the following:

- APPLICATION FORM** (page 7) – Complete all parts of the application form, and sign the Declaration (page 8).

- PROJECT DESCRIPTION** (maximum 5 pages)

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

Enclose a description of the project and include:

- Applicant profile
- Project profile including goals
- Anticipated impact of the project
- List of artists who will be involved
- Plan for carrying out the project including a marketing plan and timelines
- Project evaluation plan

Application Requirements Checklist continued...

BUDGET

Complete and enclose the Budget template provided in Appendix 1 (page 10)

- List revenue and expenses – only include items that are directly related to the proposed arts program and the project term
- **The budget must balance** (*total revenue must equal total expenses*)

• **Revenue:**

Revenue may include, but is not limited to:

- Amount requested from the Saskatchewan Arts Board
- Any amounts requested or received from all sources such as other government agencies, community organizations and groups, foundations, private donors, sponsors, etc.
 - Indicate whether the funding is confirmed or unconfirmed
- Sales – ticket sales, merchandise sales, etc.
- In-kind contributions.

— Identify In-kind Contributions and corresponding In-kind Expenses with an asterisk (*).

Include in-kind contributions in both revenue and expenses. For example, if an advertisement is placed in the local newspaper and the cost of \$50 is waived, this is an in-kind contribution. In this example, include the \$50 in revenue as an in-kind contribution and in expenses as a \$50 advertising cost.

• **Expenses:**

- Indicate which expenses will be covered by the Arts Board grant. Funding from other sources may not be assigned to the same expenses as those covered by the Arts Board Grant.
- It is expected the organization will pay artists' fees and other expenses in accordance with negotiated performance agreements.
- Expenses that are part of the organization's ongoing program and/or operations will not be included in the budget and/or grant request.
- **Eligible expenses** may include, but are not limited to costs directly related to the festival's arts activities (i.e. music, dance, theatre, crafts, literary arts, media and visual arts) in the following areas:
 - Payments to Artists (i.e., professional fees, royalties, travel, etc.)
 - Production
 - Materials
 - Equipment rental
 - Promotion, advertising or marketing
 - Personnel
 - Administration
- **Ineligible expenses:** prizes, gifts and awards

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 6*). 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.
- 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, 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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SASKFESTIVALS PROGRAM – Project Grants

APPLICATION FORM

Application Closing Date: October 15

► Complete this form in black ink or type. ◀

DO NOT staple, hole punch or clip submissions or support materials, place any items in page protectors, folders or binders, or place post-it notes on the submission form and accompanying documents. **DO NOT** email applications. *All applications and support material are scanned and provided to the jury electronically.*

PART 1: APPLICANT INFORMATION

Festival Applicant Legal Name:

Event or Program Name (if different from applicant legal name):

Name for Cheque Issue (if different from applicant legal name):

If applying as an unregistered group without a bank account, an eligible Saskatchewan applicant must complete and sign the application as the contact person and assume financial responsibility for the grant on behalf of the group. The grant cheque and a T4A will be issued in their name.

Applicant Mailing Address:

Town/City

Province

Postal Code

Contact Person Name

Contact Person's Position in Festival or Group

Contact Phone

E-mail:

Names, mailing addresses, phone numbers, and email addresses of primary management/artistic members of the group or organization, in addition to the Contact Person (Include bios separately under *Group or Organizational Profile*):

PART 2: RELEASE OF INFORMATION

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 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 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 the options are not checked, your contact information will not be provided to members of the media and/or elected officials.

I authorize the Arts Board to provide my phone number and/or email address to members of the media in response to inquiries about the project/activity for which I have received Arts Board funding.

I authorize the Arts Board to provide my 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.

PART 3: 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 project period.
- 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 project dates, 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 Festival or Organization

Date



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- Project Grants
APPLICATION FORM
Application Closing Date: October 15

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

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PART 4: APPLICANT INFORMATION <i>(repeated because Parts 1-3 are not provided to jurors)</i>	
Festival Applicant Legal Name:	
Event or Program Name <i>(if different from applicant legal name):</i>	
Website	
PART 5: FUNDING INFORMATION	
Art Form <i>(check one)</i>	
<input type="checkbox"/> Dance <input type="checkbox"/> Literary <input type="checkbox"/> Media <input type="checkbox"/> Multidisciplinary <input type="checkbox"/> Music <input type="checkbox"/> Theatre <input type="checkbox"/> Visual	
Funding Request Amount <i>(maximum \$8,000):</i> \$	
Project Period Start <i>(Day/Month/Year) – This will include work that is done leading up to the festival.</i>	
From:	To:
Event Dates <i>(Day/Month/Year)</i>	
From:	To:
Project Location:	
Project Statement:	
Complete the following sentence in 25 words or less: DO NOT write this statement on a separate page.	
This project is to	



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**SASKFESTIVALS PROGRAM
– Project Grants**

BUDGET

Application Closing Date: October 15

IMPORTANT – Read the Budget requirements (page 5) before beginning this template.

BUDGET			
Revenue:	Column 1 Proposed Budget	Column 2 Confirmed? (Y/N)	Column 3 Revenue Notes
SaskFestivals Project Grant <i>(maximum \$8,000)</i>			
Other Grants <i>(list)</i>			
Cash Contributions/Donations <i>(list)</i>			
Sponsorships <i>(list)</i>			
Ticket Sales, Fees, etc. <i>(list)</i>			
In-kind Contributions <i>(list)</i>			
Other <i>(list)</i>			
Total Revenue			
Expenses:	Column 1 Proposed Budget	Column 2 Note expenses to be covered by Arts Board funds.	Column 3 Expense Notes
Artist Fees <i>(list)</i>			
Other Fees or Salaries <i>(list)</i>			
Production <i>(list)</i>			
Program Materials <i>(list)</i>			
Travel <i>(list)</i>			
Communications/Promotion <i>(list)</i>			
Other <i>(list)</i>			
Total Expenses			