SASKFESTIVALS PROGRAM
Established Stream
GUIDELINES
Application Deadline: April 15, 2023

SaskFestivals is a SK Arts program supported by funding from Sask Lotteries through the partnership between SK Arts and SaskCulture Inc.

CONTACT

Contact a SK Arts Program Consultant before submitting an application to discuss program application and reporting requirements:

https://sk-arts.ca/menu/grants/grants-by-type/arts-organizations/saskfestivals.html

SUBMISSION

Applications are now accepted online only at: https://saskarts.smartsimple.ca

Note: The Applicant must be in good standing with SK Arts prior to submitting an application. Please contact SK Arts to verify your standing.

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Program Purpose

SaskFestivals 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 practice of Saskatchewan arts and artists and heighten public awareness and appreciation;
- build strong, flexible leadership organizations within the festival community;
- reflect the diversity of the local community and the arts sector through authentic relationships with Indigenous peoples and other traditionally marginalized communities; and
- align with the mandate and strategic priorities of SK Arts and SaskCulture.

Funding

Established Stream recipients:

- have a four-year funding cycle,
- have a minimum grant request of $20,000 per year,
- receive funding that contributes to an organization's artistic programs and services; and governance, management, administrative and operational functions, and
- are subject to Concerned Status Policy.

The demand for *SaskFestivals Program – Established Stream* funding generally exceeds available resources. SK Arts may not be able to provide grants to all the recommended applicants or provide grants in the amounts requested.

Eligibility

Eligible Applicants

- have work and a mandate that align with SaskFestivals program purpose
- have a core mandate to present an arts festival or series
- have a minimum of **five years** of operation (with appropriate history of public presentation) prior to first application
- must have been previously funded through the Development or Established stream AND be deficit-free at the time of first admission to the funding stream
- engage paid expertise of professionals in their programming and administration
- have a mandate and work supported by a strategic plan, artistic vision and ongoing evaluation processes
- have financial and decision-making processes controlled by Saskatchewan residents
- have a centre of operation and primary programming in Saskatchewan
- are incorporated
- are registered with and reporting in CADAC
- have annual financial statements (review engagement or audit)
- must be in good standing with SK Arts with no overdue reports on prior grants

…Eligibility continued

Eligibility
(continued)

Ineligible Applicants

- Organizations that receive operational funding from SaskCulture, Sask Lotteries, or Creative Saskatchewan
- Organizations that receive operational funding from a Provincial Cultural Organization
- Organizations with a core mandate that is not exclusive to presenting an arts festival or series
- Organizations that receive funding from SK Arts' *Professional Arts Organizations Program*
- Organizations that do not compensate artists for their work
- Organizations with outstanding reports for any previous grant received from SK Arts

Ineligible Activities

- Festivals and events that are competitive in nature and that charge participants an entry fee 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
- Activities that use or present Indigenous cultural material, traditional knowledge or stories without consultation and permission from the community

Ineligible Applications

- Applications that fail to provide all the required information and support material, including an updated CADAC account
- Applications submitted after the specified deadline

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

Applicants are to consider the Assessment Criteria when developing their applications. *For information about SK Arts' peer review process and how funds are allocated, visit our website at:*

https://sk-arts.ca/menu/grants/general-granting-info/assessment.html

An independent panel of reviewers with appropriate knowledge and experience assesses applications through a competitive process based on the following:

Assessment and Criteria continued…

ESTABLISHED STREAM CRITERIA	
A. Program Impact and Engagement	
<u>Programming</u> • Reflects a clearly articulated artistic vision and curatorial decision-making process • Shows evidence of a high level of artistic merit and professionalism, and embraces freedom of artistic expression • Demonstrates a willingness to innovate and take risks in programming • Demonstrates satisfaction amongst stakeholders and the public • Is based on your organization's engagement in effective program planning, monitoring and evaluation processes, and responsive program revision and development • Is cost-effective and within the organization's ability to deliver	**/5**
<u>Development of the Arts in Saskatchewan</u> • Your programming aims to develop an appreciation and understanding of the arts and artists in Saskatchewan, including a commitment through best practices to support, encourage and respect Saskatchewan artists and arts professionals of diverse backgrounds • Your organization provides opportunities that engage professional Saskatchewan artists in ways that contribute to their artistic and/or career development. • Your organization reflects an awareness of, and responsiveness to current practices, emerging trends and changes within its arts discipline(s) and the festivals communities. • Your organization assumes a leadership role by mentoring and/or establishing partnership or relationships with other organizations, sectors and/or individuals as applicable. • Your organization actively pursues opportunities through its programs, partnerships and relationships that assist in overcoming barriers to participation and attendance. • Your organization follows a communications plan that effectively connects with stakeholders and the public, and promotes the organization, its programs, and Saskatchewan artists and their work.	**/5**
<u>Community Engagement</u> • Your programming considers and maximizes organization's potential for economic activity and/or tourism in the community. • Your organization actively encourages community engagement through volunteerism, partnerships, sponsorships, etc. • Your organization provides meaningful opportunities for the public to engage and interact with professional artists and their work. • Your organization removes barriers to accessibility (including financial, physical and cultural) that prevent artists and audiences from interacting with your organization and its programming.	**/5**
B. Relationship with Priority Groups The organization seeks to cultivate authentic ongoing relationships with the Indigenous community, other People of Colour, LGBTQ2S+ people, the Deaf and disability communities, and/or other equity-deserving communities. As appropriate and feasible, the organization's board, staff, artists, programming and audiences reflect the diversity of its local community and the arts sector.	**/5**
C. Organizational Effectiveness • Your organization's 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, financial reports, and plans that are clear, feasible and accurate. • Your organization follows a strategic plan that provides clear goals and timelines that reflect the organization's vision and mandate. This plan is reviewed and revised on a regular basis. • Your organization develops and implements public safety plans and communication strategies that are followed in the event of emergencies that protect the artists, staff and audience.	**/5**
TOTAL	**/25**

NEW ▶

Notification	SK Arts' Board of Directors 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 April 2023 review no later than July 15, 2023.
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 Ac*t. 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% of approved annual funds to an organization approximately 30 days before the beginning of the organization's fiscal year and no sooner than April 1st during SK Arts' 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 SaskCulture Inc. and Sask Lotteries funding, and
- any organizational and/or funding conditions communicated to the recipient.

In addition to the above-mentioned conditions, release of the remaining 30% of annual funding requires a year-end report due no later than **six months** after the end of the organization's past fiscal year.

Organizations in the Established funding stream are required to:

- **Provide SK Arts with a revised budget if the approved grant amount is less than 60% of the requested amount.**
- **Meet all conditions for the release of the funds, claim their funds and begin their operations and programs, as approved, within 12 months of the start date of the approved fiscal year.** If the conditions are not met, if the grant funds are not claimed, and if the recipient does not begin their operations and programs within this 12-month period, SK Arts reserves the right to rescind the grant.
- **Notify and consult with SK Arts about any major changes to the organization, its programs, its fiscal year and/or its financial status.** If major changes are made without notification and consultation, SK Arts reserves the right to rescind the grant, or to reduce or discontinue future funding.

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. For Concerned Status, the monitoring process and the identified time periods will be determined on a case-by-case basis.

Recognition of Funders

Recipients of *SaskFestivals Program – Established Stream* funding are required to acknowledge the support of SK Arts and Sask Lotteries wherever possible and appropriate. SK Arts will provide grant recipients with access to the funding partners' logos through SK Arts' website. SK Arts can also provide banners by request to acknowledge the support of SK Arts and Sask Lotteries at funded events.

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 (Maximum 1,500 words)

Include descriptions of the following in the Organizational Profile text field. **Do not attach documents instead of filling in the text field**; however, you may upload documents with supplementary information pertaining to this section.

- Mandate or purpose of the organization
- *Brief* history of the organization
- *Brief* description of the structure of the organization
- *Brief* description of the main facilities and physical space used by the organization, or upload a site plan, digital images or video
- Overview of the organization's human resources, including individuals' roles and responsibilities
- Description of the organization's plans for communicating with its stakeholders in the event of a crisis

Upload current strategic planning document.

Upload most recent Annual Return or Profile to ISC, as evidence that your organization is registered with them.

PROGRAM ANALYSIS (Maximum 2,000 words)

Please discuss the following points from the perspective of your most recently completed year in the Program Analysis text field. These discussion points may be found in your most recent year-end report.
1. Discuss a way your organization was most successful and how you know this to be the case.
2. Discuss a risk or innovation undertaken and what the learning outcomes were.
3. Discuss how your programs and services have fulfilled your mandate.
4. Describe a significant partnership or collaboration and any benefits or learnings realized.
5. Discuss a major challenge faced by your organization and how you plan to address it.

APPLICATION NARRATIVE (maximum 3,500 words)

With a focus on the program criteria, include descriptions of the following in the Application Narrative text field. **Do not attach documents instead of filling in the text field**; however, you may upload documents with supplementary information pertaining to this section.

- Overview of current work or programming
- Work or programming proposed for first funding request year (your upcoming *not current* fiscal year)
- Artistic direction or rationale that guides programming choices
- The organization's audience development, communications and marketing strategies
- The organization's plans for encouraging community engagement
- The organization's efforts to address diversity, access and inclusion

FINANCIAL PROFILE

- Upload to your application 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.
- Applicants currently funded through the SaskFestivals Established Stream with an accumulated deficit that represents more than 10% of revenues for the most recently completed year must also upload a board-approved deficit reduction plan.
- Applicants with an unrestricted accumulated surplus that represents more than 10% of revenues for the most recently completed year must upload a board-approved plan for the use of unrestricted funds.

  Not speaking to your organization's deficit or surplus may negatively impact assessment.

- Upload to your application the CADAC Financial Form that includes four years of financial data:
    o previous two fiscal years (actuals),
    o current year to date (approved budget), and
    o projected budget for the first funding request year.
- Upload the CADAC Statistical Form to your application. Include the most recent completed fiscal year. Do not include projections.

Support material should relate to points made in your application. In the Support Material Index 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, specific timecodes to watch, publication dates of articles, etc.

Applicants may submit any of the following **if applicable**. *Do not use* punctuation, special characters or more than 45 characters in your digital file names.

- 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 PDF or Word document.
- Video and/or audio recordings (maximum **10 minutes, 2 GB**): mp3, wmv, mpg, mov, avi or mp4 files. *Links to streaming video are preferred to electronic files.*
- Still images, digital only (maximum **20 images**, maximum **2 MB** each): jpg or PDF
- Virtual tours of facilities: PDF or video