



# Museum Grant Program – Guidelines

*Application deadline: November 30, 2016*

## **Purpose**

The Museum Grant Program (MGP) provides operational funding to help foster strong, vibrant, community-based Saskatchewan museums that are valued and supported by society. This funding enables museums to focus on excellence in their programs and operations and to contribute to the understanding of the world and our place in it - our past, our present, and our future.

## **Priority will be given to museums who:**

- Provide evidence of delivering meaningful activities, programs and services that are valued by their community and broader;
- Are welcoming and inclusive of everyone in their community and surrounding area;
- Demonstrate an understanding of the importance of their communities and take action to consult and involve their community in their museum;
- Demonstrate a link between planned activities, programs and services, their impact, and the results of evaluation;
- Demonstrate an understanding of good governance practices;
- Develop and monitor long-term goals;
- Value training and learning opportunities for staff and volunteers;
- Provide evidence of collaboration through networks and partnerships;
- Demonstrate an understanding of the *Standards for Saskatchewan Museums* and how their work on these is important in the development of the museum;
- Demonstrate a link between planned activities, programs and services and the museum's budget; and
- Demonstrate a realistic and responsible use of resources (funds, volunteers, etc.).

If you are unsure if your museum fits the purpose and priorities of this grant, please contact SaskCulture, or see a list of successful applicants at [www.saskculture.ca](http://www.saskculture.ca).

### **Contact Either:**

**Angie Sawatzky:**  
(306) 780-9812  
Toll Free: 1-866-476-6830  
[mgp@saskculture.ca](mailto:mgp@saskculture.ca)

**Catherine Folstad:**  
(306) 780-9431  
Toll Free: 1-866-476-6830  
[mgp@saskculture.ca](mailto:mgp@saskculture.ca)

# Applicant Eligibility

---

Organizations are strongly encouraged to consult with SaskCulture well in advance of the deadline.

To be eligible, your museum must:

- **Be a museum defined as** "... a non-profit, permanent institution in the service of society and its development, open to the public, which acquires, conserves, researches, communicates and exhibits the tangible and intangible heritage of humanity and its environment for the purposes of education, study and enjoyment." (Museums Association of Saskatchewan Articles and Bylaws, 2015);

The above definition includes:

- **Building-based Museums** – museums where a collection of historical and/or cultural artifacts of importance are acquired, conserved, researched, and exhibited in building(s).
  - **Eco-museums** - a community museum that provides a unique mechanism for community engagement, in which community members work to preserve and learn from tangible and intangible heritage in its living form. Through community consultations, stakeholders agree on natural and cultural assets that they value and create plans to ensure they are preserved and used to foster a culture of sustainability. Unlike a traditional museum, eco-museums do not necessarily gather objects in a museum facility. Instead, they enable communities to preserve valued objects, sites, and cultural practices where they exist, enhancing their visibility and the contributions they make to community development activities.
  - **Virtual Museums** - a collection of digitally recorded images, sound files, text documents, and other data of historical and/or cultural interest that are accessed through electronic media. The virtual museum is committed to public access; to both the knowledge systems imbedded in the collections and the systematic, and coherent organization of their display, as well as to their long-term preservation.
- Have been open to the public and fully operational for at least one year;
  - Have a permanent site with public access and space designated for museum use only;
  - Hold clear ownership of a majority of items in its collection (51% or more); and
  - Maintain separate financial records related to the operation of the museum.

And be either a:

- **Registered Non-Profit** organization based in Saskatchewan. Registered non-profit museums have a non-profit entity number and file financial statements as well as a Saskatchewan Non-profit Corporations Annual Return with Information Services Corporation (ISC) annually, in order to maintain their non-profit status. For more information about Saskatchewan non-profits, please visit the ISC website:

[isc.ca/CorporateRegistry/MaintainandAmendyourBusinessInformation/MaintainingaNon-ProfitCorporation/Pages/default.aspx](http://isc.ca/CorporateRegistry/MaintainandAmendyourBusinessInformation/MaintainingaNon-ProfitCorporation/Pages/default.aspx)

**A non-profit museum applicant must:**

- be in existence as a registered non-profit for at least one full fiscal year;
- have a primarily cultural mandate in Arts, Heritage, Multiculturalism or Cultural Industries as defined by SaskCulture's Cultural Policy, or otherwise demonstrate significant engagement in cultural activity;  
[http://www.saskculture.ca/content/file/14-07\\_Cultural\\_Policy.pdf](http://www.saskculture.ca/content/file/14-07_Cultural_Policy.pdf)
- be in good standing with Information Services Corporation (ISC);
- have no outstanding grant follow-ups due to SaskCulture; and
- provide a copy of the organization's signed annual financial statement that was most recently submitted to the Information Services Corporation (ISC) to show evidence of good standing as a non-profit organization in Saskatchewan. Ensure the financial statement has been signed by **two** authorized signatories (i.e. board members).

**OR**

- **Municipality or First Nations Band is financially responsible for the museum.** Museums where the Municipality or First Nations Band is financially responsible are those museums that have been established through either a Municipal Bylaw or Band Council Resolution. Please note that if SaskCulture does not already have a copy of the Bylaw or Resolution on file, you will be asked to provide one.

**Applicants where the Municipality or First Nations Band is financially responsible must:**

- be in good standing with the Saskatchewan Lotteries Community Grant Program;
- have no outstanding grant follow-ups due to SaskCulture;
- provide a copy of the museum's most recent annual financial statement. Ensure the financial statement has been signed by an authorized signatory. For museums where the First Nations Band or Municipality is financially responsible for the museum, a representative from the Band or Municipality who has the authority to sign on behalf of your organization should provide an authorization.
- provide a copy of the Municipal Bylaw or Band Council Resolution that established the museum, if one is not already on file with SaskCulture.

**Ineligible Organizations are those that are:**

- Part of a federal or provincial operation and/or Crown Corporation;
- Receive more than 50 percent of its total revenues from the Saskatchewan Lotteries Trust Fund (SLTF). (**Exception:** Stream I funding applicants may receive up to 75% of their funding from the SLTF.);
- Receive operational funding directly from the Culture Section of Saskatchewan Lotteries Trust Fund; and/or:
- Receive funding directed by the Government of Saskatchewan.

## Eligible Expenses

---

The grant is intended to provide funds to support eligible operating activities. Eligible expenses for the MGP grant includes costs related to:

- Salaries and Benefits, including honorariums, wages and contract agreements for both regular and contract staff;
- Training, including workshop fees, training materials, and travel costs (i.e. gas, car rental, bus tickets, and hotel accommodation) for staff and volunteers;
- Administration, including office supplies, postage, insurance, and software;
- Maintenance, including building rent, taxes, utilities, and minor repairs such as upgrading and improvement projects.
- Collections, including costs related to documentation, storage and conservation;
- Programming, including costs related to activities and exhibit development, Culture Days and Canada 150; and
- Communications, including material costs, advertising costs, and events.

## Ineligible Expenses

---

Ineligible expenses and in-kind contributions will not be considered as matching grant funds. Ineligible and in-kind expenses used in such a manner can potentially make an application ineligible or only eligible for a reduced amount of the total grant request.

The grant cannot be used to for:

- Capital improvements, such as the purchase of a building, elevator, or new roof;
- Developmental costs for a new facility;
- Purchase of artifacts or collections; and
- Cash prizes, gifts, or the purchase of alcohol.

## Funding Streams and Levels

---

There are three different streams in the Museum Grant Program. The maximum level of funding a museum could potentially receive in each stream is:

Stream I	up to 75% of the museum's annual budget for the upcoming year, to a maximum of	\$6,000
Stream II	up to 50% of the museum's annual budget for the upcoming year, to a maximum of	\$12,000
Stream III	up to 50% of the museum's annual budget for the upcoming year, to a maximum of	\$30,000

**Each stream has a separate online application form. If this the first time your museum is applying to MGP, you are only eligible to apply for Stream I funding.**

## Welcoming and Inclusive Museums ---

It is important that organizations in the culture sector ensure their programs and services are accessible and serve all segments of the population, including people of First Nations, Métis, newcomer, and/or ethno- or multicultural backgrounds. SaskCulture has been developing a Multicultural Inclusiveness Strategy. For further information on this strategy please see:

<http://www.saskculture.ca/programs/organizational-support/multicultural-inclusiveness-strategy>

Museums should be representative of the people in their communities and assist museum visitors in understanding the stories of the past and how those stories connect to the present and future of the community. All museums should be able to highlight the cultural diversity of the communities they serve. Developing the stories of where people have come from and the various perspectives they bring is an important role of the 21<sup>st</sup> century museum.

Questions on Welcoming and Inclusive Museums are related to Standards:

- Communications – A. Public programming, General, #3, - p.89
- Communications – A. Public programming, General, #10, - p. 90
- Communications – A. Public programming, Exhibits - General, #23, - p. 91
- Communications – A. Public programming, Exhibit - Planning & Development, #43, - p.94

## Application Process ---

**Applications are due November 30, 2016.** SaskCulture has moved to an online application process and applications must be submitted through the Online Granting Platform. **Late applications will not be considered for funding.**

Please contact SaskCulture if there is difficulty accessing the MGP application through the Online Granting Platform.

SaskCulture will review applications to confirm basic eligibility requirements have been met. Only complete and fully authorized applications will be considered. Eligible applications are adjudicated by a volunteer jury and applicants are informed of results following the adjudication.

Funding decisions are final and will not be revisited or appealed.

Successful applicants will receive the total Year 1 grant allocation upon grant approval. Year 2 funds will be released upon submission of a completed and satisfactory Interim Report, which is due 90 days after the museum's 2017 fiscal year end.

# Completing the Application Form

---

Within each funding stream application, there are four components:

- 1. Museum Profile:** This information provides jury members with an overview of the applicant and gives them an understanding of the museum and its community. This information is not scored by the jury.
- 2. Application:** The application form includes questions about key areas of museum operations – management, programs, collections, and communications. The management, programs and budget sections of the application will likely take the most time to complete. The application form serves as an interim report for the previous year, as well as an application form for the next two years.
  - Response Expectations for Funding Streams:** Application questions are the same for all three streams however, the expectation of how questions are answered differs depending on the stream. Mandatory (must answer) fields increase as you move up streams and higher streams are asked to provide more examples.
- 3. Budget:** Ensure your budget is accurate and totals are correct. Peer jurors examine the budget to ensure that there is a realistic match between your museum’s financial resources and your museum’s plans. Be sure to explain any large surpluses or deficits, or unusual financial circumstances.
- 4. Financial Information:** Each museum must attach the most recently signed and completed annual financial statement.

## Helpful Application Information:

- Answer every question that is applicable to your museum:** Jury members cannot award points for questions which are not answered.
- Provide Detail:** Jury members can only adjudicate the application in front of them and do not bring outside knowledge to the jury table. Some jurors may not know anything about your museum. Answer the questions as though you are explaining it to someone who knows nothing about your museum.
- Be Concise:** Jury members are volunteers and have a number of applications to read. It is very important that you be concise and focused in your answers while still providing the necessary information.
- Plans can change:** If your museum was planning to do something last year and it didn’t work out, provide an explanation. In particular, explain how your museum was flexible in coping with changed circumstances (for example, if an activity was not successful and your museum is planning on doing it again, what changes are planned?).
- Previous Application:** As well, it is recommended to review the museum’s previous application form and interim report prior to starting the application form. You are not required to do more activities each year, but rather to use the information from the previous years to assess your activities to identify where your museum needs to focus future planning.

- **Standards for Saskatchewan Museums:** Some questions in the MGP application are based on *Standards for Saskatchewan Museums- 5<sup>th</sup> edition (2016)\*\**. It is important that applicants review the *Standards for Saskatchewan Museums* prior to starting an application. When referencing standards, be sure to include the Standard number and title (e.g. Collections: B. Conservation #9: Artifacts are handled as little as possible).

By reviewing standards, you can identify where the museum is making progress towards achieving standards, which activities the museum has been successful in conducting, and areas where your museum may plan to conduct activities.

For more information about using standards in your museum or on museum practices, please contact Kathleen Watkin, Museums Advisor, Museums Association of Saskatchewan:

Phone : 1-306-780-9266

Toll free : 1-866-568-7386

Email : [advisor@saskmuseums.org](mailto:advisor@saskmuseums.org)

Website : [www.saskmuseums.org](http://www.saskmuseums.org)

- **Financial Statements:** The Saskatchewan Lotteries Trust Fund requires you to include a copy of a signed audited financial statement for your museum's most recently completed fiscal year. Ensure the financial statement has been signed by authorized signatories (depending on the structure of your museum, this could be: board members, municipal or Band representatives).
    - **For non-profit museums,** it will be the financial statement that was most recently submitted to the Information Services Corporation (ISC) to show evidence of good standing as a non-profit organization in Saskatchewan. According to the Information Services Corporation:
      - Where revenues are less than \$25,000 in the previous fiscal year, the requirement for an audit or a review may be waived\* by the members. Unaudited financial statements are accepted from small budget museums, (annual income less than \$25,000) but must be signed by two officers of the organization;
      - Where museum revenues are between \$25,000 and \$250,000 in the previous fiscal year, the requirement for an audit may be waived\*, but a "review" is required; and
      - Where revenues exceed \$250,000 in the previous fiscal year, an audit is required.
- \*The waiver of an audit, or a review, or both, as the case may be, must be passed by 80% of the members voting on the resolution.
- **For museums where the First Nations Band or Municipality is financially responsible** for the museum, a representative from the Band or Municipality who has the authority to sign on behalf of your organization should provide authorization.

## Application Assessment

---

SaskCulture will review applications to confirm basic eligibility requirements have been met. Eligible applications are adjudicated by a volunteer peer jury and applicants are informed of results following the adjudication. Funding decisions are final and will not be revisited or appealed.

**Selection of Jury:** Applications from each stream will be adjudicated by a volunteer peer jury. To ensure objectivity, each jury will be comprised of individuals who are not affiliated with a grant application in that stream.

**Jury Process:** Each MGP stream is adjudicated by a volunteer peer jury. This process ensures a fair and equitable adjudication of the grant applications and a fair distribution of museum funding.

The volunteer jury will assess applications based on the following criteria:

- Extent to which the museum addresses the purpose of the MGP grant; and
- Extent to which the museum aligns with the priorities of the MGP grant.

The amount granted to museums also depends on the number of museums applying for funds and the total funds available in the program. Funding for the Museums Grant Program is provided through the Culture Section of the Saskatchewan Lotteries Trust Fund for Sport, Culture and Recreation and may vary from year to year.

## Funding Obligations

---

MGP funding is granted to museums to assist with eligible operational costs. Successful Stream I, II and III applicants will be funded for two years. Streams will receive 100% of their Year 1 allocation.

Successful applicants will be **required to submit an Interim Report online within 90 days of the museum's Year 1 fiscal year-end**. This report must detail the activities through the museum's fiscal year and indicate how it met the purpose and priorities of the MGP program. Include an audited financial statement as part of your Interim Report to provide evidence of eligible expenses. Adjustments to Year 2 funding may be made pending review of the museum's Interim Report.

**Funds may only be used for the eligible activities outlined in your application. Significant changes to the use of funds must be approved by SaskCulture. The applicant may want to refer to the budget form regularly as a budget management tool. All MGP funds must be spent in the year they are allocated and funds may not be transferred to other activities or organizations. Any MGP funds not spent for the year allocated must be returned to SaskCulture.**

Museums receiving grants must promote SaskCulture and Saskatchewan Lotteries as supporters of their activities. Logos and promotional materials are available to successful applicants.

Failure to meet the above funding obligations to the satisfaction of SaskCulture will be grounds to request a return of grant funds already issued and/or restrict access to future funding.



## Privacy Statement

---

SaskCulture is committed to protecting the confidentiality and privacy of our applicants, members, volunteers, clients, partners, and employees.

All information in this application will remain confidential. SaskCulture collects, uses, and distributes funding information in order to adjudicate and manage the Culture Section of the Saskatchewan Lotteries Trust Fund for Sport, Culture and Recreation and to promote cultural activity within the province.

By signing this application you authorize SaskCulture Inc. to publish your organization's name, location and funding amounts, as well as anecdotal information for promotional and advocacy purposes. Please contact SaskCulture if you would like to withdraw your consent to these stipulations.

To ensure you receive information on funding programs and other cultural network updates, please consent and provide an email on your application where SaskCulture updates can be directed. Unsubscribe options are available when requested.