PROFESSIONAL ARTS ORGANIZATIONS PROGRAM
– Sector Development Stream
GUIDELINES
Application Closing Date: January 15, 2022

<u>SK ARTS' PROGRAM CONSULTANTS MAY BE CONTACTED PRIOR TO THE CLOSING DATE TO DISCUSS APPLICATION AND PROGRAM REQUIREMENTS</u>:

THEATRE

Philip Adams
306-250-0613 (Saskatoon) or 1-800-667-7526
padams@sk-arts.ca

MULTIDISCIPLINARY AND VISUAL ARTS

Noreen Neu
306-530-1103 (Regina) or 1-800-667-7526
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MEDIA ARTS, DANCE, MUSIC

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

Contents

| **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 Sector Development Stream recipients:
- have a four-year grant cycle,
- receive a minimum grant of $150,000 per year*, and
- are subject to <u>Fair Notice Policy</u>.

PAOP Sector Development Stream may support eligible arts organizations that:
- are designated by SK Arts as being eligible for this stream and
- are in good standing at SK Arts, i.e. in compliance with any SK Arts reporting, grant conditions and <u>Concerned Status requirements</u>.

Eligibility

Eligible Arts Organizations
- Have annual revenues of more than $1 million
- If SK Arts funding request exceeds 10 per cent of overall revenues, the organization must contact their program consultant prior to making application.
- 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

Eligibility continued…

Eligibility
(continued)

- Have professional, paid positions in the areas of artistic and educational programming, outreach, marketing, development and administration
- Center of operations resides within Saskatchewan
- Work and mandate supported by strategic and operational planning and evaluation processes
- Conduct an annual financial audit
- Have been designated by SK Arts as being eligible for this stream
- Are registered and up to date with the Canadian Arts Database / Données sur les arts au Canada (CADAC) at www.thecadac.ca.
- Work and mandate of the organization align with the *PAOP* purpose

Ineligible Organizations

- Organizations that are legally registered in Saskatchewan under *The Business Corporations Act* or that function under a for-profit model
- Organizations that receive funding from the *SaskFestivals Program* for the same program period
- 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 and Criteria

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

The work or programming of sector development organizations has significant outcomes in the areas of arts development, arts presentation, and community relevance, and advances, strengthens, and sustains the arts ecology in Saskatchewan, with an emphasis on the criterion of advancing the well-being of the wider ecology.

Assessment and Criteria continued…

SECTOR DEVELOPMENT 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 supports the appreciation and understanding of the professional arts.	**/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. Support for Saskatchewan-Based Artists Your organization creates meaningful opportunities for audience or market access to Saskatchewan artists and their work, and provides opportunities for Saskatchewan artists that contribute to their artistic and/or career development.	**/5**
F. Wider Arts Ecology	
Quality The quality of your strategies and approaches is demonstrated by: • development of local and/or regional professional artists and their work, • engagement with your arts discipline, including education and outreach, • expansion of the understanding and appreciation of your arts discipline provincially, nationally, and/or internationally, and • exploration of innovative new directions.	**/5**
Rationale The rationale for your strategies and approaches is: • informed by the trends and changes within the wider arts ecology provincially, nationally, and/or internationally, • informed by stakeholder feedback, • reviewed and adjusted in response to changes within the wider ecology, and • relevant to and appropriate for your organization.	**/5**
Impact The impact of your strategies and approaches is demonstrated by: • benefit to local and/or regional professional artists and their work, • contribution to the appreciation and understanding of your arts disciplines provincially, nationally, and/or internationally, • building of future audiences for your arts disciplines, • meaningful relationships built through mentorship, partnership, or collaboration, and • removing barriers to accessibility (including financial, physical, and cultural) that prevent artists and audiences from interacting with your organization and its programming.	**/5**
G. 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	**/45**

NEW

NEW

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 *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 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

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:

• 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 *(if applicable)*, and

• any organizational and/or funding conditions communicated to the recipient.

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.

Concerned Status

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.

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 as demonstrated by CADAC and other reporting

• marked decline in financial viability (including increased deficit, decreased financial support, inability to build capacity)

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.

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.

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

<u>Include descriptions of the following in the Organizational Profile text field (maximum 2,000 words). You may also upload documents with supplementary information pertaining to this section</u>:

- Mandate or purpose of the organization
- Vision statement <u>or</u> 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, include a curatorial rationale or justification of presentation, publication or exhibition choices.
- 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

<u>With a focus on the program criteria of the Sector Development Stream, describe the following in the Application Narrative text fields. You may also upload documents with supplementary information pertaining to this section</u>:

- 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/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:

- most recent audited financial statements
- CADAC Financial Form that includes four years of financial data:
  - 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.)

Applicants 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.

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 a 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

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 PDF, 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.