



cultivating  
the arts

## SaskFestivals Program – Project Grants GUIDELINES

### 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 and professional development or community engagement.

### OUTCOMES

The SaskFestivals program provides support to professional festivals, series and community groups to achieve outcomes that:

- encourage community engagement, tourism and economic activity;
- enhance the positive impact of festivals in the community and province;
- contribute to the professional practise and heighten the awareness and appreciation of Saskatchewan arts and artists;
- build strong, flexible leadership organizations within the festival community;
- reflect the diversity of the local community and the arts sector through inclusion of Indigenous/Métis peoples and culturally diverse groups; and
- align with the mandate and strategic priorities of the Saskatchewan Arts Board and SaskCulture.

### CONTACT

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

**Alex Rogalski, Program Consultant**  
**(306) 964-1166 (Saskatoon) or 1-800-667-7526**  
**[arogalski@saskartsboard.ca](mailto:arogalski@saskartsboard.ca)**

### GRANT AMOUNT

Maximum funding available is **\$8,000** to support eligible expenses.

The demand for *SaskFestivals Program – Project Grants* 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.

### ELIGIBILITY

#### Eligible Applicants

- Are legally registered in Saskatchewan as non-profit organizations or are ad hoc groups, collectives or unincorporated organizations operating on a not-for-profit basis
- Engage the services of professional artists during the presentation of proposed programs
- Provide public access to the arts through a festival setting

## Ineligible Applicants

- Provincial cultural organizations and/or organizations that receive operational member funding from a provincial cultural organization
- Organizations that receive funding from the Saskatchewan Arts Board's Professional Arts Organizations Program or the Development or Established streams of the SaskFestivals program.
- 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
- Applicants who have outstanding reports for any previous grant received from the Saskatchewan Arts Board
- Applicants who have received *SaskFestivals – Project* grants for the most recent four consecutive years

## Ineligible Activities

- Projects that do not compensate artists for their work
- Non-arts program components of festivals or events
- Festivals, events, programs, series or activities that take place before the application closing date
- 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, including balanced budgets
- Submitted after the specified deadline

## ASSESSMENT

***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:

### **Adjudication Criteria**

#### **1. Artistic Impact**

- The proposed program demonstrates a high-quality level of artistic merit, a high standard of professionalism, and involves professional artists with experience and expertise appropriate for the project and the art form.
- The proposed program aims to contribute to the development, understanding and appreciation of art and artists in Saskatchewan, and demonstrates a commitment to support, encourage and respect Saskatchewan artists of diverse backgrounds.

#### **2. Community Impact**

- The proposed program is relevant and appropriate for the applicant, and satisfactory to stakeholders and the public.
- The applicant and its program engage the community through audience participation, volunteerism, partnerships, sponsorships, etc.

### 3. Planning

- The applicant demonstrates the ability to carry out the proposed project, and its plans for the development and implementation of the project are sound and sufficient.
- The proposed project is realistic and achievable given the time and budget plans, and it can be administered and delivered in a cost-effective manner.

## 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.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).*

## BUDGETS

- List revenue and expenses – only include items that are directly related to the proposed arts program and the project term
- **The budget must balance** (*total revenue must equal total expenses*)

- **Revenue:**

Revenue may include, but is not limited to:

- Amount requested from the Saskatchewan Arts Board
- Any amounts requested or received from all sources such as other government agencies, community organizations and groups, foundations, private donors, sponsors, etc.
  - Indicate whether the funding is confirmed or unconfirmed
- Sales – ticket sales, merchandise sales, etc.
- In-kind contributions.
  - Identify In-kind Contributions and corresponding In-kind Expenses with an asterisk (\*).

*Include in-kind contributions in both revenue and expenses. For example, if an advertisement is placed in the local newspaper and the cost of \$50 is waived, this is an in-kind contribution. In this example, include the \$50 in revenue as an in-kind contribution and in expenses as a \$50 advertising cost.*

- **Expenses:**

- Indicate which expenses will be covered by the Arts Board grant. Funding from other sources may not be assigned to the same expenses as those covered by the Arts Board Grant.
- It is expected the organization will pay artists' fees and other expenses in accordance with negotiated performance agreements.
- Expenses that are part of the organization's ongoing program and/or operations will not be included in the budget and/or grant request.
- **Eligible expenses** may include, but are not limited to costs directly related to the festival's arts activities (e.g. music, dance, theatre, crafts, literary arts, media and visual arts) in the following areas:
  - Payments to Artists (i.e., professional fees, royalties, travel, etc.)
  - Production
  - Materials

- Equipment rental
- Promotion, advertising or marketing
- Personnel
- Administration
- **Ineligible expenses:** prizes, gifts and awards (except ceremonial gifts or tobacco directly related to the project artists)

## SUPPORT MATERIAL

Upload information/material that will support the application. Examples are:

- Articles
- Audio recordings
- Digital photographs
- Marketing and promotion materials
- Newsletters
- Posters
- Press kits
- Programs
- Publications
- Reviews
- Website URLs

### Technical Requirements

- Audio (*maximum 5-7 minutes*) – mp3
- Moving images (*maximum 5 minutes running time*) – Please included weblink to a streaming video.
- Images (*maximum 20*) – jpeg files, maximum 1 MB per image
- Print – Word or PDF format
- Weblinks – *Ensure links are active.*
- Include source and date of publication of published material such as reviews, articles, etc.
- Do not use punctuation, special characters or more than 45 characters in your digital file names.

If your project involves the use of Indigenous material or traditional knowledge, you must include a support letter from an Elder or member of that Indigenous community indicating that protocols have been observed and permissions granted.

***Material submitted in excess of the maximums indicated will be ignored by the jurors.***

## REPORTS

Recipients of *SaskFestivals Program – Project Grants* are required to submit a final report, including a financial report, upon completion of their project. Final reports are due 30 days after the project end date. ***Please note that receipts for major expenses, totaling the amount of the grant awarded, will be required for the final report.***

## RECOGNITION OF FUNDERS

Recipients of *SaskFestivals Program – Project Grants* 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.