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**SASKFESTIVALS PROGRAM**  
**Development Stream**  
**GUIDELINES**  
*Application closing date: April 15, 2019*

CONTACT

Contact the arts board’s program consultant before submitting an application to discuss program application and reporting requirements.

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***Applications and support material must be submitted online on or before the closing date.***

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Purpose	<p>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 and professional development or community engagement.</p>
Outcomes	<p>The SaskFestivals program provides support to professional festivals, series and community groups to achieve outcomes that:</p> <ul style="list-style-type: none"> <li>• encourage community engagement, tourism and economic activity;</li> <li>• enhance the positive impact of festivals in the community and province;</li> <li>• contribute to the professional practice and heighten the awareness and appreciation of Saskatchewan arts and artists;</li> <li>• build strong, flexible leadership organizations within the festival community;</li> <li>• reflect the diversity of the local community and the arts sector through inclusion of Indigenous/Métis peoples and culturally diverse groups; and</li> <li>• align with the mandate and strategic priorities of the Saskatchewan Arts Board and SaskCulture.</li> </ul>
Funding	<p>Development Stream recipients:</p> <ul style="list-style-type: none"> <li>• have a 2-year funding cycle,</li> <li>• have a minimum grant request of \$10,000 per year,</li> <li>• receive funding that contributes to an organization’s artistic programs and services; and governance, management, administrative and operational functions, and</li> <li>• are subject to <u>Concerned Status Policy</u>.</li> </ul> <p>The demand for <i>SaskFestivals Program – Development Stream</i> funding generally exceeds available resources. The Saskatchewan Arts Board may not be able to provide grants to all the recommended applicants or provide grants in the amounts requested.</p>
Eligibility	<p><b>Eligible Applicants</b></p> <ul style="list-style-type: none"> <li>• work and mandate align with SaskFestivals program purpose</li> <li>• core mandate of the organization is to present an arts festival or series</li> <li>• minimum of <b>three years</b> of operation (with appropriate history of public presentation) prior to first application</li> <li>• engages the advice and expertise of professionals in its programming and administration</li> <li>• financial and decision-making processes controlled by Saskatchewan residents</li> <li>• centre of operation and primary programming in Saskatchewan</li> <li>• management structure is articulated</li> <li>• financial accounting systems are in place</li> <li>• bank account in the name of organization or group</li> <li>• require annual financial statements that are reviewed and signed by independent third party</li> </ul>

*Eligibility continued...*

Eligibility  
(continued)

- must be in good standing with the Arts Board with no overdue reports on prior grants

**Ineligible Applicants**

- Organizations that receive operational funding from SaskCulture, Saskatchewan Lotteries, or Creative Saskatchewan
- Organizations that receive operational funding from a Provincial Cultural Organization
- Organizations that receive funding from the Saskatchewan Arts Board's Professional Arts Organizations Program.
- Organizations that do not compensate artists for their work
- Applicants who have outstanding reports for any previous grant received from the Saskatchewan Arts Board

**Ineligible Activities**

- Festivals and events that are competitive in nature and that charge participants a fee in order to compete
- Festivals and events with programs that support definable political, religious or spiritual viewpoints and/or seek to attract only a special-interest audience or to recruit new members
- Festivals and events that are primarily fundraisers or charity events
- Activities that use or present Indigenous cultural material, traditional knowledge or stories without permission from the community

**Ineligible Applications**

- Lacking all the required information and support material
- Submitted after the specified deadline

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 help solidify the relationship between the artist and those who contract their services by providing a clear understanding of the transaction. This provides an extra measure of protection to both parties and assists projects to move forward in a straightforward manner. 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.publications.gov.sk.ca/details.cfm?p=30198](http://www.publications.gov.sk.ca/details.cfm?p=30198).

*Adjudication and Criteria...*

**Applicants are to consider the Adjudication Criteria when developing their applications.** For information about the Saskatchewan Arts Board’s adjudication process and how funds are allocated, visit our website at [www.saskartsboard.ca/assessment](http://www.saskartsboard.ca/assessment).

An independent panel of jurors with appropriate knowledge and experience assesses applications through a competitive process based on the following:

DEVELOPMENT STREAM CRITERIA	
<b>1. Program Impact and Engagement</b>	
1.1 Programming	/10
1.2 Development of the Arts in Saskatchewan	/10
1.3 Community Engagement	/10
<b>2. Organizational Effectiveness</b>	<b>/10</b>
<b>TOTAL</b>	<b>/40</b>

**1. Program Impact and Engagement**

1.1 Programming

- The artistic vision is clearly explained as well as the process by which program decisions are made
- Program choices reflect a high level of artistic merit and of professionalism, and embrace freedom of artistic expression
- Demonstrates a willingness to innovate and take risks in programming
- Demonstrates satisfaction amongst stakeholders and the public
- Engages in effective program planning, monitoring and evaluation processes, and constructs or revises programs as required
- Programs are cost-effective and within the organization’s ability to deliver

1.2 Development of the Arts in Saskatchewan

- Programs aim to develop an appreciation and understanding of the arts and artists in Saskatchewan, including a commitment through best practices to support, encourage and respect Saskatchewan artists and arts professionals of diverse backgrounds
- Provides opportunities that engage professional Saskatchewan artists in ways that contribute to their artistic and/or career development
- Reflects an awareness of, and responsiveness to current practices, emerging trends and changes within its arts discipline(s) and the festivals communities
- Works to initiate partnerships with other organizations, sectors and/or individuals as applicable.
- Actively pursues opportunities through its programs, partnerships and relationships that assist in overcoming barriers to participation and attendance
- Follows a communications plan that effectively connects with stakeholders and the public, and promotes the organization, its programs, and Saskatchewan artists and their work.

*Adjudication and Criteria continued...*

### 1.3 Community Engagement

- Considers and maximizes organization’s potential for economic activity and/or tourism in the community
- Actively encourages community engagement through volunteerism, partnerships, sponsorships, etc.
- Provide meaningful opportunities for the public to engage and interact with professional artists and their work
- Demonstrate a commitment to reflecting the diversity of their community or region with regards to the inclusion and engagement of Indigenous/Métis peoples, culturally diverse groups, and official language minority communities.

## 2. **Organizational Effectiveness**

- The applicant is developing or can demonstrate governance and organizational structures, policies and procedures facilitate effective and responsible operation of the organization and its programs.
- The applicant has clearly defined roles within the group or organization and provides financial information and plans that are clear, feasible and accurate.
- The organization has a plan for communicating with its stakeholders in the event of a crisis (including the media, if appropriate and required).

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 April 2019 adjudication no later than July 15, 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 70% of approved annual funds to an organization approximately 30 days before the beginning of the organization’s fiscal year and no sooner than April 1<sup>st</sup> during the Arts Board’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, and
- any organizational and/or funding conditions communicated to the recipient.

*Release of Funds and Reporting Requirements continued...*

Release of  
Funds and  
Reporting  
Requirements  
(continued)

In addition to the above-mentioned conditions, release of the remaining 30% of annual funding requires a year-end report due no later than **six months** after the end of the organization's past fiscal year.

**Organizations in the Development funding stream are required to:**

- **Provide the Saskatchewan Arts Board with a revised budget if the approved grant amount is less than 60% of the requested amount.**
- **Meet all conditions for the release of the funds, claim their funds and begin their operations and programs, as approved, 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.
- **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.

Concerned  
Status

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.

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 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. For Concerned Status, the monitoring process and the identified time periods will be determined on a case-by-case basis.

Recognition of  
Fundors

Recipients of *SaskFestivals Program – Development Stream* funding are required to acknowledge the support of the Saskatchewan Arts Board, SaskCulture Inc. and the Saskatchewan Lotteries Trust Fund for Sport, Culture and Recreation wherever possible and appropriate. The Saskatchewan Arts Board will provide grant recipients with an acknowledgement statement and access to the funding partners' logos through the Arts Board's website. The Saskatchewan Arts Board can also provide banners by request to acknowledge the support of the Arts Board, SaskCulture and Saskatchewan Lotteries Trust Fund at funded events.



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# SASKFESTIVALS PROGRAM

## 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 (Maximum 1,000 words)

Include descriptions of the following in application text field. Do not attach documents instead of filling in the text field; however, you may upload documents with supplementary information pertaining to this section.

- Mandate or purpose of the organization
- Brief history of the organization
- Brief overview of past festival/series programming highlights
- Brief description of the structure of the organization.
- Brief description of the main facilities and physical space used by the organization or upload a site plan, digital images or video,
- Overview of the organization's human resources include individuals' roles and responsibilities
- Description of the organization's plans for communicating with its stakeholders in the event of a crisis

## APPLICATION NARRATIVE (maximum 3,000 words)

With a focus on the program criteria, include descriptions of the following in application text field. Do not attach documents instead of filling in the text field; however, you may upload documents with supplementary information pertaining to this section.

- Overview of current work or programming
- Work or programming proposed for the first funding request year (your upcoming fiscal year, *not current* fiscal year)
- Artistic direction or rationale that guides programming choices.
- The organization's audience development, communications and marketing strategies
- The organization's plans for encouraging community engagement
- The organization's efforts to address diversity, access and inclusion

*Application Instructions continued...*

## BUDGET

- If you would like to have your budget reviewed before the deadline or need advice on preparing it, the Program Consultants who oversee the SaskFestivals Program will be happy to assist you.
- Complete the budget in the online application.
- The budget for your group's programming must not have a deficit, meaning your Total Revenue must equal or be greater than your Total Expenses. A balanced budget shows the need for the grant but also indicates that you can complete the project with the grant and your other available financial resources. If there is a projected surplus in excess of 10%, please provide a justification for it.
- If your organization has financial statements, you may upload them in addition to completing the online budget.

### Notes on the Budget Sections

#### Revenues

- Earned Revenue: Revenue generated through activities such as ticket sales, workshop fees, facility rental, etc., as well as your percentage of revenue generated through co-productions.
- Investment Income: Interest from savings or investments
- Private Sector Revenue: Any revenue generated through donations, sponsorships, grants from foundations, or fundraising events. Also, include private sector in-kind contributions.
- Public Sector Revenue: All of your organization's government grants such as the Saskatchewan Arts Board, your local municipal grant or in-kind support.
- Other Revenue: Contributions from your parent organization, if applicable, or other sources not represented in the above sections

#### Expenses

- **In-kind support listed in Revenue must be accounted for in expenses.**
- Artistic Salaries and Fees: Includes fees your organization pays related to (1) artists fees to artists that are part of your programming, (2) salaries or contract fees to personnel responsible for the artistic program, such as a contract artistic director, and (3) copyright or royalties.
- Production / technical salaries and fees: Salaries or fees related to the production of your event, for example contracted lighting, staging, etc., from a company. If a sound tech is hired but they use your organization's equipment, include their fees here.
- Programming: Includes costs related to touring, production, documentation and any professional memberships.
- Facility Operating: Includes costs related to facilities rented or maintained for the presentation of your festival or event. This does not include office rent, if that is separate from your presentation facility; office rent is included in the Administration Expenses section.
- Marketing and Communications: Advertising and printing costs, and salaries or fees related to Marketing and Communications.
- Fundraising: Any costs related to fundraising, including contracting fees to fundraisers.
- Administration: Accounting fees, office rent, and any costs related to running of the administrative side of the group's activities.

**Provide detailed notes on entries that are made up of multiple items such as artists fees (e.g. five artists @ \$400 = \$2,000) and production costs (e.g.: lighting \$2,000, staging \$1,500, sound \$3,000).**





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## SASKFESTIVALS PROGRAM Development Stream APPENDIX 2: Support Material Instructions

**Please provide only material for the jury that directly relates to information provided in your Organization Profile and Application Narrative.**

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.

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.
- Internet links (maximum ten)
- Audio and/or Video recordings (maximum 10 minutes total, no larger than 2 GB): MP3, MPG, MOV, AVI or MP4. *Links to streaming audio or video are preferred to electronic files.*
- Still images, digital only (maximum 10 images, maximum 2 MB each): JPG