



PROFESSIONAL ARTS ORGANIZATIONS PROGRAM
– Core Support Stream
GUIDELINES

Application Closing Date: January 15, 2022

CONTACT THE APPROPRIATE SK ARTS PROGRAM CONSULTANT BEFORE THE CLOSING DATE TO DISCUSS APPLICATION AND PROGRAM REQUIREMENTS:

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

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Purpose

SK Arts recognizes, encourages and supports the arts to enrich community well-being, creativity, diversity and artistic prosperity. SK Arts 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. Gallery and Media Arts Grants under the *Professional Arts Organizations Program* are supported by funding from Sask Lotteries through the partnership between SK Arts and SaskCulture.

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;
- reflect the diversity of the local community and the arts sector through authentic relationships with Indigenous peoples and other traditionally marginalized communities; and
- have program objectives that are aligned with the mandate and strategic priorities of SK Arts.

Funding

PAOP Core Support Stream recipients:

- have a four-year funding cycle,
- have a minimum grant request of \$20,000 per year, and
- are subject to Fair Notice Policy.

PAOP Core Support Stream may support eligible arts organizations that:

- are in good standing at SK Arts, i.e. in compliance with any SK Arts reporting, grant conditions and Concerned Status requirements; and
- have previously received funding through the *PAOP Organizational Lite Stream*, or currently receive funding through *PAOP*.

Eligibility

Eligible Arts Organizations

- Are deficit-free at time of application, if a new entrant to Core Support Stream
- Are one of the following:
 - legally registered in Saskatchewan under *The Non-profit Corporations Act, 1995* or *The Co-operatives Act, 1996*
 - a public institution in Saskatchewan that is operated by a government body, that is open to the public at least 120 days per year, and that maintains artistic control and separate financial records
 - a literary book publisher or literary/arts periodical publisher legally registered in Saskatchewan under *The Business Corporations Act*

Eligibility continued...

Eligibility (continued)

- Produce, present or contribute to the creation and development of professional artists' work. Professional artists are recognized by peers in their art form as meeting the following criteria:
 - Professional training and/or acquired knowledge and experience in their art form
 - An emerging body of independent work
 - Compensation consistent with professional peers for their artwork
- Engage the paid expertise of arts professionals in the area of programming and administration
 - Arts professionals have completed training through formal studies, mentorships or work experience, and are recognized by their peers as having reached the status of professional.
- Centre of operations resides within Saskatchewan
- Work and mandate are supported by strategic and operational planning and evaluation processes
- Conduct an annual audit, review engagement or independent financial review by an accounting professional not associated on an ongoing basis with the organization
- Are registered and up to date with the Canadian Arts Database / Données sur les arts au Canada (CADAC) at www.thecadac.ca (*This does not apply to book and periodical publishers.*)
- Work and mandate of the organization align with *PAOP* purpose

Book Publishers:

- Professional literary presses with editorial selection processes, production, promotion and book distribution consistent with industry standards
- New applicants to the *Core Support Stream* must have published at least six literary titles.
- Applicants funded through the *Core Support Stream* must maintain a publishing program of at least six literary titles each year, of which no more than 25 per cent are authored by principals or directors of the company.
- Regularly issue royalty statements and/or fulfill all contractual obligations to writers, artists, illustrators and translators

Periodical Publishers:

- New applicants to the *Core Support Stream* must have published at least four issues.
- Applicants funded through the *Core Support Stream* must:
 - maintain a publishing program of at least three issues annually,
 - have an editorial mandate that is focused on the publication of new literary works by Canadian artists *or* on previously unpublished content on the arts or literature in Canada,
 - have a paid circulation level (based on single issues and subscription copies) of at least 30 per cent of total circulation, and
 - compensate writers, artists and contributors for their work.

Eligibility continued...

Eligibility
(continued)

Literary Organizations:

- Have a mandate that is based on the promotion, presentation or professional development of Saskatchewan literary artists (writers, playwrights, storytellers, spoken word artists) and their work
- Conduct peer review for program participation or presentation opportunities based on publicly disseminated processes and criteria

Ineligible Organizations

- 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.*
- Organizations that receive funding from the *SaskFestivals Program* for the same program period
- Eligible Cultural Organizations (ECOs) that receive annual global funding through Sask Lotteries, and/or organizations that receive operational member funding from one of these ECOs
- Organizations that receive operational funding through Creative Saskatchewan
- Applicants who are not in good standing at SK Arts
- Organizations that submit incomplete applications

**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. SK Arts expects that artists and contributors will be fairly compensated in accordance with a negotiated contract as a requirement of this program.

**Assessment
Overview**

An independent review panel assesses applications and makes recommendations regarding funding to SK Arts through a competitive process based on criteria for the following groupings:

Organizational Groupings

Arts Development	Arts Presentation	Community Catalysts
primarily focused on artist development and/or the research and creation of new work to advance the professional arts and artistic practices in Saskatchewan.	primarily focused on the presentation of professional art to the public to create meaningful opportunities for broad and diverse public engagement with the professional arts	primarily focused on engagement with their identified community through professional arts practice (could be seen as cultural hubs) to strengthen the artistic life of Saskatchewan communities
assessment emphasis on criterion of Artistic Merit	assessment emphasis on criterion of Engagement	assessment emphasis on Relevance of the work to the identified community

Notes on Assessment (See Appendix 1):

- Applicants are to choose one grouping that best describes their purpose and role in the Saskatchewan arts ecosystem.
- Applicants are to consider the Assessment Criteria for their Organizational Grouping when developing their application.

For information about SK Arts’ peer review process, visit our website at <https://sk-arts.ca/assessment>.

Notification	The Board will review the panel’s recommendations after it receives notice of SK Arts’ 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 2022 submissions by email no later than May 2022.
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 SK Arts, the reviewers, and other public funders. If awarded a grant, the name of the recipient, community, project description and grant amount will be made known publicly. SK Arts 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>SK Arts strives to release 70 per cent 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 complies with any Concerned Status requirements and subject to:</p> <ul style="list-style-type: none"> • approval by SK Arts’ Board of Directors of the grant recommendation, • approval of SK Arts’ budget for the relevant fiscal year, • confirmation of Sask Lotteries 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 30 per cent 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 SK Arts 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>SK Arts 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



SK Arts 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 assessment, any grant reduction *in excess of 25 per cent* 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.

SK Arts 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 25 per cent will be held for an identified time period for potential restoration at a future assessment 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, 2022, closing date, the review panel 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 the *Organizational Lite Stream* 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.



PROFESSIONAL ARTS ORGANIZATIONS PROGRAM
– Core Support Stream
APPENDIX 1
Assessment Criteria and Weighting per Organizational Group

ARTS DEVELOPMENT – CORE SUPPORT STREAM

The work or programming of arts development organizations is primarily focused on artist development and/or the research and creation of new work to advance the professional arts and artistic practices in Saskatchewan, with an emphasis on the criterion of artistic merit.

ARTS DEVELOPMENT CRITERIA	
A. Artistic Merit	
<u>Quality</u> The quality of your organization's work or programming is demonstrated by: <ul style="list-style-type: none"> • a professional level of artistic merit, • opportunities created for Saskatchewan artists that contribute to their artistic and/or career development, • recognized professional standing of your artistic faculty, mentors, or instructors, and • risks taken to explore innovative new directions reflective of its mandate and the art form. 	/5
<u>Rationale</u> The rationale for your organization's work or programming choices is: <ul style="list-style-type: none"> • guided by your vision, mission and strategic plan, • informed by trends and changes within your arts discipline and community and/or membership, • reviewed and adapted in response to changes within your arts disciplines and community and/or membership, and • relevant and appropriate for your organization and its role in the arts ecology. 	/5
<u>Impact</u> The impact of your organization's work or programming is demonstrated by: <ul style="list-style-type: none"> • support and satisfaction amongst its community and/or membership, • meaningful relationships with its community and/or membership through mentorships, collaborations, or partnerships as appropriate, • contribution to the advancement of your arts disciplines, and • removing barriers to accessibility (including financial, physical, and cultural) that prevent artists and audiences from interacting with your organization and its programming. 	/5
B. Engagement	/5
C. Relevance	/5
D. Relationship with Priority Groups	/5
The diversity of your local community and the arts sector is reflected through authentic ongoing relationships with the Indigenous community, other People of Colour, LGBTQ2S+ people, the Deaf and disability communities, and/or other equity-deserving communities throughout your organization, including board, staff, artists, programming and audience.	/5
E. Organizational Effectiveness	/5
Your governance and organizational structures, policies and procedures facilitate effective and responsible operation of your organization and its programs, with clearly defined roles and responsibilities for board and staff, and financial reports and plans that are clear, feasible and accurate.	/5
TOTAL	/35



ARTS PRESENTATION – CORE SUPPORT STREAM

The work or programming of arts presentation organizations is primarily focused on the presentation of professional arts to the public to create meaningful opportunities for broad and diverse public engagement with the professional arts, with an emphasis on the criterion of engagement.

ARTS PRESENTATION CRITERIA	
A. Artistic Merit Your organization’s work or programming demonstrates an appropriate level of artistic quality.	/5
B. Engagement	
<u>Quality</u> The quality of your organization's work or programming is demonstrated by: <ul style="list-style-type: none"> • risks taken to explore innovative new directions appropriate to your mandate, • meaningful opportunities for audience or market access to Saskatchewan artists and their work, including Indigenous artists, and • opportunities created for professional artists that contribute to their artistic and/or career development. 	/5
<u>Rationale</u> Your rationale for your work or programming choices is: <ul style="list-style-type: none"> • guided by your vision, mission and strategic plan, • informed by trends and changes within your field of practice, • reviewed and adapted in response to changes within your field of practice and community, audience, or market, and • relevant and appropriate for your organization and its role in the arts ecology. 	/5
<u>Impact</u> The impact of your organization's work or programming is demonstrated by: <ul style="list-style-type: none"> • support and satisfaction among its identified community, audience or market, • increased public appreciation and understanding for the professional arts, • expanded audience or market access to the professional arts, and • artists’ and audiences’ ability to interact with the organization and its programs unhindered by barriers to accessibility (including financial, physical and cultural). 	/5
C. Relevance Your organization demonstrates professionalism and is responsive to changes in your arts disciplines by maintaining strong relationships with artists and arts professionals.	/5
D. Relationship with Priority Groups The diversity of your local community and the arts sector is reflected through authentic ongoing relationships with the Indigenous community, other People of Colour, LGBTQ2S+ people, the Deaf and disability communities, and/or other equity-deserving communities throughout your organization, including board, staff, artists, programming and audience.	/5
E. Organizational Effectiveness Your governance and organizational structures, policies and procedures facilitate effective and responsible operation of your organization and its programs, with clearly defined roles and responsibilities for board and staff, and financial reports and plans that are clear, feasible and accurate.	/5
TOTAL	/35

NEW

COMMUNITY CATALYSTS – CORE SUPPORT STREAM

The work or programming of community catalyst organizations is primarily focused on engagement with their identified community through professional arts practice (could be seen as cultural hubs) to strengthen the artistic life of Saskatchewan communities with an emphasis on the criterion of relevance of the work to the identified community.

COMMUNITY CATALYSTS CRITERIA	
A. Artistic Merit Your organization's work or programming demonstrates an appropriate level of artistic quality.	/5
B. Engagement The quality and impact of your organization's work or programming on the appreciation and understanding of the professional arts.	/5
C. Relevance	
<u>Quality</u> The quality of your organization's work or programming is demonstrated by: <ul style="list-style-type: none"> • a high level of professionalism, • an appropriate level of organizational learning and risk taking, • opportunities created for professional artists to engage and advance their practices, and • access to Saskatchewan artists and their art work. 	/5
<u>Rationale</u> The rationale for your organization's work or programming choices is: <ul style="list-style-type: none"> • guided by your vision, mission and strategic plan, • reviewed and adapted in response to changes within your field of practice and identified community, and • appropriate for the organization and its role in the arts ecology. 	/5
<u>Impact</u> The impact of your organization's work or programming is demonstrated by: <ul style="list-style-type: none"> • support and satisfaction amongst its identified community, • expanded community experience with and understanding of the arts disciplines, • meaningful relationships with its intended community through mentorship, partnership, or collaboration as appropriate, and • artists' and audiences' ability to interact with the organization and its programs unhindered by barriers to accessibility (including financial, physical and cultural). 	/5
D. Relationship with Priority Groups The diversity of your local community and the arts sector is reflected through authentic ongoing relationships with the Indigenous community, other People of Colour, LGBTQ2S+ people, the Deaf and disability communities, and/or other equity-deserving communities throughout your organization, including board, staff, artists, programming and audience.	/5
E. Organizational Effectiveness Your 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 clear, feasible and accurate.	/5
TOTAL	/35

NEW



PROFESSIONAL ARTS ORGANIZATIONS PROGRAM
– Core Support Stream
APPENDIX 2:
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 field (maximum 2,000 words). You may also upload documents with supplementary information pertaining to this section:

- 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, a curatorial rationale or justification of presentation, publication or exhibition choices
- Book and periodical publishers should describe their editorial acquisition process and provide information about their editorial board.
- 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 your organizational grouping, include descriptions of the following in application text fields. You may also upload documents with supplementary information pertaining to this section:

- Overview of current work or programming (maximum 2,000 words)
- Description of work or programming proposed for the first funding request year (maximum 2,000 words)
- Description of how the organization's strategic plan informs work or programming choices (maximum 1,000 words)
- Description of the organization's approach to communications, including audience development and marketing strategies, if appropriate (maximum 1,000 words)

Application Instructions continued...

FINANCIAL PROFILE

- Upload the most recent audited financial statements, review engagement OR independent financial review by an accounting professional not associated on an ongoing basis with the organization.
 - If an organization's budget is \$100,000 or less, please submit financial statements that include, at minimum, a Balance Sheet and an Income Statement signed by two board members.
 - Budgets of \$100,000 to \$250,000 require a review engagement, unless applying to Core Support for the first time.
 - Budgets of over \$250,000 require audits, *unless applying to Core Support for the first time.*
- Applicants currently funded through the Core Support Stream with an accumulated deficit that represents more than 10 per cent 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 per cent 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.

For all organizations except book and periodical publishers, upload:

- CADAC Financial Form that includes four years of financial data, including:
 - 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.)

For book and periodical publishers only, upload:

- Budget that includes:
 - actual financial information for the past two fiscal years
 - current year to date (approved budget)
 - projected budget for the first funding request year
- A completed Publishers' Statistical Form template as per instructions. The required Statistical Form template is available as an Excel document on SK Arts' website:
<https://sk-arts.ca/paop>



PROFESSIONAL ARTS ORGANIZATIONS PROGRAM
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APPENDIX 3:
Support Material Instructions

Support material should relate to points made in your application. In application text field, list the support materials you've included with your application, and provide a brief description including size and materials of artworks, length of videos, publication dates of 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.
- An example of marketing materials, catalogues, and publications (maximum **five**). Upload PDFs.
- Internet links (maximum five)
- Documents (maximum ten). Upload in PDF or Word format.
- Video and/or audio recordings (maximum 10 minutes, 2 GB): MP3, WMV, MPG, MOV, AVI or MP4.
Links to streaming video are preferred to electronic video files.
- Still images, digital only (maximum 20 images, maximum 2 MB each): JPG or PDF
- Virtual tours of facilities: PDF or video

Book Publishers:

- A selection of books published during the previous two years to a maximum total of **three** titles. Send **five** hard copies of each title.
- Each catalogue published in the previous year. Upload PDFs, or send **five** hard copies.
- Maximum ten items of composite pages of reviews, awards listings and other promotional or archival material. Upload digital files.

Periodical Publishers:

- Submit **four issues** published in the past two years. Upload PDFs.
- Maximum ten items or composite pages of reviews, awards listings and other promotional or archival material. Upload PDFs.

Literary Arts Organizations:

- Maximum ten items of composite pages of program brochures, newsletters, reviews, awards listings and other promotional or archival material. Upload PDFs.

Additional Requirements for Media and Visual Arts Organizations (as appropriate):

- **One** example of critical writing that the organization recently published. Upload in PDF or Word.
- **One** catalogue (optional). Upload PDFs, or send in **five** 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 reviewers will be familiar with their work. Video documentation is permitted.