



cultivating  
the arts



## **SASKFESTIVALS PROGRAM**

### FUNDING RELATIONSHIP

#### DEVELOPMENT & ESTABLISHED FUNDING

This document is also available on the Saskatchewan Arts Board's website at [www.saskartsboard.ca/festivals](http://www.saskartsboard.ca/festivals).

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

Applications for funding are adjudicated every two years for Development and every four years for Established. An independent assessment panel recommends which organizations should receive funding from the Saskatchewan Arts Board and funding amounts.

#### CONTACT THE SASKATCHEWAN ARTS BOARD'S PROGRAM CONSULTANTS

- to discuss program and reporting requirements and
- to notify and consult with the Arts Board 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 stream funding are required to:**

1. Provide the Saskatchewan Arts Board 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, the Arts Board 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, the Arts Board reserves the right to rescind the grant.
4. Notify and consult with the Saskatchewan Arts Board 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, the Arts Board reserves the right to rescind the grant, or to reduce or discontinue future funding.
5. Provide the Saskatchewan Arts Board with all required information and reports during the funding cycle and submit the necessary documentation no later than the dates designated by the Arts Board. 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 Arts Board program until all outstanding reporting requirements have been fulfilled.

The Saskatchewan Arts Board 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

**The Saskatchewan Arts Board 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 the Arts Board's 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 the Arts Board's Board of Directors,
- approval of the Arts Board's budget for the relevant fiscal year,
- confirmation of Sask Lotteries funding,
- any organizational and/or funding conditions communicated to the recipient, and
- the Arts Board's 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, due no later than six months after the end of that year.** See Year-End Report requirements on the following page.

### 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 assessment panel,
- the organization is in contravention of the Act under which it was incorporated, or
- the amount available to the program through the Saskatchewan Arts Board 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 the Saskatchewan Arts Board and Sask Lotteries**, particularly on all print material and at selected openings, receptions, performances, events or other public functions. The Saskatchewan Arts Board will provide grant recipients with an acknowledgement statement and access to the logos through the Arts Board's 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 the Arts Board an explanation of how the financial support of the Saskatchewan Arts Board and Sask Lotteries was acknowledged.

*When completing your report, remember that organizations receiving Arts Board 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.*

## YEAR-END REPORT *(continued)*

Additional reporting requirements for each stream are outlined below.

### DEVELOPMENT STREAM

**Recipients of SaskFestivals Program Development stream funding are required to submit** to the Saskatchewan Arts Board's online granting portal:

- an annual report *(if available)* 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 Budget form (or in CADAC)
- third-party financial statements/review for the completed year
- statistical information for the completed year in the Statistics form (or in CADAC)
- In the case of a deficit that represents more than 10% of revenues for the year, include a reduction plan. In the case of a significant surplus of non-restricted funds for the year, include a plan for its use.
- Reflecting upon the past year, discuss the following points. *Please (if possible) choose a different example to address each of the five topics:*
  - brief review of your **goals** for the past year and how results were measured
  - your greatest **success** and how the organization **evaluated** that success
  - a **risk** or innovation undertaken and what you **learned** through the process
  - a significant **partnership** or collaboration undertaken, and why it was important to your organization
  - **challenges** facing your organization and how you plan to address them

### ESTABLISHED STREAM

**Recipients of SaskFestivals Program Established stream funding are required to submit** to the Saskatchewan Arts Board's online granting portal:

- an annual report *(if available)* including or in addition to a detailed program report
- a list of current board members
- actual financial information entered in the CADAC Financial Form, and form uploaded in the Arts Board's online portal
- financial statements/review uploaded in CADAC and in SmartSimple
- statistical information entered in the CADAC Statistical Report, and report uploaded in the Arts Board's online portal
- In the case of a deficit that represents more than 10% of revenues for the year, include a board-approved reduction plan. In the case of a significant surplus of non-restricted funds for the year, include a board-approved plan for its use.
- Reflecting upon the past year and your mandate, discuss the following points. *Please (if possible) choose a different example to address each of the five topics:*
  - Reflecting on your **strategic plan**, briefly explain your progress and how results were measured.
  - your greatest **success** and how your organization **evaluated** that success
  - a **risk** or innovation undertaken this year and what you **learned** through the process
  - a significant **partnership** or collaboration undertaken, and why it was important to your organization
  - **challenges** facing your organization and how you plan to address them