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the arts



FUNDING  
PROVIDED BY



## PROFESSIONAL ARTS ORGANIZATIONS PROGRAM GUIDELINES

*These Guidelines also are available on the Saskatchewan Arts Board's website at [www.saskartsboard.ca/paop](http://www.saskartsboard.ca/paop).*

**The Arts Board's Professional Arts Organizations Program funding provides multi-year support towards an eligible organization's arts programs and services, governance, management, administration and operational function.**

**Applications for funding are adjudicated every two years.**

### CONTACT THE SASKATCHEWAN ARTS BOARD'S PROGRAM CONSULTANT

- To discuss program and reporting requirements and
- To notify and consult with the Arts Board about any major changes to the organization's operations, programs, fiscal year and/or financial status.

**ORGANIZATIONS WORKING IN THE  
LITERARY ARTS  
CONTACT:**

***Carle Steel***

306-787-9634 (Regina) or 1-800-667-7526  
[csteel@saskartsboard.ca](mailto:csteel@saskartsboard.ca)

**ORGANIZATIONS WORKING IN THE  
MULTIDISCIPLINARY AND VISUAL ARTS  
CONTACT:**

***Noreen Neu***

306-787-3093 (Regina) or 1-800-667-7526  
[nneu@saskartsboard.ca](mailto:nneu@saskartsboard.ca)

**ORGANIZATIONS WORKING IN  
DANCE, MEDIA ARTS, AND MUSIC  
CONTACT:**

***Alex Rogalski***

306-964-1166 (Saskatoon) or 1-800-667-7526  
[arogalski@saskartsboard.ca](mailto:arogalski@saskartsboard.ca)

**ORGANIZATIONS WORKING IN THEATRE  
CONTACT:**

***Philip Adams***

306-964-1164 (Saskatoon) or 1-800-667-7526  
[padams@saskartsboard.ca](mailto:padams@saskartsboard.ca)

### FUNDING

**An organization approved for Professional Arts Organizations Program funding is required to:**

1. **Provide the Saskatchewan Arts Board with a revised budget if the approved grant amount is less than 60% of the requested amount.**
2. **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.
3. **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.
4. **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.

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## FUNDING (*continued*)

- 5. Provide the Saskatchewan Arts Board with all required information and reports during the funding cycle and 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.

**The Saskatchewan Arts Board may contact a Professional Arts Organizations Program funding recipient at any time** regarding any conditions affiliated with the grant received as a result of the assessment of an application.

### Release of Funds

**The Saskatchewan Arts Board strives to release 50% of approved annual funds to an organization approximately 30 days before the beginning of the organization's fiscal year** providing all reporting on previous funding is up to date and the organization is in compliance with any concerned status requirements and subject to:

- approval by the Arts Board's Board of Directors of the grant recommendation,
- approval of the Arts Board's budget for the relevant fiscal year,
- confirmation of SaskCulture Inc. and Saskatchewan Lotteries Trust Fund for Sport Culture and Recreation funding (*if applicable*),
- any organizational and/or funding conditions communicated to the recipient, and
- the Arts Board's receipt and approval of the organizations' revised budget (*if required*).

In addition to the above-mentioned conditions, **release of the remaining 50% of annual funding requires a year-end report, regarding the organization's prior fiscal year, due no later than 120 days after the end of that year.** Requirements are outlined on the *Professional Arts Organizations Program Core Stream Year-End Report* form on our website ([www.saskartsboard.ca/paop](http://www.saskartsboard.ca/paop)) and include an annual audit, review engagement OR independent financial review by an accounting professional not associated on an ongoing basis with the organization.

Following the assessment of an application or at any time during the funded period, an organization supported through PAOP may be subject to the program's **Fair Notice** or **Concerned Status** policies. For more information regarding these policies, please review the program materials found at [www.saskartsboard.ca/paop](http://www.saskartsboard.ca/paop). Program Consultants will contact organizations to whom these policies are applicable.

### Change to Funding Amounts

**Amounts approved for an organization may change and/or an organization may be deemed ineligible to receive funds from the Professional Arts Organizations Program if:**

- The organization fails, in a significant way, to meet its own stated objectives or to execute its confirmed program of activities.
- The organization experiences a significant disruption in its programs and activities or ceases operations.
- The organization fails to meet its financial obligations and/or fails to fulfill the established reporting requirements.
- The organization fails to meet conditions of multi-year funding as described in the program criteria and/or as recommended by the adjudication panel.
- The organization is in contravention of the Act under which it was incorporated.
- The organization is carrying an accumulated deficit in excess of 25% of its operating budget.
- The amount available to the program through the Saskatchewan Arts Board and/or the Saskatchewan Lotteries Trust Fund for Sport, Culture and Recreation (*if applicable*) experiences a reduction or increase significant enough to require or support a revision to the program's allocation.

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## RECOGNITION OF FUNDERS

**Recipients of Professional Arts Organizations Program funding are required to acknowledge the support of the Saskatchewan Arts Board**, particularly on all print material and at selected openings, receptions, performances, events or other public functions.

**If an organization has been advised that their Professional Arts Organizations Program funding includes lottery funds**, the financial support of SaskCulture Inc., thanks to funding provided by the Saskatchewan Lotteries Trust Fund for Sport, Culture and Recreation, also must be acknowledged.

The Saskatchewan Arts Board will provide grant recipients with an acknowledgement statement and access to the logos through the Arts Board's website.

## YEAR-END REPORT

**No later than 120 days after the end of the organization's fiscal year:**

- **All recipients of Professional Arts Organizations Program funding are required to submit** to the Saskatchewan Arts Board:
  - Completed and signed *Year-end Report* form,
  - A copy of the annual or program report,
  - A list of current board members (*if applicable*), and
  - Explanation of how the financial support of the Saskatchewan Arts Board and (*if applicable*) SaskCulture Inc. and the Saskatchewan Lotteries Trust Fund for Sport, Culture and Recreation was acknowledged.
- **All recipients of *Professional Arts Organizations Program* funds except book and periodical publishers are required to:**
  - Provide the following information for the completed year electronically through CADAC:
    - Actual financial information entered in the Financial Form,
    - Statistical information entered in the Statistical Report, and
    - Financial Statements/Review scanned and uploaded as required.
  - Submit, to the Saskatchewan Arts Board, printed copies of:
    - CADAC Financial Form,
    - CADAC Statistical Report and
    - Financial Statements/Review.
- **Book and periodical publishers also shall submit**, to the Saskatchewan Arts Board, the following information for the completed year:
  - Actual financial information,
  - Statistical Form and
  - Financial Statements/Review.