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**PROFESSIONAL ARTS ORGANIZATIONS PROGRAM**  
– *Organizational Life Stream*

**GUIDELINES**

*Application Closing Date: January 15, 2019*

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

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***Applications and support material must be submitted online on or before the closing date. Hard copies of support material must be postmarked by the closing date.***

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## 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, 2021
- 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 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
- 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 submit 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.
- Applicants funded through the Core Support Stream must maintain a publishing program of at least three literary titles each year, of which no more than 25% are authored by principals or directors of the company.
- 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, mentorships or work experience, 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
- Organizations that receive operational funding from Creative Saskatchewan
- Applicants who are not in good standing at the Arts Board

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. The Arts Board expects that artists and contributors will be fairly compensated in accordance with a negotiated contract as a requirement of this program.

Adjudication  
Overview

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**

<b>Arts Development</b>	<b>Arts Presentation</b>	<b>Community Catalysts</b>
primarily focused on artist development and/or the research and creation of new work to advance the professional arts and artistic practices in Saskatchewan.	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	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
Adjudication emphasis on criterion of artistic merit	Adjudication emphasis on criterion of engagement	Adjudication emphasis on relevance of the work to the identified community

***Notes on Adjudication (See Appendix 1):***

- Applicants are to choose one grouping that best describes their purpose and role in the Saskatchewan arts ecosystem.
- 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/menu/grants/assessment.html](http://www.saskartsboard.ca/menu/grants/assessment.html).

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 on the January 2019 submissions by letter no later than May 2019.

## 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 50% of approved annual funds to a group or organization approximately 30 days before the start date or 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. A final report is due no later than six months after the end of the grant period.

## 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 or operational management
- marked decline in nature and scope of the work, programming and/or mandate
- marked decline in audience, participation or 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 apply, 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.



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# PROFESSIONAL ARTS ORGANIZATIONS PROGRAM – *Organizational Lite Stream*

## APPENDIX 1:

### Assessment Criteria and Weighting per Organizational Group

#### ARTS DEVELOPMENT – ORGANIZATIONAL LITE STREAM

The work or 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>	/10
<b>3. Relevance</b>	/10
<b>4. Organizational Effectiveness</b>	/10
<b>TOTAL</b>	<b>/60</b>

#### 1. ARTISTIC MERIT

**1.1 Quality** – The quality of your organization's work or 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 or 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 or 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 or 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 or programs.

## ARTS PRESENTATION – ORGANIZATIONAL LITE STREAM

The work or 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.

<b>ARTS PRESENTATION CRITERIA</b>	
<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>TOTAL</b>	<b>/60</b>

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

### **2. ENGAGEMENT**

**2.1 Quality** – The quality of your organization's work or 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 or 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 or 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 or programs.

## COMMUNITY CATALYSTS – ORGANIZATIONAL LITE STREAM

The work or 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 to the identified community.

<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>TOTAL</b>	<b>/60</b>

1. **ARTISTIC MERIT** – The organization's work or programming demonstrates an appropriate level of artistic quality.
2. **ENGAGEMENT** – The quality and impact of the organization's work or programming on the appreciation and understanding of the professional arts.
3. **RELEVANCE**
  - 3.1 **Quality** – The quality of your organization's work or 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 or 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 or 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 or programs.





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

### APPENDIX 2: Application Instructions

#### APPLY ONLINE

Applications are only accepted online at <https://saskarts.smartsimple.ca>. The following is provided to help you prepare for your online application.

#### GROUP OR ORGANIZATION PROFILE

Include descriptions of the following in application text fields, or upload a document:

- Mandate or purpose of the group or organization
- Description of the group or organization's management structure
- *Brief* history of the group or organization including notable accomplishments (if applicable)
- Description of your financial management system
- Bios including notable accomplishments of the lead applicant and the primary management/artistic members of the group or organization
- If appropriate, a curatorial rationale or justification of presentation, publication or exhibition choices
- 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.

#### APPLICATION NARRATIVE

With a focus on the program criteria of your organizational grouping, include descriptions of the following in application text fields, or upload a document:

- Overview of current work or programming (if applicable)
- Description of work or programming proposed for the full grant period (minimum of one to a maximum of two years)
- Description of the group or organization's approach to planning and how this informs work or programming choices
- Description of the organization's existing or future approach to communications

#### FINANCIAL PROFILE

- Complete the budget in the online application.
- If your organization has financial statements, you may upload them in addition to completing the online budget.
- 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 as required.
- Revenue: Funding from other sources may not be assigned to the same expenses as those covered by the Arts Board grant. (In *Revenue Notes*, indicate revenue as confirmed or unconfirmed. If confirmed, include documentation.)
- Expenses: In *Expense Notes*, indicate which expenses will be offset by the Arts Board contribution.
- If total revenue is not equal to total expenses, please provide a rationale.



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## PROFESSIONAL ARTS ORGANIZATIONS PROGRAM – *Organizational Lite Stream* APPENDIX 3: Support Material Instructions

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.

Upload an index that lists all the items included as support material:

- running time and information on works performed
- list of images submitted with the application including details
- source and date of publication on any 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 any hard copies of support material such as books, exhibition catalogues, magazines, and periodicals.

Applicants may submit any or all of the following if applicable:

- Schedule of artist fees. Upload PDF or Word document.
- Program brochures, press kits, marketing materials, catalogues, and publications. Upload PDFs, or submit **seven** hard copies.
- Internet Links (maximum ten)
- Documents (maximum ten). Submit the documents in PDF or Word format.
- Audio Recordings (maximum 10 minutes): MP3
- Video (maximum 10 minutes, no larger than 2 GB): WMV, MPG, MOV, AVI or MP4. *Links to streaming video are preferred to electronic files.*
- Still images, digital only (maximum 20 images, maximum 2 MB each): JPG or PDF

Publishers and Literary Groups or Organizations:

- If applicable, a selection of previously published materials to a **maximum four** items
- If applicable, **maximum two** previously published catalogues. Upload PDFs, or send **seven** hard copies.
- Maximum ten items or composite pages of reviews, awards listings and other promotional or archival material. Upload PDFs, or send **seven** hard copies of original or reproduction.

*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.*