



## SaskFestivals – Project

### APPLICATION GUIDELINES

Application Closing Date: October 15

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

#### CONTACT

It is strongly recommended that applicants, particularly first-time applicants, contact a program consultant before preparing an application, as consultants can clarify eligibility and program requirements and provide advice relevant to your application.

**[Click here](#) for the *SaskFestivals* page of our website that includes names and contact information.**

#### SUBMISSION

Applications are now accepted online only through [SK Arts' SmartSimple system](#).

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

#### PROGRAM INFORMATION

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 and professional development or community engagement.

#### 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 and heighten the awareness and appreciation of Saskatchewan arts and artists;
- 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.

## GRANT AMOUNT

Maximum funding available is **\$9,000** to support eligible expenses.

The demand for *SaskFestivals – Project* 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

- Are legally registered in Saskatchewan as non-profit organizations or are ad hoc groups, collectives or unincorporated organizations operating on a not-for-profit basis
- Engage the services of professional artists during the presentation of proposed programs
- Provide public access to the arts through a festival setting

### Ineligible Applicants

- Provincial cultural organizations and/or organizations that receive operational member funding from a provincial cultural organization
- Organizations that receive funding from SK Arts' *Professional Arts Organizations Program* or the Development or Established streams of the *SaskFestivals* program
- Festivals and events that are competitive in nature and that charge participants a fee in order 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
- Applicants who have outstanding reports for any previous grant received from SK Arts

### Ineligible Activities

- SK Arts is committed to the professional status of the artist and won't fund projects in which artists are not paid for their work. Refer to the appropriate industry organization – such as CARFAC ([www.carfac.sk.ca](http://www.carfac.sk.ca)), ACTRA ([www.actrasask.com](http://www.actrasask.com)), or Canadian Federation of Musicians ([www.cfmusicians.org](http://www.cfmusicians.org)) – for minimum fee schedules.
- Non-arts program components of festivals or events
- Festivals, events, programs, series or activities that take place before the application closing date
- Activities that contravene provincial or federal law
- Activities that use or present Indigenous cultural material, traditional knowledge or stories without consultation and permission from the community

### Ineligible Applications

- Lacking all the required information and support material, including balanced budgets
- Submitted after the specified deadline

## ASSESSMENT

***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: [How Are Grants Awarded?](#)***

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

### Assessment Criteria

#### 1. Artistic Impact

- The proposed program demonstrates a high-quality level of artistic merit, a high standard of professionalism, and involves professional artists with experience and expertise appropriate for the project and the art form.
- The proposed program aims to contribute to the development, understanding and appreciation of art and artists in Saskatchewan, and demonstrates a commitment to support, encourage and respect Saskatchewan artists of diverse backgrounds.

#### 2. Community Impact

- The proposed program is relevant and appropriate for the applicant, and satisfactory to stakeholders and the public.
- The applicant and its program engage the community through audience participation, volunteerism, partnerships, sponsorships, etc.

#### 3. Planning

- The applicant demonstrates the ability to carry out the proposed project, and its plans for the development and implementation of the project are sound and sufficient.
- The proposed project is realistic and achievable given the time and budget plans, and it can be administered and delivered in a cost-effective manner.

*Bonus points will be given to applicants that have not received prior funding through the SaskFestivals program and applicants from locations outside of Saskatoon and Regina.*

## 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. These written contracts help solidify the relationship between the artist and those who contract their services by providing a clear understanding of the transaction. This provides an extra measure of protection to both parties and assists projects to move forward in a straightforward manner. The Act also recognizes the artist as a professional and emphasizes the importance of fair compensation.

## BUDGETS

- List revenue and expenses. Only include items that are directly related to the proposed arts program and the project term.
- **The application budget must balance** (total revenue must equal total expenses).
- **Revenue** may include, but is not limited to:
  - Amount requested from SK Arts

- Any amounts requested or received from all sources such as other government agencies, community organizations and groups, foundations, private donors, sponsors, etc.
  - Indicate whether the funding is confirmed or unconfirmed
- Sales – ticket sales, merchandise sales, etc.
- In-kind contributions.
  - Identify In-kind Contributions and corresponding In-kind Expenses with an asterisk (\*).
- *Include in-kind contributions in both revenue and expenses. For example, if an advertisement is placed in the local newspaper and the cost of \$50 is waived, this is an in-kind contribution. In this example, include the \$50 in revenue as an in-kind contribution and in expenses as a \$50 advertising cost.*
- **Expenses:**
  - Indicate which expenses will be covered by the SK Arts grant. Funding from other sources may not be assigned to the same expenses as those covered by SK Arts.
  - It is expected the organization will pay artists' fees and other expenses in accordance with negotiated performance agreements.
  - Expenses that are part of the organization's ongoing program and/or operations will not be included in the budget and/or grant request.
  - **Eligible expenses** may include, but are not limited to costs directly related to the festival's arts activities (e.g., music, dance, theatre, crafts, literary arts, media and visual arts) in the following areas:
    - Payments to artists (i.e., professional fees, royalties, travel, etc.)
    - Production
    - Materials
    - Equipment rental
    - Promotion, advertising or marketing
    - Personnel
    - Administration
  - **Ineligible expenses:** prizes, gifts and awards (except ceremonial gifts or tobacco directly related to the project artists)

## SUPPORT MATERIAL

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 provide a brief description including size and materials of artworks, length of videos, specific timecodes to watch, publication dates of articles, etc.

If your project involves the use of Indigenous material or traditional knowledge, you must include a support letter from an Elder or member of that Indigenous community indicating that protocols have been observed and permissions granted.

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.
- 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 10 images, maximum 2 MB each): JPG or PDF
- Virtual tours of facilities: PDF, video file or weblink
- Internet links (maximum five): *Weblinks directed to items such as images, video, text, etc., provided as support material must adhere to the maximum allowances outlined above.*

***Excess support material is not reviewed by the panel.***

## **DECLARATION**

### ***SK Arts Communication:***

If you want to receive information about SK Arts' programs, activities, and upcoming grant deadlines, you must tick the box to authorize us to add your name to our mailing list.

### ***Release of Information:***

Although we never release the names of non-funded applicants, we do publish grant recipients on our website and in our annual report. If you've ticked the appropriate boxes to give us permission, we may also provide recipients' addresses, on request, to the media or your MLAs.

### ***Confidentiality of Information***

The personal and confidential information that is required to process your 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*. Personal and confidential information disclosed in the application will only be shared, as necessary, with employees of SK Arts and the reviewers. If you are awarded a grant, your name, community, brief project description and amount of the grant will be made known publicly. SK Arts does not disclose the names of unsuccessful applicants. SK Arts will respond appropriately to any inquiries covered by the privacy policies and procedures, including requests to access the applicant's personal information.

### ***Acknowledgement:***

For us to process your grant application, you must tick this box to show you have read and understood the requirements.

## **REPORTS**

Recipients of *SaskFestivals – Project* funding are required to submit a final report through SmartSimple, including a financial report, upon completion of their project. Final reports are due 30 days after the project end date. ***Please note that receipts for major expenses, totaling the amount of the grant awarded, will be required for the final report.***

## **RECOGNITION OF FUNDERS**

Recipients of *SaskFestivals – Project* funds 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 the SK Arts website. SK Arts can also provide banners by request to acknowledge the support of SK Arts at funded events.