



# PROFESSIONAL ARTS ORGANIZATIONS PROGRAM

## YEAR-END REPORT

*for Organizations receiving Core Support Funding*

- Year-end reports are due no later than 120 days after the end of the organization's fiscal year.
- DO NOT STAPLE OR CLIP ANY YEAR-END REPORT MATERIALS OR PLACE ANY ITEMS IN FOLDERS.
- Submit a hard copy of the year-end report to:

**Saskatchewan Arts Board**  
 1355 Broad Street      or      201 Avenue B South  
 Regina, SK S4R 7V1      Saskatoon, SK S7K 0K7

*For information or assistance in completing this report, contact our program consultant:  
 Noreen Neu, 306-787-3093 (Regina), or 1-800-667-7526 or [nneu@saskartsboard.ca](mailto:nneu@saskartsboard.ca).*

PART 1: ORGANIZATION INFORMATION	
Organization Name:	
Mailing Address:	<input type="checkbox"/> <i>Changed since last correspondence</i>
Contact Name:	
Contact Phone:	Contact E-mail:
PART 2: FUNDING INFORMATION	
Grant ID No.:	
Funding Received:	For Fiscal Year (Day/Month/Year)
\$ _____	Start Date: _____ End Date: _____
PART 3: YEAR-END REPORT REQUIREMENTS	
<p>1. Submit the following to the Saskatchewan Arts Board:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Completed and signed Year-end Report form</li> <li><input type="checkbox"/> Copy of the annual or program report</li> <li><input type="checkbox"/> List of current board members, and shareholders (<i>as applicable</i>)</li> <li><input type="checkbox"/> 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.</li> </ul> <p>2. All organizations, <i>except book and periodical publishers</i>:</p> <ul style="list-style-type: none"> <li>• Provide the following information for the completed year electronically through CADAC:           <ul style="list-style-type: none"> <li><input type="checkbox"/> Actual financial information entered in the Financial Form</li> <li><input type="checkbox"/> Statistical information entered in the Statistical Report</li> <li><input type="checkbox"/> Financial statements/review scanned and uploaded as required.*</li> </ul> </li> <li>• Submit printed copies of:           <ul style="list-style-type: none"> <li><input type="checkbox"/> CADAC Financial Form    <input type="checkbox"/> CADAC Statistical Report    <input type="checkbox"/> Financial statements/review</li> </ul> </li> </ul> <p>3. <i>Book and periodical publishers</i> submit the following to the Saskatchewan Arts Board:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Actual financial information    <input type="checkbox"/> Statistical Form    <input type="checkbox"/> Financial statements/review.*</li> </ul> <p>*In the case of a deficit that represents more than 10% of revenues for the year, include a board-approved reduction plan; if a significant surplus of non-restricted funds for the year, include a board-approved plan for its use.</p> <p style="text-align: right;"><i>(Year-End Report Requirements continued...)</i></p>	

**4. Please discuss the following points from the perspective of your primary role in the arts ecology and your organizational grouping (Arts Development, Arts Presentation, Community Catalyst) in your last fiscal year:**

- a) Discuss the ways your organization was most successful and how you know this to be the case.
- b) Discuss risk or innovation undertaken and what the learning outcomes were.
- c) Discuss how your programs and services have fulfilled your mandate and role.
- d) Describe any partnerships, sharing or collaborations undertaken, and any benefits or learnings realized.
- e) Discuss any major challenges faced by your organization and the plan to address them.

*This information will make up part of your next Core Support application. You WILL NOT be asked to resubmit this information at the next closing date.*

**PART 4: DECLARATION**

**I certify that the information contained in this report is accurate and complete, and that the grant has been fully spent for the purposes outlined in the Saskatchewan Arts Board’s grant notification letter.**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

*For Saskatchewan Arts Board Use Only:*

**YEAR-END REPORT APPROVED**

\_\_\_\_\_  
**Program Consultant**

\_\_\_\_\_  
**Date**