

Share and Connect

Indigenous Community Arts Program Guidelines



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



INTRODUCTION	3
ANSWERING YOUR QUESTIONS	4
What is Share and Connect?	4
Who can apply?	4
What can I apply for?	5
How much can I apply for?	5
How are applications considered?	6
What happens if I get the grant?	6
Will I need to submit a final report?	7
What can I do if my application does not receive funding?	7
OTHER FREQUENTLY ASKED QUESTIONS	8
APPLICATION INSTRUCTIONS	10
Introduction	10
Application Information	10
Project Details	11
Project Information	12
Budget (not required for Small Projects / Planning)	13
Support Materials	14
Declaration	15

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Illustrations by Dakota McFadzean

INTRODUCTION

Welcome to the **Share and Connect: Indigenous Community Arts** program. The information in these guidelines will help you with your application.

You can apply in two ways:

- online on the SK Arts grant portal: <https://saskarts.smartsimple.ca/>
- requesting a fillable PDF application form if needed for accessibility purposes, and emailing or mailing it to us. Request a form before 4:30 p.m. on the deadline date by emailing shareandconnect@sk-arts.ca, or call 1-800-667-7526 (toll-free).

About these guidelines:

You'll find we're focussing on the online application here, but the information will still help you with your written application.

We've divided the guidelines into two sections:

1. **Answers to your questions, as well as definitions of key terms** used in the application.
2. **Step-by-step process** of filling out the application, including details on what we are looking for.

You may not need all the information or to use every section of this document – the table of contents will help you find the information that you need quickly.

SK Arts also has a **handy guide to Preparing Your Application**. It helps new grant applicants – and even those with more experience – approach this task. We have also created a number of video guides to help people who are not familiar with SK Arts' online application system. [Click here](#) to find them.

As always, your most important resource is the SK Arts staff. If you have questions or concerns, or even want to bounce around some ideas, please contact the Program Consultant – we want to help you submit the best application possible. We strongly recommend all applicants, particularly new ones, contact the Program Consultant to talk over your application before preparing it.

For this program, get in touch with:

Pauline Whitehead
Program Consultant
(306) 220-3793 (Saskatoon) or 1-800-667-7526
pwhitehead@sk-arts.ca

What is Share and Connect?

The **Share and Connect: Indigenous Community Arts** program seeks to empower Indigenous communities to control and develop their own arts and culture. It promotes resilience and healing by:

- sharing Indigenous arts and cultural revitalization within Indigenous communities and with broader communities;
- increasing the intergenerational transfer of Indigenous artistic knowledge and cultural practices within contemporary, traditional, and non-traditional art forms;
- promoting Truth and Reconciliation in non-Indigenous communities through exposure to these projects and this work; and
- aligning with the mandate and strategic priorities of SK Arts and our program partners.

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Who can apply?

Any Indigenous artists, Elders, or Knowledge Keepers can serve as leaders, collaborators, and mentors for the project. The lead Indigenous applicant must be in good standing with SK Arts (i.e., no overdue reports for previous grants).

Organization applicants can be any incorporated for-profit company or non-profit community organization (e.g., band councils, First Nations, Métis Locals, businesses, institutions, health care or justice facilities, municipalities, artist collectives, etc.). **If the organization is the lead applicant, it must be Indigenous (have a board of directors or an identified group with oversight and decision-making authority that is made up of at least 60% First Nations, Inuit, or Métis individuals) and must be in good standing with SK Arts and SaskCulture (i.e., no overdue reports for previous grants).**

For the purpose of this program, “Indigenous” is defined as a Canadian Aboriginal person who can identify as First Nations (Status or Non-Status), Métis, or Inuit.

What can I apply for?



How much can I apply for?

Share and Connect provides support for Indigenous artists and communities to co-create projects through their combined knowledge, skills, and experience, and to share and connect through:

- **Planning:** support for Indigenous community leaders to plan or prepare for a future project request
- **Exhibition, Performance and Presentation:** support to bring Indigenous art to the public in collaboration with other community partners
- **Mentorship:** opportunities for early-career Indigenous artists to participate in community projects in collaboration with, and under the mentorship of, established Indigenous artists and Elders
- **Partnership:** Indigenous artists can develop and lead arts activities in partnership with Indigenous and non-Indigenous communities or organizations

What is ineligible?

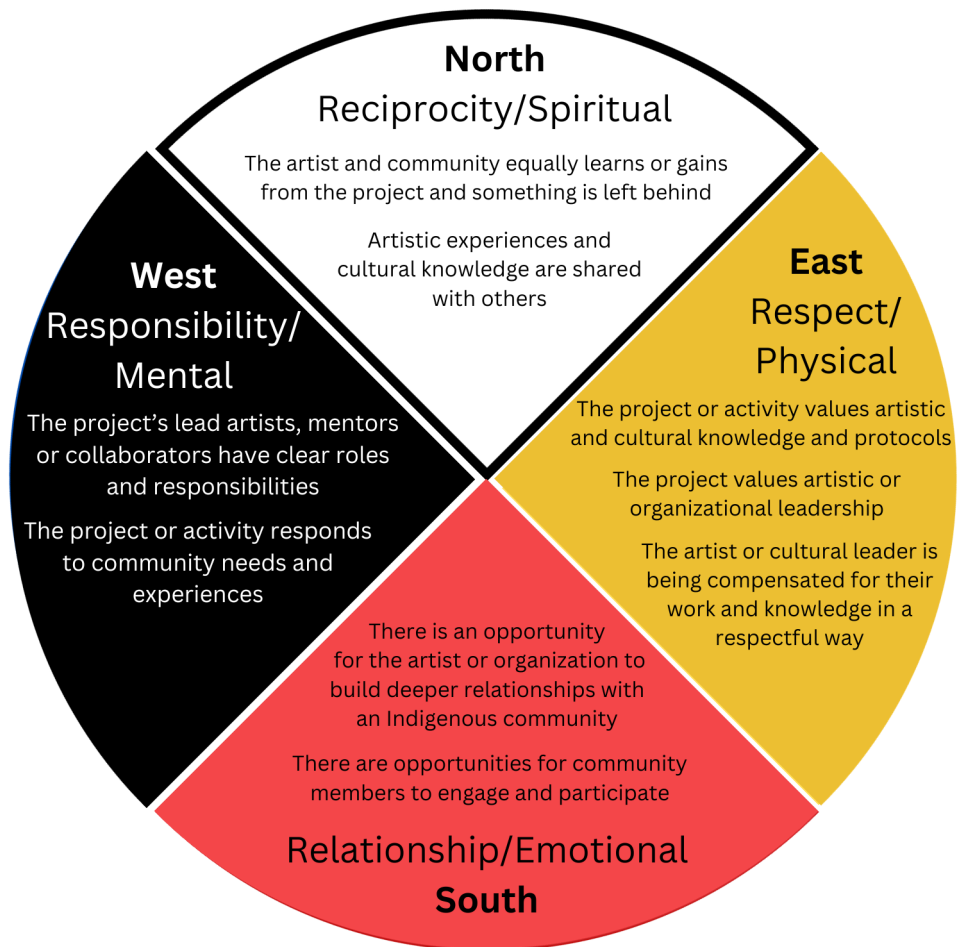
- applications that are not Indigenous-led
- activities that use or present Indigenous cultural material, traditional knowledge, or stories without permission from the community and involvement of either an Elder or Knowledge Keeper
- projects that do not compensate artists, Elders, or Knowledge Keepers for their work
- projects that are not primarily artistic or cultural
- grants intended for capital purchases (e.g., purchase of basic equipment, computers, musical instruments, etc.) – renting equipment during the project term is preferred
- projects that promote hatred or intolerance
- fundraising activities, awards, sponsorships, or re-granting activities
- activities that contravene provincial or federal law

- Small Projects or Planning: \$500 to \$2,000
- Exhibition, Performance and Presentation: \$2,000 to \$10,000
- Mentorship or Partnership Projects: \$2,000 to \$20,000

How are applications considered?

Applications are reviewed and considered by a Reviewing Circle made up of arts and cultural peers: Indigenous artists, Elders, and Knowledge Keepers, with representatives from the regions or communities where we've received applications from.

The Reviewing Circle will consider applications based on the following considerations:



What happens if I get the grant?

Applicants are typically informed of grant decisions by email no later than 60 days after the application closing date.

If your application is successful, you will receive an email that includes terms and conditions of funding.

The lead applicant must sign and submit the Request for Grant Payment Form. A cheque for the approved grant amount will be released no sooner than 30 days before the beginning of the project term.

ANSWERING YOUR QUESTIONS

Will I need to submit a final report?

NOTE: A *Share and Connect* grant issued to an individual is taxable income and may affect payments from the federal or provincial government, such as pension, social assistance, or disability payments.

Recipients are required to acknowledge the support of SK Arts and Sask Lotteries, particularly on all print material and at openings, receptions, performances, events, or other public functions. SK Arts will provide grant recipients with [access to logos on our website](#).

Recipients of funding are required to submit a final report no later than **60 days after the project end date**. As a Crown agency, SK Arts reports to the Government of Saskatchewan on how we use public funds. Final reports from grant recipients like you are an important way for us to illustrate the positive impact of public funding for the arts on communities throughout our province.

More importantly, SK Arts is interested in **how** your project turned out and **the benefits** of the grant on you and your community. There are multiple ways to do the report:

- Complete the form online in the SK Arts portal.
- Complete the report by text using a hard copy or sending us an email. To request a draft of your report form, contact the SK Arts staff assigned to Share and Connect at shareandconnect@sk-arts.ca, or call 1-800-667-7526 (toll-free). Once completed, mail or email your report to them.
- To honour oral traditions, create a video for uploading to the SmartSimple report or for sharing with the program consultant, or call the Program Consultant for a recorded conversation.
- Invite the Program Consultant to attend the final event, performance, or exhibition. If they are able to attend in person, their attendance might even replace the need for a final report for this program.

What can I do if my application does not receive funding?

If your application was recommended for support by the Reviewing Circle but not ranked high enough to be funded, apply again. The Reviewing Circle saw merit in your project idea and would have awarded your project a grant, but the funding ran out. Every closing date is unique: different people apply, and different reviewers assess the applications. Before applying again, take the following steps:

- Reread and reconsider your application components and support material.
- Call the Program Consultant. Program Consultants can often provide helpful comments from the Reviewing Circle and help you present your project more clearly or strengthen your application for next time.

Can a non-Indigenous artist apply?

No. Lead artists must be Indigenous. However, non-Indigenous artists may be project partners or participate as members of an Indigenous-led collective.

Can non-Indigenous organizations apply?

No. But if the lead applicant is either an Indigenous artist or an Indigenous organization, a non-Indigenous organization may be included as a project partner.

Can an individual or organization apply from outside Saskatchewan?

No. Only Saskatchewan-based individuals and organizations are eligible to apply.

Can we include a fee for someone to write and administer the grant in our application?

Yes. A third-party community member can be compensated for their work, including writing the grant and administering the entire project in the Exhibition, Performance and Presentation or Mentorship/Partnership Projects funding streams. In the Small Projects or Planning stream, all expenses can be related to planning and preparing another application.

Can an individual applicant apply more than once per application cycle?

Yes. The artist applicant may make more than one application at any submission closing date, up to the maximum allowable amount of \$20,000. The Reviewing Circle will, however, consider the person's ability to undertake multiple projects.

Can the public presentation or exhibition take place outside Saskatchewan?

A public presentation or exhibition can take place outside of Saskatchewan, but only if there is at least one public presentation or exhibition in Saskatchewan.

OTHER FREQUENTLY ASKED QUESTIONS



Can applicants provide preliminary drafts to the Program Consultant for review?

Yes. But be sure to contact the Program Consultant no less than two weeks before the closing date. Because consultants get busier as the deadline approaches, they are not able to provide detailed feedback in the final two weeks.

What if I accidentally submitted the application before it was completed?

If you submitted your online application in error, please email support@sk-arts.ca. Your application can be re-opened, so you may continue to edit it right until the deadline.

Will I receive feedback about the review?

If you would like to receive feedback about your application, just contact the Program Consultant after you receive the results. The consultant can often provide helpful comments from the Reviewing Circle and suggest how you can strengthen your next application.

Introduction



Applications are accepted online at the SK Arts grant portal (<https://saskarts.smartsimple.ca/>), or you can request a fillable application form if needed for accessibility and email or mail it to us. You must have a valid email address to apply.

The online application form has a video feature that allows you to answer the questions with a video instead of writing your responses.

Application forms to be emailed or mailed can be downloaded from SK Arts' website on the [Share and Connect](#) page.

Emailed applications are accepted at shareandconnect@sk-arts.ca.

Mailed applications must be received by the closing date for application. Applications can be mailed to or dropped off at:

SK Arts
1355 Broad Street
Regina SK S4R 7V1

Applications can also be dropped off at SK Arts' Saskatoon office at 201 Avenue B South.

Here's a quick walkthrough of the application to help you complete it.

Application Deadlines:

Submissions are accepted throughout the year, with two closing dates for submissions – January 7 and June 7 – and notification of results by email within 60 days of each closing date. All applications must be **received** by the closing date for application.

Late submissions will **not** be reviewed, but they can be rolled forward to the next closing date, if you wish. To be fair to other applicants, Program Consultants are not authorized to give you an extension.

Applicant Information

Applicant Details:

If applying online via SmartSimple, your mailing address, telephone, email, and website should be filled in automatically from your profile. If any information is incorrect or incomplete, you will need to update it in your profile.

APPLICATION INSTRUCTIONS

Project Details

Community Connection:

Any Canadian Indigenous artists based in Saskatchewan can apply. It is important to be recognized as an artist in the Indigenous community, since an all-Indigenous Reviewing Circle considers your and your project's Indigenous community connections. Be sure to contact the Program Consultant if you have questions.

Confirmation of Indigenous Involvement:

Because projects funded under *Share and Connect* must be Indigenous-led, it is important that you check this box to confirm your application meets this requirement.

Grant Information:

- **Funding Stream** – Please select the Small Projects / Planning stream, Exhibition, Performance and Presentation stream, or Mentorship/Partnership Projects stream. Selecting the proper stream will activate the rest of the questions in your application form if applying online.
- **Grant Request** – The maximum grant request is \$2,000 for the Small Projects / Planning stream, \$10,000 for the Exhibition, Performance and Presentation stream, or \$20,000 for the Mentorship/Partnership Projects stream.
- **Project Start Date and End Date** – Your project dates are the period for which you are requesting support. All project expenses covered by the grant must be made during these dates. **Your project cannot start before the application deadline date**, and you must begin your project within one year of your project start date.
- **Anticipated Number of Participants and Anticipated Number of Volunteers** – While a large number of people might indicate a greater community reach, the Reviewing Circle will also value projects that engage a smaller number of people in a very deep, considered manner.
- **Project or Event Location** – Tell us the communities where your project will take place. It is important for us to know, for example, if we are funding you as a Saskatoon-based artist, but a large portion of the work on this project will take place on a First Nation or in a smaller community in the province.

Project Information

Brief Project Description:

This brief description identifies your application in assessment materials, payment forms, and grant announcements. Tell us what you want to do with the grant (for example, hold a song-writing workshop that uses Cree lyrics and perform the songs for the community, work with a cultural mentor or elder artist for six months, create a series of youth-led TikTok videos, hold a series of sewing and beading circles with Elders and youth, plan a community talent night, etc.) in 25 words or less. If your project has a working title, include it.

Depending on what you want to do – Small Projects / Planning; Exhibition, Performance and Presentation; or Mentorship/Partnership Projects – there are specific questions to answer. **In the online form, these questions only appear after you select which type of project you are doing on the Project Details tab.** If you have not already chosen the type of project, none of the questions will be on this tab, so make sure to do that first.

Remember, if you are applying online, most of the questions have an option for you to submit a video response if you are more comfortable expressing yourself in that way.

Whether you're writing or submitting a video, try to keep your answers as simple as possible, while still providing the Reviewing Circle with all the information they need to understand your project.

For Small Projects / Planning:

- What do you want you do? What's the plan? How do you see it unfolding?
- Who is doing what? What are the roles and responsibilities of the lead artists, Elders, Knowledge Keepers, mentors, or collaborators?
- Why is this project important? How will this project help the applicant and the community learn or heal?
- Does it share Indigenous art and culture within your community or with broader communities?

For Exhibition, Performance and Presentation:

- What's the plan? How do you see it unfolding? Are there opportunities for community members to be engaged and participate?
- What are the roles and responsibilities of the lead artists, Elders, Knowledge Keepers, mentors or collaborators? Will they be compensated for their work in a respectful way?

APPLICATION INSTRUCTIONS



Budget (not required for Small Projects / Planning)

- Why is this project important? Will this project help the applicant and the community learn or heal? Does the project respond to needs or challenges in the community?
- What will be left behind? Does the project develop leadership or deepen relationships? Does it increase the transfer of artistic knowledge and cultural practices among generations? Does it share Indigenous art and culture within your community or with broader communities?

For Mentorship or Partnership Projects:

- What's the plan? How do you see it unfolding? Are there opportunities for community members to be engaged and participate?
- What are the roles and responsibilities of the lead artists, Elders, Knowledge Keepers, mentors or collaborators? Will they be compensated for their work in a respectful way?
- Why do you want to do this mentorship or partnership project? Why is this project important? How will this project help the applicant and the community learn or heal? How does the project respond to needs or challenges in the community?
- What will be left behind? Does the project develop leadership or deepen relationships? Does it increase the transfer of artistic knowledge and cultural practices among generations? Does it share Indigenous art and culture within your community or with broader communities?

For **Small Projects / Planning**, applicants only need to fill out a simple text box, telling the Reviewing Circle how they will use the grant money.

Exhibition, Performance and Presentation or Mentorship/Partnership Projects applicants must use the provided form and fill it out with the project expenses and the amount or cost of each item.

If you would like to have your budget reviewed before the deadline or need advice on preparing it, the Program Consultant is happy to assist you.

Salaries and Honoraria:

SK Arts is committed to the professional status of the artist and won't fund projects where artists, Elders, and Knowledge Keepers are not paid for their work. Your project budget must include appropriate fees for all artists, Elders, and Knowledge Keepers, or it will be ineligible.

Support Materials

Materials and Equipment Rental:

Share and Connect grants can be used for equipment, if you require the proper tools or materials to create and present your project in a professional way (e.g., sewing machine, picture frames, microphones, etc.), but the Reviewing Circle will consider the cost-effectiveness of purchasing that equipment as opposed to renting it for this single project.

Travel and Transportation:

Travel costs must be reasonable, justified by the project activities, and documented. You can't use your grant to cover a companion's expenses or for personal travel days. Travel costs covered by the grant must occur during the project dates in your application. You can't request per diems for meals while travelling if you are also claiming subsistence support over the same dates, but you can request hotel costs. If you're driving, figure out the approximate distance and estimate your fuel costs.

Other:

This is where you enter any additional costs, such as tobacco, Elders' honoraria, etc. The ceremonial use of tobacco and honoraria must be directly intended for your project. Discuss other expenses with the Program Consultant to make sure they're eligible.

Use this tab to upload artistic resumés, work samples, letters of support, and any other support materials that will help the reviewers assess your ability to complete the project you want the grant for. Support material provides more detail and can help the Reviewing Circle get a clearer idea of your project. Your work samples and documents should be readable, relevant to your proposal, and as recent as possible.

Before uploading materials, change your file names to something that will help the reviewers know what they are looking at. For example, renaming a photo called "IMG_1337.jpg" to "01_photo_bee.jpg" will help reviewers.

Social media links for which an account is required to access material (e.g., Spotify, Facebook, Instagram) limits access for those assessing your application. While you may include these as your website in your SmartSimple profile, you should not include them as links to support material. Note that there is no guarantee that reviewers will look at the website in your profile.

For artists and mentors, submit samples of recent artwork. For collectives, submit samples of past projects or related work by participating artists.

APPLICATION INSTRUCTIONS

Artists, mentors, and collectives must choose up to **three items** from this list as support material:

- Audio: 5-7 minutes maximum (mp3, wav)
- Video: 3 minutes and 2GB maximum (avi, mov, mp4, WebM). *Links to streaming media are preferable to uploaded files.* Provide passwords in the case of private media. When possible, providing trimmed media or links with timecode as part of the URL.
- Still images: 10 images maximum (bmp, jpeg, jpg, png, WebP)
- Print: 10 pages maximum (docx, pdf, txt)
- Weblinks: links to specific works (as opposed to a link to a list of multiple work samples).

Organizations should include material that supports your project and community connections, choosing up to **three items** from this list:

- Video: 3 minutes and 2GB maximum (avi, mov, mp4, WebM). *Links to streaming media are preferable to uploaded files.* Provide passwords in the case of private media. When possible, providing trimmed media or links with timecode as part of the URL.
- Print: 10 pages maximum (docx, pdf, txt)
- Weblinks: links to specific works (as opposed to a link to a list of multiple work samples).

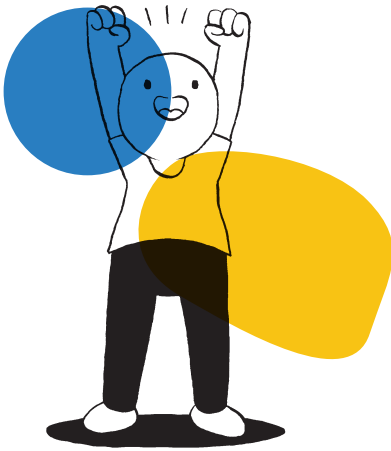
Declaration

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 (two sections):

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.



1355 Broad Street
Regina, Saskatchewan S4R 7V1
1.800.667.7526
sk-arts.ca

 skartsboard

 saskarts

SK Arts acknowledges that the land currently known as the Province of Saskatchewan is comprised of portions of lands from Treaties 2, 4, 5, 6, 8 and 10, the territories of the Nêhiyawak, Anihšínapek, Dene, Dakota, Lakota and Nakota nations, and the homeland of the Métis.

We give thanks to the host Indigenous communities in this province, as we bear the collective responsibility to honour and respect their protocols and homes and to engage meaningfully with their knowledges in our work.