

# Micro-Grant Program: Organizational Development

Application Guidelines



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Illustrations by Dakota McFadzean

## PURPOSE

This program provides support to professional arts organizations to increase their organizational and artistic capacity by:

- Undertaking specialised artistic or administrative training and education
- Strategic planning
- Undertaking operational transitions
- Creating access for underserved applicants

## GENERAL INFORMATION

This program has one deadline per year on June 1st.

Organizations may request a maximum of \$5,000.

Applications must be submitted through SK Arts' online grant portal.

Projects must take place after the application submission.

Organizations may make one application per deadline and must complete and report on their Organizational Development Micro-Grant project before applying for another.



## ELIGIBILITY



### *Eligible Activities*

This program supports activities with clear learning goals, strategic planning outcomes, or significant transitions related to operational capacity such as:

- In-person or online courses, workshops, or conferences for personnel
- Cultural training
- Mentorships
- Governance-related training for board members
- Strategic planning
- Training and costs associated with moving to a new platform or system (such as accounting software or ticket system)
- Consulting fees related to changes in organizational structure

### *Eligible Applicants*

This program supports professional arts organizations with a centre of operations in Saskatchewan and a primary mandate in the arts, working in areas of research, creation, production, presentation, professional development, exhibition, publishing or community engagement. These organizations:

- are in good standing at SK Arts and have no overdue grant reports,
- have a demonstrated history of public programs and operations, and
- produce, present or contribute to the creation and development of professional artists' work. For the purposes of SK Arts' programs and funding, a professional artist typically meets a number of the following criteria, in a manner appropriate to their art tradition, to demonstrate this type of significant and ongoing commitment. The individual has:
  - created work, over a period of time, that has been recognized by their community.
  - presented their work (or had it presented) to or before an audience in a manner that is typical for their art tradition.
  - developed skills in a manner acceptable for their art tradition.
  - been recognized as a peer by other professionals working in the same art tradition.
  - received compensation for their artistic work at a level consistent with those of other professionals working in the same art tradition.

# ELIGIBILITY

## ASK FOR HELP

Call your Program Consultant to ask questions, to discuss your ideas, or to review certain sections of your application. That's what we're here for.

### ***Ineligible Applicants***

If you or your project fail to meet SK Arts' eligibility requirements for any of the reasons detailed above, your application will be deemed ineligible or incomplete and will not be sent to the peer reviewers for assessment. In most cases, ineligibility is a temporary situation that can be resolved by either providing required documentation or meeting the funding conditions of the program prior to the application deadline. If you have a question about your project's eligibility, contact the appropriate Program Consultant well ahead of the deadline for advice and assistance.

Furthermore, the following applicants are ineligible for this program:

- 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.
- Training programs and organizations that primarily present and train nonprofessional artists.
- Organizations receiving operational funding from Creative Saskatchewan, SaskCulture or Member Organizations receiving operational level funding from an Eligible Cultural Organization.

### ***Ineligible Activities***

- Projects that take place prior to the application submission date
- Studies or courses that provide academic credit
- In-house training, apprenticeship or skills exchange conducted by fellow employees
- Activities that do not comply with or respect cultural protocols
- Activities that use or present cultural material, traditional knowledge or stories without permission from the community
- Projects that promote hatred or intolerance
- Activities that contravene provincial or federal law

### ***Ineligible Expenses***

- Ongoing or operating expenses such as office rental and utilities, and employee remuneration including time dedicated to the project

## ASSESSMENT OVERVIEW

This program is reviewed by a panel of SK Arts staff focused on how your activity aligns with the following criteria:

### **Assessment Criteria**

- Quality of program, course, consultant, mentor or activity
- Relevance of the proposed activity to the organization's goals and needs
- Impact on the development of the organization
- Capacity to undertake the activity
- Support of underserved organizations

## SUPPORT MATERIAL

Applicants are encouraged to provide support material that pertains to the proposed project. You may submit a link to your website as well as up to three other items. These may include a course description or brochure, consultation proposal, resume, CV or bio for consultant, teacher etc., quotes, letters of support, and/or a budget pdf.

Please follow the technical requirements for submitting material:

- text: PDF files
- still images: JPEG files
- video: AVI, MOV, MPG, MP4 files (maximum file size 2 GB)
- audio: MP3 files
- weblinks: enter these by clicking on the Internet Links button.

Before uploading materials, change your file names to something that will help the review panel know what they are looking at.

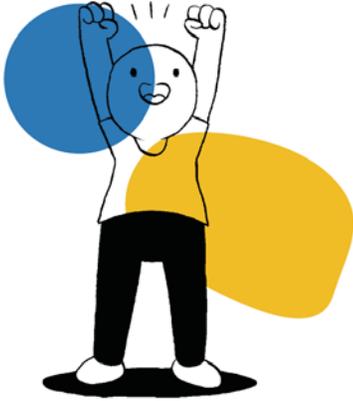
## SUCCESSFUL APPLICATIONS

### **Notification**

If your application is successful, you will receive notification that includes the terms and conditions of funding and the form required to claim your grant. You must complete, sign and submit the Request for Grant Payment Form to receive your funding. Your grant cheque will be released no sooner than 30 days before the start of your project dates, after approval of your signed Request for Grant Payment Form by the Program Consultant. (**Please note:** *due to variations in staff availability, processing times, and mail delivery times, SK Arts CANNOT guarantee the payment cheque will arrive prior to your project start date.*)

You must meet all conditions for the release of funds and claim your grant within 12 months of the date you were notified of the grant by email, or your grant may be forfeited.

# APPLICATION



## ***Reporting on the Project***

SK Arts is interested in how your project turned out and how the grant benefitted your work. You must submit a brief final report no later than 30 days after the end of your project term. You will need to discuss what you accomplished and the potential impact it will have for your organization. You will need to explain how the money was spent and provide receipts up to the amount of the grant.

## ***Recognizing the Funder***

In this period of financial restraint, it is particularly important to acknowledge your public funding in any way possible. You should look for every opportunity to recognize the importance of public money dedicated towards arts activities in Saskatchewan. It is vital that the general population understand that the exhibition, performance or book they are enjoying, the event or screening they are attending in a public space, or the educational workshop in which they are participating are all made possible by SK Arts grants.

Please help us advocate for continued public support for the arts in Saskatchewan, by diligently acknowledging the impact of your grant.



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SK Arts acknowledges that the land currently known as the Province of Saskatchewan is comprised of portions of lands from Treaties 2, 4, 5, 6, 8 and 10, the territories of the Nêhiyawak, Anihšínapek, Dene, Dakota, Lakota and Nakota nations, and the homeland of the Métis.

We give thanks to the host Indigenous communities in this province, as we bear the collective responsibility to honour and respect their protocols and homes and to engage meaningfully with their knowledges in our work.