SASKATCHEWAN ARTS BOARD | cultivating the arts *SINCE 1948*	**PROFESSIONAL ARTS ORGANIZATIONS PROGRAM** *– Core Support Stream* **GUIDELINES** *Application Closing Date: January 15, 2019*

CONTACT THE APPROPRIATE ARTS BOARD PROGRAM CONSULTANT BEFORE THE CLOSING DATE TO DISCUSS APPLICATION AND PROGRAM REQUIREMENTS:

THEATRE	*MULTIDISCIPLINARY AND VISUAL ARTS*
Philip Adams **306-964-1164 (Saskatoon) or 1-800-667-7526** padams@saskartsboard.ca	**Noreen Neu** **306-787-3093 (Regina) or 1-800-667-7526** nneu@saskartsboard.ca
MEDIA ARTS, DANCE, MUSIC	*LITERARY*
Alex Rogalski **306-964-1166 (Saskatoon) or 1-800-667-7526** arogalski@saskartsboard.ca	**Carle Steel** **306-787-9634 (Regina) or 1-800-667-7526** csteel@saskartsboard.ca

Applications and support material must be submitted online on or before the closing date. Hard copies of support material must be postmarked by the closing date.

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PROFESSIONAL ARTS ORGANIZATIONS PROGRAM: CORE SUPPORT GUIDELINES

Purpose

The Saskatchewan Arts Board recognizes, encourages and supports the arts to enrich community well-being, creativity, diversity and artistic prosperity. The Arts Board 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 is directed through the *Professional Arts Organizations Program (PAOP)*. This program contributes to an eligible organization's arts programs and services, governance, management, administration and operational function and provides multi-year support. It is funded in part through the Arts Board's partnership with SaskCulture and their *Gallery and Media Arts Grant* funds.

Outcomes

The program provides support to professional arts organizations 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/Métis peoples and culturally diverse groups; and
- have program objectives that are aligned with the mandate and strategic priorities of the Saskatchewan Arts Board.

Funding

PAOP Core Support Stream recipients:

- have a two-year funding cycle,
- have a minimum grant request of $20,000 per year, and
- are subject to <u>Fair Notice Policy</u>.

PAOP Core Support Stream may support eligible arts organizations that:

- are in good standing at the Arts Board, i.e. in compliance with any Arts Board reporting, grant conditions and <u>Concerned Status requirements</u>; and
- have previously received funding through the *PAOP Organizational Lite Stream*, or currently receive funding through *PAOP*.

Eligibility

Eligible Arts Organizations

- Have a professional arts mandate in the areas of research, creation, production, presentation, exhibition, and publishing, the development of professional artists[1] or community engagement
- Work and mandate of the organization align with *PAOP* purpose
- Are deficit-free at time of application, if a new entrant to Core Support Stream
- Are one of the following:
  - legally registered in Saskatchewan under *The Non-profit Corporations Act*, 1995 or *The Co-operatives Act,1996*

Eligibility continued…

1. Professional artists have completed training in their discipline through formal studies or apprenticeships, maintain a professional practice, and display or present their work in a manner recognized by peers in their art form.

Eligibility
(continued)

- o a public institution in Saskatchewan that is operated by a government body, that is open to the public at least 120 days per year, and that maintains artistic control and separate financial records
- o a literary book publisher or literary/arts periodical publisher legally registered in Saskatchewan under *The Business Corporations Act*
- Engage the paid expertise of arts professionals[2] in the area of programming and administration
- Center of operations resides within Saskatchewan
- Work and mandate are supported by strategic and operational planning and evaluation processes
- Conduct an annual audit, review engagement or independent financial review by an accounting professional not associated on an ongoing basis with the organization
- Are registered and up to date with the Canadian Arts Database / Données sur les arts au Canada (CADAC) at www.thecadac.ca (*This does not apply to book and periodical publishers.)*

Book Publishers:

- Professional literary presses with editorial selection processes, production, promotion and book distribution consistent with industry standards
- New applicants to the *Core Support Stream* must have published at least six literary titles.
- Applicants funded through the *Core Support Stream* must maintain a publishing program of at least six literary titles each year, of which no more than 25% are authored by principals or directors of the company.
- Regularly issue royalty statements and/or fulfill all contractual obligations to writers, artists, illustrators and translators

Periodical Publishers:

- New applicants to the *Core Support Stream* must have published at least four issues.
- Applicants funded through the *Core Support Stream* must:
  - o maintain a publishing program of at least three issues annually,
  - o 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,
  - o have a paid circulation level (based on single issues and subscription copies) of at least 30 percent of total circulation, and
  - o compensate writers, artists and contributors for their work.

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 adjudication for program participation or presentation opportunities based on publicly disseminated processes and criteria

Eligibility continued…

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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.

Eligibility
(continued)

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 program period
- Eligible Cultural Organizations (ECOs) that receive annual global funding through SaskCulture Inc. and the Saskatchewan Lotteries Trust Fund for Sport, Culture and Recreation, and/or organizations that receive operational member funding from one of these Eligible Cultural Organizations.
- Organizations that receive operational funding through Creative Saskatchewan
- Applicants who are not in good standing at the Arts Board

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. The Arts Board expects that artists and contributors will be fairly compensated in accordance with a negotiated contract as a requirement of this program.

Adjudication Overview

An independent panel of jurors assesses applications and makes recommendations regarding funding to the Arts Board through a competitive process based on criteria for the following 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
Adjudication emphasis on criterion of artistic merit	Adjudication emphasis on criterion of engagement	Adjudication emphasis on relevance of the work to the identified community

Notes on Adjudication (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 Adjudication Criteria for their Organizational Grouping when developing their application.

For information about the Saskatchewan Arts Board's adjudication process, visit our website at www.saskartsboard.ca/menu/grants/assessment.html.

Notification

The Board will review the panel's recommendations after it receives notice of the Saskatchewan Arts Board's 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 2019 adjudication by letter no later than May 2019.

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 the Saskatchewan Arts Board, the jurors, and other public funders. If awarded a grant, the name of the recipient, community, project description and grant amount will be made known publicly. The Saskatchewan Arts Board 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

The Saskatchewan Arts Board strives to release 50% of approved annual funds to an organization approximately 30 days before the beginning of the organization's fiscal year, providing all reporting on previous funding is up to date and the organization is in compliance with any Concerned Status requirements and subject to:

- approval by the Arts Board's Board of Directors of the grant recommendation,
- approval of the Arts Board's budget for the relevant fiscal year,
- confirmation of SaskCulture Inc. and Saskatchewan Lotteries Trust Fund for Sport Culture and Recreation funding *(if applicable)*, and
- any organizational and/or funding conditions communicated to the recipient.

In addition to the above-mentioned conditions, release of the remaining 50% of annual funding requires a year-end report due no later than six months after the end of the organization's past fiscal year.

Concerned Status

Concerned Status is a mechanism to allow the Arts Board 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)

The Arts Board 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.

Fair Notice

The Arts Board is committed to fair and transparent processes and to not destabilizing currently funded organizations, while holding organizations and groups accountable to the competitive nature of the program, the program requirements, and the obligations of the grant.

For the Core Support and Sector Development streams, at adjudication, any grant reduction in excess of 10% requires advance notice. Fair Notice is issued to an organization that is assessed as underperforming against the *PAOP* program purpose and assessment criteria, and/or its work or programming has changed to the extent that it is no longer consistent with the program purpose.

The Arts Board will inform an organization in writing of its Fair Notice status, explain what deficiencies were identified during the assessment process, how it will be monitored, and the time period provided to address the deficiencies. If the deficiencies are not addressed within the identified time period, the additional reduction will be implemented. The reduction to the grant amount in excess of 10% will be held for an identified time period for potential restoration at a future adjudication closing date. If the grant reduction puts the organization below the stream minimum, then it will automatically move to Concerned Status.

At the January 15, 2019 closing date, the jury may determine that an organization is not meeting the requirements of the *Core Support* or *Sector Development Streams.* In the case of an organization that applied to the *Core Support Stream*, it will be moved into the Lite Stream for assessment purposes. In the case of a designated *Sector Development* organization, it will be moved into the *Core Support Stream* for assessment purposes.

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

ARTS DEVELOPMENT – CORE SUPPORT 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	
1. Artistic Merit	
1.1 Quality	/10
1.2 Rationale	/10
1.3 Impact	/10
2. Engagement	/10
3. Relevance	/10
4. Organizational Effectiveness	/10
TOTAL	**/60**

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/Métis 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 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.

ARTS PRESENTATION – CORE SUPPORT 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.

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

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/Métis 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 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, and financial reports and plans that are clear, feasible and accurate.

COMMUNITY CATALYSTS – CORE SUPPORT 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.

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

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 art work.

   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 programing 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/Métis peoples, culturally diverse groups, and official language minority communities.

   4. **ORGANIZATIONAL EFFECTIVENESS** – The applicant'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, and financial reports and plans that are clear, feasible and accurate.

APPLY ONLINE

Applications are only accepted online at <u>https://saskarts.smartsimple.ca</u>. The following is provided to help you prepare for your online application.

ORGANIZATION PROFILE

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

- Mandate or purpose of the organization
- Vision statement <u>or</u> description of the organization's visions and values
- *Brief* history of the organization including notable accomplishments
- *Brief* description of the structure of the organization. Include an organization chart.
- Description of the governing body's role in identifying and responding to governance issues such as policy development, succession planning, accountability and monitoring of the organization's financial position
- Overview of the organization's human resources policies and procedures
- Details of the organization's revenue diversification plans (e.g., grants, sponsorships, fundraising, endowments, etc.)
- If appropriate, include a curatorial rationale or justification of presentation, publication or exhibition choices.
- 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.
- Most recent annual report *or* program report
- Most recent annual return to Information Services Corporation (ISC)

APPLICATION NARRATIVE

<u>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</u>:

- Overview of current work or programing
- Description of work or programming proposed for the first funding request year
- Description of how the organization's strategic plan informs work or programming choices
- Description of the organization's approach to communications (including audience development and marketing strategies, if appropriate)

FINANCIAL PROFILE

- Upload 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 Core Support Stream with an accumulated deficit that represents more than 10% of revenues for the most recently completed year must include 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 include a board-approved plan for the use of unrestricted funds.

  Not speaking to deficit or surplus may negatively impact assessment.

For all organizations except book and periodical publishers, upload:

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

For book and periodical publishers only, upload:

- Budget that includes:
  - actual financial information for the past two fiscal years
  - current year to date (approved budget)
  - projected budget for the first funding request year
- A completed Publishers' Statistical Form template as per instructions. The required Statistical Form template is available as an Excel document on the Arts Board's website.

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.

Mark the applicant name, program name and application closing date on any hard copies of support material such as books, exhibition catalogues, magazines, and periodicals.

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, or submit **seven** hard copies.
- 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

Book Publishers:
- A selection of books published during the previous two years to a maximum total of **six** titles
- Each catalogue published in the previous year. Upload PDFs, or send **seven** hard copies.
- Maximum **ten** items of composite pages of reviews, awards listings and other promotional or archival material. Upload digital files.

Periodical Publishers:
- Submit **four issues** published in the past two years. Upload PDFs, or send **seven** original hard copies of each.
- Maximum **ten** items or composite pages of reviews, awards listings and other promotional or archival material. Upload PDFs, or send **seven** hard copies of original or reproduction.

Literary Arts Organizations:
- Maximum **ten** items of composite pages of program brochures, newsletters, reviews, awards listings and other promotional or archival material. Upload PDFs.

Support Material Instructions continued…

Additional Requirements for Media and Visual Arts Organizations:

Submit the following, as appropriate:

- **One** example of critical writing that the organization recently published. Upload in PDF or Word.
- **One** catalogue (optional). Upload PDF, or send **seven** hard copies.

  Galleries that program emerging Saskatchewan artists may wish to include images of work by the artists that will participate in a proposed exhibition, as not all jurors will be familiar with their work. Video documentation is permitted.

- Each of the catalogues or other substantive material published by the institution in the past two years. Items such as newsletters, bulletins and periodicals may be included. Upload PDFs.

Do not include:

- Invitations, announcements, advertisements, press clippings, résumés, inventory cards or education hand-outs.

One copy of publications submitted by applicants as support material and one copy of all other support material submitted by successful applicants will be retained by the Saskatchewan Arts Board. All other support material will be returned only if requested by an applicant within 30 days of the date of the letter notifying them of the grant decision. The Arts Board will dispose of the extra support material after that date. The Saskatchewan Arts Board makes every effort to handle and return support material safely; however, it is not responsible for the loss of any material.