



## Special Initiatives Fund APPLICATION GUIDELINES

*Application Closing Date: August 14, 2020*

The Special Initiatives Fund is a one-time grant to help organizations currently funded through SK Arts improve their operational effectiveness.

### CONTACT

It is strongly recommended that applicants contact the Program Consultant before preparing an application, as they can clarify eligibility and program requirements and provide advice relevant to your application.

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### SUBMISSION

Applications are accepted online through <https://saskarts.smartsimple.ca>.

**Note: Your organization must be in good standing with SK Arts prior to submitting an application; you cannot have any overdue reports on any prior grants. Please contact SK Arts to verify your current standing.**

### PROGRAM INFORMATION

The Special Initiatives Fund is intended to strengthen the responsiveness, effectiveness and resilience of Saskatchewan arts organizations now and into the future. It will allow companies to identify a particular area of challenge and to propose a small, one-time initiative that will allow them to address that challenge and improve their capacity over the long-term. Although this program will not provide emergency relief funding in response to the COVID-19 pandemic, a company could use these funds to support an initiative that would allow it to re-grow or to re-engage with its audience following the current social distancing restrictions. Preference *may* be given to smaller companies with limited access to funds for this type of work.

It is not intended to alleviate pressure from cancelled or postponed programming.

### PROGRAM PURPOSE

This one-time funding opportunity strives to provide support that:

- improves operational effectiveness,
- strengthens organizational responsiveness and resilience, and/or
- increases overall organizational capacity.

## ELIGIBILITY

### **Who can apply?**

Organizations funded through the Professional Arts Organizations Program (PAOP) and the SaskFestivals program that:

1. currently receive funding through any stream of PAOP or the SaskFestivals:  
Development or Established program streams
2. have a primary mandate in the arts
3. have maintained operations during the COVID-19 state of emergency as appropriate
4. have not received funding from SK Arts for similar projects in 2020

### **What is the maximum amount of funding available?**

The maximum funding available to each organization is **\$5,000**.

Please note that this is a one-time only grant program. There are currently no plans to repeat this funding stream.

### **How often can an organization apply?**

Each organization can submit only one application.

### **What kinds of activities are eligible?**

Eligible activities will strengthen key areas of organizational effectiveness. Possible initiatives could include, but are not limited to, the following:

- activities toward regaining, retaining, and broadening audiences
- technical or managerial training for staff
- developing or implementing infrastructure changes
- assessing and upgrading technology systems
- e-capacity development
- revenue diversification and development
- research for self-evaluation and re-envisioning
- development of external communications, social media, or crises outreach strategies
- change management or succession

### **What is ineligible?**

This is not intended to support ongoing activities required of organizations such as:

- regular strategic planning,
- COVID-19 relief,
- programming,
- deficit reduction,
- policy development, or
- traditional board development

## PEER REVIEW PROCESS

An independent peer review panel consisting of external reviewers and staff will assess applications and make recommendations to SK Arts through a competitive process based on the following criteria:

1. Identification of an Organizational Need

Has the organization identified an appropriate need, and does it resonate, overall, with the goals of the organization as a whole? What is the perceived need of the organization (ie. how well resourced are they), and what is their ability to undertake the proposed initiative with other funds?

2. Quality of the Project

Is the project well-conceived and -designed? Does it respond in an appropriate way to the identified need? Does it appear achievable with available resources?

3. Potential Impact

Is the potential impact on the organization and their stakeholders meaningful? Does the potential impact contribute positively to the growth and development of the organization?

## PUTTING THE APPLICATION TOGETHER

The application will be available on SK Arts' SmartSimple portal and will require responses to the following three questions.

1. Identify the challenge you are facing. Explain the impact of this challenge on your ability to achieve your organizational goals. Explain why this funding program provides an ideal opportunity to address this challenge at this time. (maximum 250 words)
2. Articulate the solution as you see it, and explain why you feel this approach will address the challenge you have outlined. (maximum 500 words)
3. Describe the potential impact you anticipate once the project is complete and how this contributes to the organization's growth and development. (maximum 200 words)

### **Budget**

A budget template will also be provided as part of the application process. You will only need to provide revenues and expenses for this project. Although a project budget must balance, you are permitted to do so with a contribution from your organization's operating resources.

## NOTIFICATION OF ASSESSMENT RESULTS

Applicants will be notified of the review panel's decision by September 15, 2020.

## SUCCESSFUL APPLICATIONS

Recipients will be required to submit a very brief final report, with a final budget and receipts for expenses, within 30 days of the project end date.

## **Recognition of Funders**

Recipients of the Special Initiatives Fund are required to acknowledge the support of SK Arts wherever possible and appropriate. SK Arts will provide grant recipients with an acknowledgement statement and access to logos through SK Arts' website.

## 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 review panel members, 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.