



**SASKFESTIVALS PROGRAM**  
FUNDING RELATIONSHIP  
DEVELOPMENT & ESTABLISHED FUNDING



This document is also available on SK Arts' website at [www.sk-arts.ca/festivals](http://www.sk-arts.ca/festivals).

SK Arts' *SaskFestivals Program* Development and Established streams funding contributes to an organization's artistic programs and services; and governance, management, administrative and operational functions.

Applications for funding are assessed every two years for Development and every four years for Established. An independent peer review panel recommends which organizations should receive funding from SK Arts and their funding amounts.

#### CONTACT SK ARTS' PROGRAM CONSULTANTS

- to discuss program and reporting requirements and
- to notify and consult with SK Arts about any major changes to the organization's operations, programs, fiscal year and/or financial status.

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#### FUNDING

**Organizations approved for *SaskFestivals Program* Development and Established streams funding are required to:**

1. **Provide SK Arts with a revised budget if the approved grant amount is less than 60% of the requested amount.**
2. **Meet all conditions for the release of the funds and claim their funds within 12 months of the start date of the approved fiscal year.** If the conditions are not met and the grant funds are not claimed within this 12-month period, SK Arts reserves the right to rescind the grant.
3. **Begin their operations and programs, as approved, within 12 months of the start date of the approved fiscal year.** If the recipient does not begin their operations and programs within this 12-month period, SK Arts reserves the right to rescind the grant.
4. **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.
5. **Provide SK Arts with all required information and reports during the funding cycle and submit the necessary documentation no later than the dates designated by SK Arts.** If the required information and complete reports are not submitted by the designated dates, the recipient shall be ineligible to apply for or to receive funding from any SK Arts program until all outstanding reporting requirements have been fulfilled.

SK Arts may contact a *SaskFestivals Program* funding recipient at any time regarding any conditions affiliated with the grant received as a result of the application.

## FUNDING *(continued)*

### Release of Funds

**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 1<sup>st</sup> during SK Arts' fiscal year**, providing all reporting on previous funding is up to date, the organization is in compliance with any concerned status requirements, and subject to:

- approval of the grant recommendation by SK Arts' Board of Directors,
- approval of SK Arts' budget for the relevant fiscal year,
- confirmation of Sask Lotteries funding,
- any organizational and/or funding conditions communicated to the recipient, and
- SK Arts' receipt and approval of the organization's revised budget (if required).

In addition to the above-mentioned conditions, **release of the remaining 30% of annual funding requires a year-end report regarding the organization's prior fiscal year (if applicable), due no later than six months after the end of that year.** See Year-End Report requirements later in this document.

Following the assessment of an application or at any time during the funded period, an organization supported through *SaskFestivals* Development or Established streams may be subject to the program's **Concerned Status** policy. For more information regarding these policies, please review the program materials found at [www.sk-arts.ca/festivals](http://www.sk-arts.ca/festivals). Program Consultants will contact organizations to whom these policies are applicable.

### Change to Funding Amounts

**Amounts approved for an organization may change, or an organization may be deemed ineligible to receive funds from the *SaskFestivals* program during the multi-year cycle if:**

- the organization fails, in a significant way, to meet its own stated objectives or to execute its confirmed program of activities,
- the organization experiences a significant disruption in its programs and activities or ceases operations,
- the organization fails to meet its financial obligations and/or fails to fulfill the established reporting requirements,
- the organization fails to meet conditions of the Development or Established stream funding as detailed in the program criteria and/or as recommended by the peer review panel,
- the organization is in contravention of the Act under which it was incorporated, or
- the amount available to the program through SK Arts and/or Sask Lotteries experiences a reduction or increase significant enough to require or support a revision to the program's allocation. As far as possible, the aim of the funding partners is, at least, to maintain the allocation over the funding cycle.

## RECOGNITION OF FUNDERS

**Recipients of *SaskFestivals Program* funding are required to acknowledge the support of SK Arts and Sask Lotteries**, particularly on all print material and at selected openings, receptions, performances, events or other public functions. SK Arts will provide grant recipients with an acknowledgement statement and access to the logos through SK Arts' website.

## YEAR-END REPORT

**YEAR-END REPORTS ARE DUE NO LATER THAN SIX MONTHS AFTER THE END OF THE ORGANIZATION'S FISCAL YEAR AND ARE TO BE SUBMITTED THROUGH SMARTSIMPLE.**

**All recipients of SaskFestivals program funds are required to submit** to SK Arts an explanation of how the financial support of SK Arts and Sask Lotteries was acknowledged.

*When completing your report, remember that organizations receiving SK Arts operating funding are not required to have replacement programming for events or activities that are delayed, changed or cancelled as a result of COVID-19. Your report should reflect the activities that actually occurred, any changes in your programming that happened as a result of COVID-19 or for any other reasons, and any innovative practices your company used to remain connected with your audiences when events were cancelled. You could also address matters related to COVID-19 under the question regarding major challenges faced by your organization during the fiscal year.*

Additional reporting requirements for each stream are outlined below.

### DEVELOPMENT STREAM

**Recipients of SaskFestivals Development stream funding are required to submit** to SK Arts' online granting portal:

- Your published annual report (*if applicable*) including or in addition to a detailed program report
- A list of current board members (*if applicable*)
- Actual financial information for the completed year entered in the report's Budget form in SmartSimple (or in CADAC)
- Financial statements or review signed by authorized board members or parent organization executive, and uploaded in CADAC if using CADAC.
  - 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.
  - Budgets of over \$250,000 will require audits.
- Statistical information for the completed year in the report's Statistics form in SmartSimple (or in CADAC)
- In the case of a deficit that represents more than 10% of revenues for the year, include a board-approved deficit reduction plan. In the case of a significant surplus of non-restricted funds for the year, include a board-approved plan for its use.
- Discussion of the following points over the funded program period. *Please (if possible) choose a different example to address each of the five topics:*
  - a) your greatest **success** and how the organization **evaluated** that success
  - b) brief review of your **goals** for the past year and how results were measured
  - c) a **risk** or innovation undertaken and what you **learned** through the process
  - d) a significant **partnership** or collaboration undertaken, and why it was important to your organization
  - e) **challenges** facing your organization and how you plan to address them

## YEAR-END REPORT *(continued)*

### ESTABLISHED STREAM

**Recipients of SaskFestivals Established stream funding are required to submit** to SK Arts' online granting portal:

- Your published annual report *(if applicable)* including or in addition to a detailed program report
- A list of current board members *(if applicable)*
- The following information for the completed year electronically through CADAC and by uploading electronic copies to the reporting portal in SmartSimple:
  - Actual financial information for the completed year entered in the CADAC Financial Form,
  - Statistical information entered in the CADAC Statistical Report, and
  - Financial statements or review signed by authorized board members or parent organization executive.
    - 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.
    - Budgets of over \$250,000 require audits.
- In the case of a deficit that represents more than 10% of revenues for the year, include a board-approved deficit reduction plan. In the case of a significant surplus of non-restricted funds for the year, include a board-approved plan for its use.
- Discussion of the following points over the funded program period. *Please (if possible) choose a different example to address each of the five topics:*
  - a) your greatest **success** and how your organization **evaluated** that success
  - b) Reflecting on your **strategic plan**, briefly explain your progress and how results were measured.
  - c) a **risk** or innovation undertaken this year and what you **learned** through the process
  - d) a significant **partnership** or collaboration undertaken, and why it was important to your organization
  - e) **challenges** facing your organization and how you plan to address them