



**PROFESSIONAL ARTS ORGANIZATIONS PROGRAM  
– Organizational Life Stream**

**GUIDELINES**

*Application Closing Date: January 15, 2021*

**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 and groups is directed through the *Professional Arts Organizations Program (PAOP)*. This program contributes to an eligible group or organization's arts programs and services, governance, management administration and operational function, and provides multi-year support. The Organizational Lite Stream is the entry point to the *PAOP* program, and all groups or organizations new to the program must apply to this stream first. 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 Inc.

## **Outcomes**

The program provides support to professional arts organizations and groups 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;
- commit to reflecting the diversity of the local community and the arts sector regarding the inclusion of Indigenous peoples and culturally diverse groups; and
- have program objectives that are aligned with the mandate and strategic priorities of SK Arts.

## **Funding**

*PAOP Organizational Lite Stream* recipients:

- have a one-year funding cycle,
- program period must be completed by December 31, 2022
- receive maximum funding of \$20,000 per year, and
- compete for their funding at each assessment, as funding resets to zero at the end of grant period.

*PAOP Organizational Lite Stream* may support eligible arts groups or 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 a demonstrated history of public programs and operations.

## Eligibility

### Eligible Arts Groups or Organizations

- Have a professional arts mandate in the areas of research, creation, production, presentation, exhibition, and publishing, the development of professional artists<sup>1</sup> or community engagement
- Work and mandate of the group or organization align with *PAOP* program purpose
- Engage the advice and expertise of arts professionals<sup>2</sup> in the area of programming and administration
- Center of operations resides within Saskatchewan
- Have an articulated management structure
- Have financial accounting systems

**Note:** *If applying as an unregistered group without a bank account, an eligible Saskatchewan applicant<sup>3</sup> must complete and submit the application as the lead and assume financial responsibility for the grant on behalf of the group. The grant cheque and a T4A will be issued in their name. The lead applicant must be a professional artist or an arts professional.*

#### Book Publishers:

- Professional literary presses with editorial selection processes, editing, production, promotion and book distribution consistent with industry standards.
- Applicants funded through the Organizational Lite Stream must maintain a publishing program of at least three literary titles each year, of which no more than 25% are authored by principals or directors of the company.
- Will regularly issue royalty statements and/or fulfill all contractual obligations to writers, artists, illustrators and translators during the grant period and related to the use of the grant.

#### Periodical Publishers:

- Will maintain a publishing program of at least two issues each year of the grant period.
- 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.
- Project a paid circulation level (based on single issues and subscription copies) of at least 30 percent of total circulation.
- Will compensate writers, artists and contributors for their work during the grant period and related to the use of the grant.

*(Eligibility continued...)*

1. To be considered a professional artist, an individual must meet at least three of the following criteria in a manner appropriate to their art form:
  - The individual has received training and/or acquired knowledge and experience in a manner typical for their art form.
  - The individual has begun creating a body of work since the conclusion of that training.
  - The individual has been recognized as professional by others working in the same art form.
  - The individual has received compensation for their artistic work at a level consistent with those of other professionals working in the same art form.
2. 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.
3. Eligible applicants are Canadian citizens or Permanent Residents of Canada and are residents of Saskatchewan who have lived and pursued their creative work and careers in the province for a minimum of one year prior to the date of making this application, have a permanent physical address in Saskatchewan and live in the province for at least six months in a year.

## 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 assessment 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 grant 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 eligible organizations
- Organizations that receive operational funding from Creative Saskatchewan
- Applicants who are not in good standing at SK Arts

## 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 panel of reviewers assesses applications, and recommends which organizations should be funded by 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

(Assessment Overview continued...)

## **Assessment Overview (continued)**

### **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 [www.sk-arts.ca/menu/grants/assessment.html](http://www.sk-arts.ca/menu/grants/assessment.html).

## **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 2021 submissions by email no later than May 2021.

## **Release of Funds and Reporting Requirements**

SK Arts strives to release approved annual funds to a group or organization approximately 30 days before the start date of the grant period, subject to:

- approval by SK Arts' Board of Directors of the grant recommendation,
- the applicant or lead applicant being in good standing at SK Arts,
- 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.

A final report is due no later than six months after the end of the grant period.



**PROFESSIONAL ARTS ORGANIZATIONS PROGRAM**  
**– Organizational Lite Stream**  
**APPENDIX 1:**  
**Assessment Criteria and Weighting per Organizational Group**

**ARTS DEVELOPMENT – ORGANIZATIONAL LITE 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	
<b>1. Artistic Merit</b>	
1.1 Quality	/10
1.2 Rationale	/10
1.3 Impact	/10
<b>2. Engagement</b>	
<b>3. Relevance</b>	
<b>4. Organizational Effectiveness</b>	
<b>TOTAL</b>	<b>/60</b>

**1. ARTISTIC MERIT**

**1.1 Quality** – The quality of your organization's work or programming is demonstrated by:

- a high level of artistic merit,
- opportunities created for Saskatchewan artists that contribute to their artistic and/or career development, and
- risks taken to explore innovative new directions appropriate to its mandate and the art form.

**1.2 Rationale** – The rationale for your organization's work or programming choices is:

- guided by its vision, mission and strategic plan,
- informed by trends and changes within its arts discipline and community and/or membership,
- reviewed and adapted in response to changes within its arts discipline and community and/or membership, and
- relevant and appropriate for the organization and its role in the arts ecology.

**1.3 Impact** – The impact of your organization's work or programming is demonstrated by:

- 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 the arts discipline, and
- commitment to reflecting the diversity of your organization's community or region with regards to the inclusion and engagement of Indigenous peoples, culturally diverse groups, and official language minority communities.

**2. ENGAGEMENT** – The quality and impact of the organization's work or programming on the appreciation and understanding of the arts discipline.

**3. RELEVANCE** – The organization demonstrates a high standard of professionalism and strong relationships with artists and arts professionals.

**4. ORGANIZATIONAL EFFECTIVENESS** – The applicant's organizational structures and management facilitate effective and responsible operation and delivery of its work or programs.

## **ARTS PRESENTATION – ORGANIZATIONAL LITE 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.

<b>ARTS PRESENTATION CRITERIA</b>	
<b>1. Artistic Merit</b>	<b>/10</b>
<b>2. Engagement</b>	
<b>2.1 Quality</b>	<b>/10</b>
<b>2.2 Rationale</b>	<b>/10</b>
<b>2.3 Impact</b>	<b>/10</b>
<b>3. Relevance</b>	<b>/10</b>
<b>4. Organizational Effectiveness</b>	<b>/10</b>
<b>TOTAL</b>	<b>/60</b>

**1. ARTISTIC MERIT** – The organization’s work or programming demonstrates an appropriate level of artistic quality.

### **2. ENGAGEMENT**

**2.1 Quality** – The quality of your organization’s work or programming is demonstrated by:

- risks taken to explore innovative new directions appropriate to its 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.

**2.2 Rationale** – The rationale for your organization’s work or programming choices is:

- guided by its vision, mission and strategic plan,
- informed by trends and changes within its field of practice,
- reviewed and adapted in response to changes within its field of practice and its community, audience, or market, and
- relevant and appropriate for the organization and its role in the arts ecology.

**2.3 Impact** – The impact of the organization’s work or programming is demonstrated by:

- support and satisfaction among its identified community, audience or market,
- increased public appreciation and understanding for the arts discipline,
- expanded audience or market access to the arts discipline, and
- commitment to reflecting the diversity of your organization’s community or region with regards to the inclusion and engagement of Indigenous peoples, culturally diverse groups, and official language minority communities.

**3. RELEVANCE** – The organization demonstrates a high standard of professionalism and strong relationships with artists and arts professionals.

**4. ORGANIZATIONAL EFFECTIVENESS** – The applicant’s organizational structures and management facilitate effective and responsible operation and delivery of its work or programs.

## COMMUNITY CATALYSTS – ORGANIZATIONAL LITE 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.

<b>COMMUNITY CATALYSTS CRITERIA</b>	
<b>1. Artistic Merit</b>	/10
<b>2. Engagement</b>	/10
<b>3. Relevance</b>	
<b>3.1 Quality</b>	/10
<b>3.2 Rationale</b>	/10
<b>3.3 Impact</b>	/10
<b>4. Organizational Effectiveness</b>	/10
<b>TOTAL</b>	<b>/60</b>

- 1. ARTISTIC MERIT** – The organization's work or programming demonstrates an appropriate level of artistic quality.
- 2. ENGAGEMENT** – The quality and impact of the organization's work or programming on the appreciation and understanding of the professional arts.
- 3. RELEVANCE**
  - 3.1 Quality** – The quality of your organization's work or programming is demonstrated by:
    - 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 artwork.
  - 3.2 Rationale** – The rationale for your organization's work or programming choices is:
    - guided by its vision, mission and strategic plan,
    - informed by trends and changes within your field of practise,
    - appropriate for the organization and its role in the arts ecology, and
    - reviewed and adapted in response to changes within its field of practice and identified community.
  - 3.3 Impact** – The impact of your organization's work or programming is demonstrated by:
    - support and satisfaction amongst its identified community,
    - expanded community experience with and understanding of the professional arts,
    - meaningful relationships with its intended community through mentorship, partnership, or collaboration as appropriate, and
    - commitment to reflecting the diversity of your organization's community or region with regards to the inclusion and engagement of Indigenous peoples, culturally diverse groups, and official language minority communities.
- 4. ORGANIZATIONAL EFFECTIVENESS** – The applicant's organizational structures and management facilitate effective and responsible operation and delivery of its work or programs.





## PROFESSIONAL ARTS ORGANIZATIONS PROGRAM – *Organizational Lite 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.

#### GROUP OR ORGANIZATION PROFILE

Include descriptions of the following in application text field. You may also upload documents with supplementary information pertaining to this section:

- Mandate or purpose of the group or organization
- Description of the group or organization's management structure
- *Brief* history of the group or organization including notable accomplishments (if applicable)
- Description of your financial management system
- Bios including notable accomplishments of the lead applicant and the primary management/artistic members of the group or organization
- 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.

#### APPLICATION NARRATIVE

With a focus on the program criteria of your organizational grouping, include descriptions of the following in application text field. You may also upload documents with supplementary information pertaining to this section:

- Overview of current work or programming (if applicable)
- Description of work or programming proposed for the full one-year grant period
- Description of the group or organization's approach to planning and how this informs work or programming choices
- Description of the organization's existing or future approach to communications

#### FINANCIAL PROFILE

- Complete the budget in the online application.
- If your organization has financial statements, you may upload them in addition to completing the online budget.
- List revenue and expenses. Only include items that directly relate to the proposed program period. Additional items and/or lines may be added to the budget as required.
- Revenue: Funding from other sources may not be assigned to the same expenses as those covered by SK Arts funding. (In *Revenue Notes*, indicate revenue as confirmed or unconfirmed. If confirmed, include documentation.)
- Expenses: In *Expense Notes*, indicate which expenses will be offset by SK Arts' contribution.
- If total revenue is not equal to total expenses, please provide a rationale.



**PROFESSIONAL ARTS ORGANIZATIONS PROGRAM**  
**– *Organizational Lite Stream***  
**APPENDIX 3:**  
**Support Material Instructions**

Support material may include samples of work, links to websites, virtual tours of facilities, promotional materials such as season brochures or trailers, reviews, letters of support, etc.

Upload an index that lists all the items included as support material:

- running time and information on works performed
- list of images submitted with the application including details
- source and date of publication on any published material such as reviews, 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.
- Program brochures, press kits, marketing materials, catalogues, and publications. Upload PDFs.
- Internet Links (maximum ten)
- Documents (maximum ten). Submit the documents in PDF or Word format.
- Audio Recordings (maximum 10 minutes): MP3
- Video (maximum 10 minutes, no larger than 2 GB): WMV, MPG, MOV, AVI or MP4. *Links to streaming video are preferred to electronic files.*
- Still images, digital only (maximum 20 images, maximum 2 MB each): JPG or PDF

Publishers and Literary Groups or Organizations:

- A sample author's contract showing applicant's standard terms and royalty rates: Word or PDF
- A list of upcoming titles with author, genre and projected publication dates: Word or PDF
- If applicable, a selection of previously published materials to a **maximum four** items: PDF
- If applicable, **maximum two** previously published catalogues: PDF
- Maximum ten items or composite pages of reviews, awards listings and other promotional or archival material: PDF