SASKFESTIVALS PROGRAM
YEAR-END REPORT
for Organizations receiving Multi-year and Annual Funding

- YEAR-END REPORTS ARE DUE NO LATER THAN 120 DAYS AFTER THE END OF THE ORGANIZATION'S FISCAL YEAR.
- DO NOT STAPLE OR CLIP ANY YEAR-END REPORT MATERIALS OR PLACE ANY ITEMS IN FOLDERS.
- DO NOT EMAIL REPORTS.
- SUBMIT THE FINAL REPORT TO:

Saskatchewan Arts Board

1355 Broad Street *or* **201 Avenue B South**
Regina, SK S4R 7V1 **Saskatoon, SK S7M 1M3**

For information or assistance in completing this report, contact:
Noreen Neu, Program Consultant, at (306) 787-3093 (Regina) or 1-800-667-7526 or nneu@saskartsboard.ca.

PART 1: ORGANIZATION INFORMATION

Organization Name:

Mailing Address: ❑ ***Changed since last correspondence***

Contact Name:

Contact Phone:	**Contact E-mail:**

PART 2: FUNDING INFORMATION

Grant ID No.:

Funding Received: **$**	**For Fiscal Year *(Day/Month/Year)*** **From:** **To:**

PART 3: YEAR-END REPORT REQUIREMENTS

1. Provide the following information for the completed year electronically through CADAC:
- ❑ **Actual financial information entered in the Financial Form**
- ❑ **Statistical information entered in the Statistical Report**
- ❑ **Financial statements/review scanned and uploaded as required**

2. Submit the following to the Saskatchewan Arts Board:
- ❑ **Completed and signed Year-end Report form**
- ❑ **Copy of the annual or program report**
- ❑ **List of current board members *(if applicable)***
- ❑ **Explanation of how the financial support of the Saskatchewan Arts Board, SaskCulture Inc. and the Saskatchewan Lotteries Trust Fund for Sport, Culture and Recreation was acknowledged**
- ❑ **Printed copies of:**
  - ❑ **CADAC Financial Form** ❑ **CADAC Statistical Report** ❑ **Financial statements/review**

PART 4: DECLARATION

I certify that the information contained in this report is accurate and complete, and that the grant has been fully spent for the purposes outlined in the Saskatchewan Arts Board's grant notification letter.

Signature **Date**

For Saskatchewan Arts Board Use Only: ❑ **YEAR-END REPORT APPROVED**

Program Consultant **Date**