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**PROFESSIONAL ARTS ORGANIZATIONS PROGRAM
– Sector Development Stream**

GUIDELINES

Application Closing Date: January 15, 2019

THE ARTS BOARD'S PROGRAM CONSULTANTS MAY BE CONTACTED PRIOR TO THE CLOSING DATE TO DISCUSS APPLICATION AND PROGRAM REQUIREMENTS:

THEATRE

Philip Adams

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

MULTIDISCIPLINARY AND VISUAL ARTS

Noreen Neu

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

MEDIA ARTS, DANCE, MUSIC

Alex Rogalski

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

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 is directed through the *Professional Arts Organizations Program (PAOP)*. This program contributes to an eligible organization's arts programs and services, governance, management administration and operational function and provides multi-year support. 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 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 Sector Development Stream recipients:

- have a two-year grant cycle,
- receive a minimum grant of \$150,000 per year*, and
- are subject to Fair Notice Policy.

***Note:** It may take more than one adjudication closing date to bring recommended Sector Development organizations up to this minimum amount.

PAOP Sector Development Stream may support eligible arts organizations that:

- are designated by the Arts Board as being eligible for this stream and
- are in good standing at the Arts Board, i.e. in compliance with any Arts Board reporting, grant conditions and Concerned Status requirements.

Eligibility

Eligible Arts Organizations

- Have a professional arts mandate in the areas of research, creation, production, presentation, exhibition and publishing, the development of professional artists¹ or community engagement with an emphasis on advancing the well-being of the wider ecology.
- Work and mandate of the organization align with the *PAOP* purpose
- Have annual revenues of more than \$1 million
- If Arts Board funding request exceeds 10% of overall revenues, the organization must contact their program consultant prior to making application.
- Have professional, paid positions in the areas of artistic and educational programming, outreach, marketing, development and administration
- Center of operations resides within Saskatchewan
- Work and mandate supported by strategic and operational planning and evaluation processes
- Conduct an annual financial audit
- Have been designated by the Arts Board as being eligible for this stream
- Are registered and up to date with the Canadian Arts Database / Données sur les arts au Canada (CADAC) at www.thecadac.ca.

Ineligible Organizations

- Organizations that are legally registered in Saskatchewan under *The Business Corporations Act* or that function under a for-profit model
- Organizations that receive funding from the *SaskFestivals Program* for the same program period
- Organizations that receive operational funding through Creative Saskatchewan
- Applicants who are not in good standing with 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.

1. Professional artists have completed training in their discipline through formal studies, mentorships, or work experience maintain a professional practice, and display or present their work in a manner recognized by peers in their art form.

Adjudication
and Criteria

An independent panel of jurors assesses applications, and makes recommendations regarding funding to the Arts Board through a competitive process based on the following:

The work or programming of sector development organizations has significant outcomes in the areas of arts development, arts presentation, and community relevance, and advances, strengthens, and sustains the arts ecology in Saskatchewan, with an emphasis on the criterion of advancing the well-being of the wider ecology.

SECTOR DEVELOPMENT CRITERIA	
1. Artistic Merit	/10
2. Engagement	/10
3. Relevance	/10
4. Wider Arts Ecology	
4.1 Quality	/10
4.2 Rationale	/10
4.3 Impact	/10
5. Organizational Effectiveness	/10
TOTAL	/70

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** – The organization demonstrates a high standard of professionalism and strong relationships with artists and arts professionals.
4. **WIDER ARTS ECOLOGY**
 - 4.1 **Quality** – The quality of your strategies and approaches is demonstrated by:
 - development of local and/or regional professional artists and their work,
 - engagement with the arts discipline, including education and outreach,
 - expansion of the understanding and appreciation of the arts discipline provincially, nationally, and/or internationally, and
 - exploration of innovative new directions.
 - 4.2 **Rationale** – The rationale for your strategies and approaches is:
 - informed by the trends and changes within the wider arts ecology provincially, nationally, and/or internationally,
 - informed by stakeholder feedback,
 - reviewed and adjusted in response to changes within the wider ecology, and
 - relevant to and appropriate for your organization.
 - 4.3 **Impact** – The impact of your strategies and approaches is demonstrated by:
 - benefit to local and/or regional professional artists and their work,
 - contribution to the appreciation and understanding of the art discipline provincially, nationally, and/or internationally,
 - building of future audiences for the art discipline,
 - meaningful relationships built through mentorship, partnership, or collaboration, and
 - commitment to reflecting the diversity of your organization's community or region with regards to the inclusion and engagement of Indigenous Peoples, culturally diverse groups, and official language minority communities.
5. **ORGANIZATIONAL EFFECTIVENESS** – The applicant's governance and organizational structures, policies and procedures facilitate effective and responsible operation of the organization and its programs, with clearly defined roles and responsibilities for board and staff, and financial reports and plans that are accurate, feasible and sustainable.

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 adjudication 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 <i>Freedom of Information and Protection of Privacy Act</i> and the <i>Personal Information Protection and Electronic Documents Act</i> . 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	<p>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:</p> <ul style="list-style-type: none"> • 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 (<i>if applicable</i>), and • any organizational and/or funding conditions communicated to the recipient. <p>In addition to the above-mentioned conditions, release of the remaining 50% of annual funding requires a year-end report due no later than six months after the end of the organization's past fiscal year.</p>
Concerned Status	<p>Concerned Status is a mechanism to allow the 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.</p> <p>Concerned Status may be issued to an organization or group exhibiting one or more of the following conditions:</p> <ul style="list-style-type: none"> • 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 as demonstrated by CADAC and other reporting • marked decline in financial viability (including increased deficit, decreased financial support, inability to build capacity) <p>The Arts Board will inform an organization 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.</p>

Fair Notice

The Arts Board is committed to fair and transparent processes and to not destabilizing currently funded organizations while holding organizations and groups accountable to the competitive nature of the program, the program requirements and the obligations of the grant.

For the Core Support and Sector Development streams, at adjudication, any grant reduction in excess of 10% requires advance notice. Fair Notice is issued to an organization that is assessed as underperforming against the *PAOP* program purpose and assessment criteria, and/or its work or programming has changed to the extent that it is no longer consistent with the program purpose.

The Arts Board will inform an organization in writing of its Fair Notice status, explain what deficiencies were identified during the assessment process, how it will be monitored, and the time period provided to address the deficiencies. If the deficiencies are not addressed within the identified time period, the additional reduction will be implemented. The reduction to the grant amount in excess of 10% will be held for an identified time period for potential restoration at a future adjudication closing date. If the grant reduction puts the organization below the stream minimum, then it will automatically move to Concerned Status.

At the January 15, 2019 closing date, the jury may determine that an organization is not meeting the requirements of the Core Support or Sector Development streams. In the case of an organization that applied to the Core Support stream, it will be moved into "Lite" for assessment purposes. In the case of a designated Sector Development organization, it will be moved into the Core Support stream for assessment purposes.

For both Fair Notice and Concerned Status, 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 – *Sector Development Stream*

APPENDIX 1: 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.

ORGANIZATION PROFILE

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

- Mandate or purpose of the organization
- Vision statement or description of the organization's visions and values
- *Brief* history of the organization including notable accomplishments
- *Brief* description of the structure of the organization. Include an organization chart.
- Description of the governing body's role in identifying and responding to governance issues such as policy development, succession planning, accountability and monitoring of the organization's financial position
- Overview of the organization's human resources policies and procedures
- Details of the organization's revenue diversification plans (e.g., grants, sponsorships, fundraising, endowments, etc.)
- If appropriate, include 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.
- Most recent annual report *or* program report
- Most recent annual return to Information Services Corporation (ISC)

APPLICATION NARRATIVE

With a focus on the program criteria of the Sector Development Stream, describe the following (fill in application text fields, or upload a document):

- Overview of current work or programming
- Description of work or programming proposed for the first funding request year
- Description of how the organization's strategic plan informs work/programming choices
- Description of the organization's approach to communications (including audience development and marketing strategies, if appropriate)

Application Instructions continued...

FINANCIAL PROFILE

Upload:

- most recent audited financial statements
- CADAC Financial Form that includes four years of financial data:
 - previous two fiscal years (actuals)
 - current year to date (approved budget)
 - projected budget for the first funding request year
- CADAC Statistical Form (Include the most recent completed fiscal year. Do not include projections.)

Applicants with an accumulated deficit that represents more than 10% of revenues for the most recently completed year must include a board-approved deficit reduction plan.

Applicants with an unrestricted accumulated surplus that represents more than 10% of revenues for the most recently completed year must include a board-approved plan for the use of unrestricted funds.

Not speaking to deficit or surplus may negatively impact assessment.



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PROFESSIONAL ARTS ORGANIZATIONS PROGRAM – *Sector Development Stream*

APPENDIX 2: 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 of 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

Additional Requirements for Media and Visual Arts Organizations:

Submit the following, as appropriate:

- **One** example of critical writing that the organization recently published. Upload in PDF or Word.
- **One** catalogue (optional). Upload PDF, or send **seven** hard copies.
Galleries that program emerging Saskatchewan artists may wish to include images of work by the artists that will participate in a proposed exhibition, as not all jurors will be familiar with their work. Video documentation is permitted.
- **One** copy of each of the catalogues or other substantive material published by the institution in the past two years. Items such as newsletters, bulletins and periodicals may be included. Upload PDFs.

Do not include:

- Invitations, announcements, advertisements, press clippings, résumés, inventory cards or education hand-outs.

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.