



**PROFESSIONAL ARTS ORGANIZATIONS PROGRAM**  
**– *Organizational Lite Stream***  
**APPLICATION PACKAGE**

*Application Closing Date: January 15, 2017*

**GROUPS OR ORGANIZATIONS MUST CONTACT THE APPROPRIATE ARTS BOARD PROGRAM CONSULTANT BEFORE THE CLOSING DATE TO DISCUSS APPLICATION AND PROGRAM REQUIREMENTS:**

**GROUPS OR ORGANIZATIONS WORKING IN THE LITERARY, MEDIA AND PERFORMING ARTS CONTACT:**

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

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

***Noreen Neu***  
 306-787-3093 (Regina) or 306-964-1166 (Saskatoon)  
 or 1-800-667-7526  
[nneu@saskartsboard.ca](mailto:nneu@saskartsboard.ca)

**DELIVER OR MAIL ONE COPY OF THE APPLICATION TO:**

**Professional Arts Organizations Program  
 Saskatchewan Arts Board**

**1355 Broad Street  
 Regina, SK  
 S4R 7V1**

*or*

**417 – 24th Street East  
 Saskatoon, SK  
 S7K 0K7**

*Applications and support material must be delivered or postmarked on or before the closing date.*

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# PROFESSIONAL ARTS ORGANIZATIONS PROGRAM – *Organizational Lite Stream* APPLICATION INFORMATION

**Application Closing Date: January 15, 2017**

## Purpose

The Saskatchewan Arts Board recognizes, encourages and supports the arts to enrich community well-being, creativity, diversity and artistic prosperity. The Arts Board advances this mission through support of Saskatchewan professional artists, collectives, groups and arts organizations in the areas of research, creation, production, presentation, exhibition, publishing, artistic development and community engagement.

Support to professional arts organizations and groups is directed through the *Professional Arts Organizations Program (PAOP)*. This program contributes to an eligible group or organization's arts programs and services, governance, management administration and operational function, and provides multi-year support. The Organizational Lite Stream is the entry point to the *PAOP* program, and all groups or organizations new to the program must apply to this stream first. It is funded in part through the Arts Board's partnership with SaskCulture and their Gallery and Media Arts Grant funds.

## Outcomes

The program provides support to professional arts organizations and groups to achieve outcomes that:

- advance the professional arts and artistic practices in Saskatchewan;
- create meaningful opportunities for broad and diverse public engagement with the professional arts;
- contribute to professional practice and strengthen the artistic life of Saskatchewan communities;
- advance, strengthen and sustain the arts ecology in Saskatchewan;
- commit to reflecting the diversity of the local community and the arts sector regarding the inclusion of Indigenous/Métis peoples and culturally diverse groups; and
- have program objectives that are aligned with the mandate and strategic priorities of the Saskatchewan Arts Board.

## Funding

*PAOP* Organizational Lite Stream recipients:

- have a one-year to two-year funding cycle,
- program period must be completed by December 31, 2019,
- receive maximum funding of \$25,000 per year, and
- compete for their funding at each adjudication, as funding resets to zero at the end of grant period.

*PAOP* Organizational Lite Stream may support eligible arts groups/organizations that:

- are in good standing at the Arts Board, i.e. in compliance with any Arts Board reporting, grant conditions and Concerned Status (see page 5) requirements; and
- have programs and operations that will span more than one year.

*(Application Information continued...)*

### Eligible Arts Groups/Organizations

- Have a professional arts mandate in the areas of research, creation, production, presentation, exhibition, and publishing, the development of professional artists<sup>1</sup> or community engagement.
- Work and mandate of the group or organization align with *PAOP* program purpose
- Engage the advice and expertise of arts professionals<sup>2</sup> in the area of programming and administration
- Their center of operations resides within Saskatchewan
- Have an articulated management structure
- Have financial accounting systems

**Note:** *If applying as an unregistered group without a bank account, an eligible Saskatchewan applicant<sup>3</sup> must complete and sign the application as the lead and assume financial responsibility for the grant on behalf of the group. The grant cheque and a T4A will be issued in their name. The lead applicant must be a professional artist or an arts professional.*

#### Book Publishers:

- Professional literary presses with editorial selection processes, production, promotion and book distribution consistent with industry standards.
- Will maintain a publishing program of at least three literary titles each year of the grant period, with at least two-thirds of the titles by authors with no corporate or editorial connection with the press.
- Will regularly issue royalty statements and/or fulfill all contractual obligations to writers, artists, illustrators and translators during the grant period and related to the use of the grant.

#### Periodical Publishers:

- Will maintain a publishing program of at least two issues each year of the grant period.
- Have an editorial mandate that is focused on the publication of new literary works by Canadian artists or on previously unpublished content on the arts or literature in Canada.
- Project a paid circulation level (based on single issues and subscription copies) of at least 30 percent of total circulation.
- Will compensate writers, artists and contributors for their work during the grant period and related to the use of the grant.

#### Literary Organizations:

- Have a mandate that is based on the promotion, presentation or professional development of Saskatchewan literary artists (writers, playwrights, storytellers, spoken word artists) and their work.
- Conduct adjudication for program participation or presentation opportunities based on publicly disseminated processes and criteria.

*(Eligibility continued...)*

1. Professional artists have completed training in their discipline through formal studies or apprenticeships, maintain a professional practice, and display or present their work in a manner recognized by peers in their art form.
2. Arts professionals have completed training through formal studies or mentorships and are recognized by their peers as having reached the status of professional.
3. Eligible applicants are Canadian citizens or Permanent Residents of Canada and are residents of Saskatchewan who have lived and pursued their creative work and careers in the province for a minimum of one year prior to the date of making this application, have a permanent physical address in Saskatchewan and live in the province for at least six months in a year.

## Eligibility (continued)

### Ineligible Organizations

- Organizations that are legally registered in Saskatchewan under *The Business Corporations Act* or that function under a for-profit model. *Exceptions are eligible literary book publishers or literary/arts periodical publishers.*
- Organizations that receive funding from the *SaskFestivals Program* for the same grant period
- Eligible Cultural Organizations (ECOs) that receive annual global funding through SaskCulture Inc. and the Saskatchewan Lotteries Trust Fund for Sport, Culture and Recreation and/or organizations that receive operational member funding from one of these eligible organizations (ECO)
- Organizations that receive operational funding from Creative Saskatchewan
- Applicants who are not in good standing at the Arts Board
- Applications:
  - delivered, postmarked or sent by courier after the specified deadline
  - that are incomplete illegible 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 are expected to provide a clear understanding of the transaction. 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-act](http://www.pcs.gov.sk.ca/arts-professions-act). Information about artists' contracts also is available on the CARFAC Saskatchewan website at [www.carfac.sk.ca](http://www.carfac.sk.ca).

The Arts Board expects that artists and contributors will be fairly compensated in accordance with a negotiated contract.

## Adjudication

An independent panel of jurors assesses applications, and recommends which organizations should be funded by the Arts Board through a competitive process based on criteria for the following groupings:

### **Organizational Groupings**

1. **Arts Development:** groups or organizations primarily focused on artist development and/or the research and creation of new work TO ADVANCE THE PROFESSIONAL ARTS AND ARTISTIC PRACTICE IN SASKATCHEWAN with an emphasis on the criterion of artistic merit.
2. **Arts Presentation:** groups or organizations primarily focused on the presentation of professional art to the public TO CREATE MEANINGFUL OPPORTUNITIES FOR BROAD AND DIVERSE PUBLIC ENGAGEMENT WITH THE PROFESSIONAL ARTS with an emphasis on the criterion of engagement.
3. **Community Catalysts:** groups or organizations primarily focused on engagement with their identified community through professional arts practice (could be seen as cultural hubs) TO STRENGTHEN THE ARTISTIC LIFE OF SASKATCHEWAN COMMUNITIES with an emphasis on the criterion of relevance of the work.

### **Notes on Adjudication:**

- Applicants are to choose one grouping that best describes their purpose and role in the Saskatchewan arts ecosystem (See Appendix on page 13).
- Criteria are weighted differently for each Organizational Grouping.
- Applicants are to consider the Adjudication Criteria for their Organizational Grouping when developing their application.

For information about the Saskatchewan Arts Board's adjudication process, visit our website at [www.saskartsboard.ca/assessment](http://www.saskartsboard.ca/assessment).

## Notification

The Board will review the panel's recommendations after it receives notice of the Saskatchewan Arts Board's allocation from government sources and after it has approved its budget for the year. Applicants will be notified of the Board's decision by letter no later than May 2017.

## Confidentiality of Information

The personal and confidential information that the applicant provides 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 by the applicant will only be shared, as necessary, with employees of the Saskatchewan Arts Board, the jurors, and other public funders. 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 appropriately to any inquiries regarding the privacy policies and procedures, including requests to access the applicant's personal information.

## Release of Funds and Reporting Requirements

The Saskatchewan Arts Board strives to release approved annual funds to a group or organization approximately 30 days before the start of the first year of the grant period subject to:

- approval by the Arts Board's Board of Directors of the grant recommendation,
- the applicant or lead applicant being in good standing at the Arts Board,
- 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*), and
- any organizational and/or funding conditions communicated to the recipient.

In addition to the above-mentioned conditions, release of the funds for the second year of the grant period requires Arts Board receipt and approval of an interim report due no later than the end of the first year. Requirements are outlined on the *Professional Arts Organizations Program Lite Stream Interim Report* form at [www.saskartsboard.ca/paop](http://www.saskartsboard.ca/paop) and include financial actuals to date and a projected budget for the remainder of the grant period.

A final report is due no later than 120 days after the end of the grant period. Requirements are outlined on the *Professional Arts Organizations Program Lite Stream Final Report* form at [www.saskartsboard.ca/paop](http://www.saskartsboard.ca/paop) and include a signed declaration regarding actual revenue and expenditures. *Applicants may be required to submit copies of receipts upon request.*

## Concerned Status

Concerned Status is mechanism to allow Arts Board to monitor organizational effectiveness and ensure that program requirements and obligations are being met by currently funded organizations and groups in all program streams.

Concerned Status may be issued to an organization or group exhibiting one or more of the following conditions:

- not meeting program or stream eligibility requirements
- not meeting the obligations of the grant
- instability in governance and administration/operational management
- marked decline in nature and scope of the work/programming and/or mandate
- marked decline in audience/participation/market numbers
- marked decline in financial viability (including increased deficit, decreased financial support, inability to build capacity)

The Arts Board will inform an organization or group in writing if it has been moved to Concerned Status, explain what conditions applies, how it will be monitored, and the time period provided to satisfy the conditions to remain competitive in its stream and in the program. If the conditions have not been satisfied within the identified time period, the organization may be moved into a different stream or removed from the program. The monitoring process and the identified time periods will be determined on a case-by-case basis.



**PROFESSIONAL ARTS ORGANIZATIONS PROGRAM  
– *Organizational Lite Stream*  
APPLICATION REQUIREMENTS**

*Application Closing Date: January 15, 2017*

- Information requested below can be attached as single documents in narrative or point form
- **DO NOT STAPLE OR CLIP APPLICATION MATERIALS OR PLACE ANY ITEMS IN FOLDERS**

Include the following:	
<input type="checkbox"/>	<b>APPLICATION FORM</b> – (page 8) <i>Complete and sign.</i>
<input type="checkbox"/>	<p><b>GROUP OR ORGANIZATION PROFILE</b></p> <p><u>Enclose:</u></p> <ul style="list-style-type: none"> <li>• Mandate or purpose of the group or organization</li> <li>• Description of the group or organization’s management structure</li> <li>• <i>Brief</i> history of the group or organization including notable accomplishments (if applicable)</li> <li>• Description of your financial management system</li> <li>• Bios including notable accomplishments of the lead applicant and the primary management/artistic members of the group or organization. Please include members’ mailing addresses, phone numbers, and email addresses on pages 8-9.</li> <li>• If appropriate, a curatorial rationale or justification of presentation, publication or exhibition choices</li> <li>• If appropriate, organizations should describe their collection activities; address research on, selection of, and documentation of purchased and donated acquisitions; use of works for the collection in permanent and temporary exhibitions; loans to other institutions; and availability of the collection for research purposes.</li> </ul>
<input type="checkbox"/>	<p><b>APPLICATION NARRATIVE</b></p> <p><u>With a focus on the program criteria of your organizational grouping enclose the following:</u></p> <ul style="list-style-type: none"> <li>• Overview of current work/programming (if applicable)</li> <li>• Description of work/programming proposed for the full grant period (minimum of one to a maximum of two years)</li> <li>• Description of the group or organization’s approach to planning and how this informs work/programming choices</li> <li>• Description of the organization’s existing or future approach to communications</li> </ul>
<input type="checkbox"/>	<p><b>FINANCIAL PROFILE</b></p> <p>Enclose a completed Budget template as per template instructions (See pages 11-12). The budget for the grant period (minimum of one to a maximum of two years) must balance, i.e. total revenue must equal total expense. <i>The required Budget template is also available as an Excel document on the Arts Board’s website.</i></p>
<input type="checkbox"/>	<p><b>SUPPORT MATERIAL</b></p> <p>Applications and support material are scanned and provided to the jury electronically. If support material cannot be scanned (only material on unbound and unstapled 8.5” x 11” paper can be scanned), please note the number of copies of an item that must be submitted with the application.</p> <p align="right"><i>(Support Material continued...)</i></p>

## Support Material (*continued...*)

### All Applicants:

- Description of the payment of artist fees
- Include an index that lists all of the items included as support material. Include:
  - number of copies submitted for each item.
  - running time and information on works performed.
  - list of images submitted with the application including details.
- Include the source and date of publication on any photocopies of published material such as reviews, articles, etc.
- Do not use punctuation, special characters or more than 45 characters in your digital file names.
- Mark the applicant name, program name and application closing date on flash drives, CDs, DVDs and any support material that cannot be scanned.
- Ensure all CDs, DVDs and flash drives are readable.
- Do not submit paper documents that are double-sided (*Only one side of each page will be scanned.*) or original works of art.
- Submit only **one** copy of printed material that can be scanned and of CDs and/or flash drives that contain digital files (PDFs, photos, etc.).
- Submit **seven** 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, *unless otherwise specified in the discipline-specific instructions that follow.*

### Publishers and Literary Groups or Organizations:

- If applicable, a selection of previously published materials to a maximum of **four** items
- If applicable, **seven** copies of previously published catalogues
- Maximum **ten** items or composite pages of reviews, awards listings and other promotional or archival material

### Media, Performing, Multidisciplinary and Visual Arts Organizations:

Support material may include samples of work, links to websites, virtual tours of facilities, promotional materials such as season brochures or trailers, reviews, letters of support, etc. Applicants may submit any or all of the following if applicable:

- Internet Links (maximum **ten**): List hyperlinks in a separate Word document on a USB drive or CD.
- Documents (maximum **ten**). Submit the documents in PDF format on a USB drive or CD, or provide the original documents or photocopies.
- Audio Recordings (maximum **10 minutes**): MP3
- Video and/or playable DVDs (maximum **20 minutes**, **seven** copies of playable DVDs or media with large files over 1 GB): WMV, MPG, MOV, AVI or MP4
- Still images, digital only (maximum **20 images**, maximum **2 MB** each): JPG or PDF

### Additional Requirements for Media and Visual Arts Organizations:

Submit the following, if applicable and as appropriate:

- Digital images (maximum **20**) illustrating past programming/projects on a CD or USB drive
- **One** copy each of publications produced in the past two years
- Press clippings, résumés, promotional materials or reviews

*One copy of publications submitted by applicants as support material and one copy of all other support material submitted by successful applicants will be 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 the extra support material after that date. The Saskatchewan Arts Board makes every effort to handle and return support material safely; however, it is not responsible for the loss of any material.*



**PROFESSIONAL ARTS ORGANIZATIONS PROGRAM**  
**– Organizational Lite Stream**  
**APPLICATION FORM**  
*Application Closing Date: January 15, 2017*

- Complete this form in black ink or type.
- Do not staple application pages or any attachments.

<b>PART 1: APPLICANT INFORMATION</b>	
<b>Group or Organization Name:</b>	
<b>Legal Name (if registered):</b>	
<b>Year of establishment:</b>	
<i>If applying as an unregistered group without a bank account, an eligible Saskatchewan applicant must complete and sign the application as the lead and assume financial responsibility for the grant on behalf of the group. The grant cheque and a T4A will be issued in their name. The lead applicant must be a professional artist or an arts professional.</i>	
<b>Lead Applicant name (if unregistered):</b>	
<b>Contact Person Name (if registered):</b>	
<b>Lead Applicant's or Contact Person's position in the group:</b>	
<b>Applicant Mailing Address:</b>	
<b>Phone:</b>	<b>E-mail:</b>
<b>Website:</b>	
<b>Names, mailing addresses, phone numbers, and email addresses of primary management/artistic members of the group or organization, in addition to the Lead Applicant (Include bios in a separately under <i>Group or Organizational Profile</i>):</b>	
<i>(Applicant Information continued...)</i>	



**Names, mailing addresses, phone numbers, and email addresses of additional primary management/artistic members of the group or organization (continued):**

**PART 2: RELEASE OF INFORMATION**

**A. The Saskatchewan Arts Board is required to report to the public on the funds it disburses through its grants programs. The name of each grant recipient, community, project description and amount of the grant are made known publicly. It is mandatory for the applicant to check beside the statement below in order for the Arts Board to process the application.**

- I authorize the Arts Board to publicly release the grant recipient's name, community, project description and amount of the approved grant.

**B. 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 no options are checked, your contact information will not be provided to members of the media and/or elected officials.**

- I authorize the Arts Board to provide the organization's 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 the organization's 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.

**C. 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 your organization in its communications. If the statement is not checked, your contact information will not be included.**

- I authorize the Arts Board to use my organization's name, email address and mailing address so as to provide it with information distributed by the agency.

**PART 3: DECLARATION**

**I, the undersigned:**

- **Accept the conditions of this program and declare:**
  - I have read and understand the eligibility criteria for this program.
  - The applicant is in compliance with the program’s eligibility requirements.
- **Understand:**
  - **Officials from the Saskatchewan Arts Board:**
    - May request additional information beyond that included in this application.
    - Will, at their discretion, confer with representatives of other public funders that may provide financial support to the applicant on any matter of mutual interest regarding the applicant.
    - Will rely on third-party review and assessment as part of its due diligence.
  - This application may not be funded or may not be funded for the full amount requested.
  - If this application is successful, funds will be released as per the Release of Funds and Reporting Requirements guidelines, and after the Arts Board receives and approves a revised budget (*if required*). By means of this declaration, the organization agrees to:
    - Provide the Saskatchewan Arts Board with a revised budget if the approved grant amount is less than 60% of the requested amount.
    - Spend the funds only for the purposes described and approved.
    - Notify and consult with the Saskatchewan Arts Board about any major changes to the group/organization, its programs, its fiscal year and/or its financial status.
    - Acknowledge the support of the Saskatchewan Arts Board and, where applicable, SaskCulture Inc. and the Saskatchewan Lotteries Trust Fund for Sport, Culture and Recreation.
    - Provide the Saskatchewan Arts Board with all necessary information and reports as required-during the funding cycle.
- **Authorize the Saskatchewan Arts Board to contact the applicant and its designated contact at any time regarding any matter related to this application and/or any conditions affiliated with funding received by the applicant as a result of this application.**
- **Agree to direct all questions or discussions concerning the assessment and/or results of this application to the Saskatchewan Arts Board.**
- **Certify the statements and information contained on this form and in this application are accurate and complete.**

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

\_\_\_\_\_  
**Name of Contact Person (*print clearly*)**

\_\_\_\_\_  
**Position in Organization**

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



**PROFESSIONAL ARTS ORGANIZATIONS PROGRAM**  
**– Organizational Lite Stream**  
**APPLICATION FORM**  
*Application Closing Date: January 15, 2017*

- Complete this form in black ink or type.
- Do not staple application pages or any attachments.

PART 4: APPLICANT INFORMATION <i>(repeated because Parts 1-3 are not provided to jurors)</i>		
Group or Organization Name:		
Legal Name <i>(if registered)</i> :		
PART 5: FUNDING INFORMATION		
Organizational Grouping:		
<input type="checkbox"/> Arts Development	<input type="checkbox"/> Arts Presentation	<input type="checkbox"/> Community Catalyst
Art Form <i>(check one)</i> :		
<input type="checkbox"/> Dance	<input type="checkbox"/> Literary	<input type="checkbox"/> Media <i>(also includes film and/or new media)</i>
<input type="checkbox"/> Music	<input type="checkbox"/> Multidisciplinary	<input type="checkbox"/> Theatre
<input type="checkbox"/> Visual	<input type="checkbox"/> Other <i>(please specify)</i> : _____	
Grant Period, Year 1: <i>(if applicable)</i>	From: _____ <i>(Day/Month/Year)</i>	to: _____ <i>(Day/Month/Year)</i>
Funding Request, Year 1:	\$ _____	
Grant Period, Year 2: <i>(if applicable)</i>	From: _____ <i>(Day/Month/Year)</i>	to: _____ <i>(Day/Month/Year)</i>
Funding Request, Year 2:	\$ _____	
PART 6: BUDGET <i>(Read the budget notes that follow before filling out the template.)</i>		
<ul style="list-style-type: none"> <li>• Applicants will complete and submit only <i>Column 1: Proposed Budget</i> and <i>Column 4: Revenue Notes</i> and <i>Expense Notes</i> with the application.</li> <li>• Grant recipients will complete and submit <i>Column 2: Revised Budget</i> and revised <i>Column 4: Revenue Notes</i> and <i>Expense Notes</i> after the grant is approved by the Saskatchewan Arts Board if the amount of the grant is less than 60% of the requested amount.</li> <li>• Grant recipients will complete and submit <i>Column 3: Final Actuals</i> and revised <i>Column 4: Revenue Notes</i> and <i>Expense Notes</i> at the end of the program period as part of their final report. The <i>Revenue Notes</i> and <i>Expense Notes</i> will include an explanation of variances in final actuals from the proposed or revised budget, as applicable.</li> <li>• List revenue and expenses. Only include items that directly relate to the proposed program period and the program term. Additional items and/or lines may be added to the Budget template as required.</li> <li>• The budget must balance (total revenue must equal total expenses). It is the Arts Board's expectation that you will be operating on a not-for-profit basis.</li> <li>• Revenue: Funding from other sources may not be assigned to the same expenses as those covered by the Arts Board grant. (In <i>Column 4: Revenue Notes</i>, indicate revenue as confirmed or unconfirmed. If confirmed, include documentation.)</li> <li>• Expenses: In <i>Column 4: Expense Notes</i>, indicate which expenses will be offset by the Arts Board contribution.</li> </ul>		

**BUDGET – Professional Arts Organizations Program: Organizational Lite Stream**

*Rows may be added to budget. Use the Excel document if necessary.*

<b>Revenue:</b>	<b>Column 1 Proposed Budget</b>	<b>Column 2 Revised Budget</b>	<b>Column 3 Final Actuals</b>	<b>Column 4 Revenue Notes</b> <ul style="list-style-type: none"> <li>• Indicate revenue as confirmed or unconfirmed.</li> <li>• Include details about other funding sources.</li> </ul>
PAOP grant				
Other grants <i>(List)</i>				
Partnership contributions <i>(List)</i>				
Sponsorships <i>(List)</i>				
Ticket sales, etc.				
In-kind contributions <i>(List)</i>				
Other <i>(List)</i>				
<b>Total Revenue</b>				
<b>Expenses:</b>	<b>Column 1 Proposed Budget</b>	<b>Column 2 Revised Budget</b>	<b>Column 3 Final Actuals</b>	<b>Column 4 Expense Notes</b>
Artistic fees/costs <i>(List)</i>				
Production and presentation <i>(List)</i>				
Administration costs				
Programming costs				
Communications/Promotion <i>(List)</i>				
In-kind expenses <i>(List)</i>				
Other <i>(List)</i>				
<b>Total Expenses</b>				



# PROFESSIONAL ARTS ORGANIZATIONS PROGRAM – *Organizational Lite Stream*

## APPENDIX: Assessment Criteria and Weighting Per Organizational Group

### ARTS DEVELOPMENT – ORGANIZATIONAL LITE STREAM

The work/programming of arts development organizations is primarily focused on artist development and/or the research and creation of new work to advance the professional arts and artistic practices in Saskatchewan, with an emphasis on the criterion of artistic merit.

ARTS DEVELOPMENT CRITERIA	
<b>1. Artistic Merit</b>	
1.1 Quality	/10
1.2 Rationale	/10
1.3 Impact	/10
<b>2. Engagement</b>	
<b>3. Relevance</b>	
<b>4. Organizational Effectiveness</b>	
<b><u>TOTAL</u></b>	<b><u>/60</u></b>

#### 1. ARTISTIC MERIT

**1.1 Quality** – The quality of your organization's work/programming is demonstrated by:

- a high level of artistic merit,
- opportunities created for Saskatchewan artists that contribute to their artistic and/or career development, and
- risks taken to explore innovative new directions appropriate to its mandate and the art form.

**1.2 Rationale** – The rationale for your organization's work/programming choices is:

- guided by its vision, mission and strategic plan,
- informed by trends and changes within its arts discipline and community and/or membership,
- reviewed and adapted in response to changes within its arts discipline and community and/or membership, and
- relevant and appropriate for the organization and its role in the arts ecology.

**1.3 Impact** – The impact of your organization's work/programming is demonstrated by:

- support and satisfaction amongst its community and/or membership,
- meaningful relationships with its community and/or membership through mentorships, collaborations, or partnerships as appropriate,
- contribution to the advancement of the arts discipline, and
- commitment to reflecting the diversity of your organization's community or region with regards to the inclusion and engagement of Indigenous/Métis peoples, culturally diverse groups, and official language minority communities.

**2. ENGAGEMENT** – The quality and impact of the organization's work/programming on the appreciation and understanding of the arts discipline.

**3. RELEVANCE** – The organization demonstrates a high standard of professionalism and strong relationships with artists and arts professionals.

**4. ORGANIZATIONAL EFFECTIVENESS** – The applicant's organizational structures and management facilitate effective and responsible operation and delivery of its work/programs.

## ARTS PRESENTATION – ORGANIZATIONAL LITE STREAM

The work/programming of arts presentation organizations is primarily focused on the presentation of professional arts to the public to create meaningful opportunities for broad and diverse public engagement with the professional arts, with an emphasis on the criterion of engagement.

ARTS PRESENTATION CRITERIA	
<b>1. Artistic Merit</b>	/10
<b>2. Engagement</b>	
2.1 Quality	/10
2.2 Rationale	/10
2.3 Impact	/10
<b>3. Relevance</b>	/10
<b>4. Organizational Effectiveness</b>	/10
<b><u>TOTAL</u></b>	<b>/60</b>

1. **ARTISTIC MERIT** – The organization’s work/programming demonstrates an appropriate level of artistic quality.

### 2. **ENGAGEMENT**

**2.1 Quality** – The quality of your organization's work/programming is demonstrated by:

- risks taken to explore innovative new directions appropriate to its mandate,
- meaningful opportunities for audience or market access to Saskatchewan artists and their work, including Indigenous artists, and
- opportunities created for professional artists that contribute to their artistic and/or career development.

**2.2 Rationale** – The rationale for your organization's work/programming choices is:

- guided by its vision, mission and strategic plan,
- informed by trends and changes within its field of practice,
- reviewed and adapted in response to changes within its field of practice and its community, audience, or market, and
- relevant and appropriate for the organization and its role in the arts ecology.

**2.3 Impact** – The impact of the organization's work/programming is demonstrated by:

- support and satisfaction among its identified community, audience or market,
- increased public appreciation and understanding for the arts discipline,
- expanded audience or market access to the arts discipline, and
- commitment to reflecting the diversity of your organization’s community or region with regards to the inclusion and engagement of Indigenous/Métis peoples, culturally diverse groups, and official language minority communities.

3. **RELEVANCE** – The organization demonstrates a high standard of professionalism and strong relationships with artists and arts professionals.

4. **ORGANIZATIONAL EFFECTIVENESS** – The applicant's organizational structures and management facilitate effective and responsible operation and delivery of its work/programs.

## COMMUNITY CATALYSTS – ORGANIZATIONAL LITE STREAM

The work/programming of community catalyst organizations is primarily focused on engagement with their identified community through professional arts practice (could be seen as cultural hubs) to strengthen the artistic life of Saskatchewan communities with an emphasis on the criterion of relevance of the work.

<b>COMMUNITY CATALYSTS CRITERIA</b>	
<b>1. Artistic Merit</b>	/10
<b>2. Engagement</b>	/10
<b>3. Relevance</b>	
<b>3.1 Quality</b>	/10
<b>3.2 Rationale</b>	/10
<b>3.3 Impact</b>	/10
<b>4. Organizational Effectiveness</b>	/10
<b><u>TOTAL</u></b>	<b>/60</b>

- 1. ARTISTIC MERIT** – The organization's work/programming demonstrates an appropriate level of artistic quality.
- 2. ENGAGEMENT** – The quality and impact of the organization's work/programming on the appreciation and understanding of the professional arts.
- 3. RELEVANCE**
  - 3.1 Quality** – The quality of your organization's work/programming is demonstrated by:
    - a high level of professionalism,
    - an appropriate level of organizational learning and risk taking,
    - opportunities created for professional artists to engage and advance their practices, and
    - access to Saskatchewan artists and their art work.
  - 3.2 Rationale** – The rationale for your organization's work/programming choices is:
    - guided by its vision, mission and strategic plan,
    - informed by trends and changes within your field of practise,
    - appropriate for the organization and its role in the arts ecology, and
    - reviewed and adapted in response to changes within its field of practice and identified community.
  - 3.3 Impact** – The impact of your organization's work/programming is demonstrated by:
    - support and satisfaction amongst its identified community,
    - expanded community experience with and understanding of the professional arts,
    - meaningful relationships with its intended community through mentorship, partnership, or collaboration as appropriate, and
    - commitment to reflecting the diversity of your organization's community or region with regards to the inclusion and engagement of Indigenous/Métis peoples, culturally diverse groups, and official language minority communities.
- 4. ORGANIZATIONAL EFFECTIVENESS** – The applicant's organizational structures and management facilitate effective and responsible operation and delivery of its work/programs.