



**CULTURE DAYS FUNDING
ASSISTANCE
FOLLOW-UP REPORT- Projects**



**Please note that a fillable PDF version of this form will be available on our website.

Identification

Name of Organization		
Mailing Address		Postal Code
Phone#	Fax#	Email Address
Contact Person		Title
Project/Event Name		Location
Grant Number	Amount due on follow-up	Project Date(s): MM/DD/YY

Attachments

<p>Project Evaluation: Provide a brief one-page report on the project, including what actually took place and the impact/benefit the project had on participants and Saskatchewan. Attach the report to this form. In the form below, please provide the following project information. Please estimate as close as you can if you are unsure.</p>
<p>Funder Recognition: Provide description and/or evidence of how Saskatchewan Lotteries and SaskCulture were publicly acknowledged as a source of funds for the program.</p>
<p>Financial Report Provide a cost report showing actual project expenditures and a full schedule of actual revenues, including grants and self-generated revenue related to the project. Include copies of receipts to verify accountability. All receipts must be dated within the granting period. (Follow-up budget form enclosed.)</p>

Certification

The undersigned hereby affirms that all conditions stated in the guidelines for this program have been met and that this follow-up form constitutes a correct and true statement.	
Name of Applicant Signing Authority	Signature of Applicant Signing Authority
Title	Date

Culture Days Funding Assistance Survey

How many registered interactive cultural activities did you offer at your Culture Days Event(s)? Please list.	Number of activities:
How did you promote the Culture Days event?	
If you have photos or video from your event, would SaskCulture be able to access them for use in future Culture Days promotions? If yes, please forward by email to mbrownridge@saskculture.ca . Thanks! <input type="checkbox"/> Yes <input type="checkbox"/> No	
Did you consider your Culture Days activity a success? Please explain why or why not.	

Cultural Engagement

How many cultural workers were hired for your Culture Days activity?	
Of these cultural workers, how many were professional artists?	
How much of your budget went to pay these artists?	
How many volunteers worked at your event(s)?	
What is the total number of people who attended your Culture Days event(s)?	
What is the total number of participants who completed a 'hands-on' activity?	
Please estimate how many participants were trying new cultural activities for the first time.	
Of this total, please estimate:	
% of children and youth (under age 29)	%
% of adults (30 to 54 years)	%
% of seniors (55+ years)	%

Activity Organizer

As an activity organizer, please rank the following, with 1 – very dissatisfied and 4 – very satisfied.	
1. Rate your organization's satisfaction with this year's Culture Days?	1 2 3 4
2. Rate your organization's satisfaction with SaskCulture's Culture Days Funding Assistance.	1 2 3 4
3. Will you participate in Culture Days next year? If the answer is no or maybe, please explain:	<input type="checkbox"/> Yes <input type="checkbox"/> Maybe <input type="checkbox"/> No
4. Would you still hold a free-for-the-public Culture Days event in the future if there was no specific Culture Days grant available?	<input type="checkbox"/> Yes <input type="checkbox"/> Maybe <input type="checkbox"/> No
4. Do you have any other feedback for Culture Days organizers?	

CULTURE DAYS BUDGET SUMMARY

This is a sample of possible budget items. Please include an itemized list of expenses and revenue in your budget. **Attach another sheet to show your calculations if necessary.** Ensure itemized copies of receipts are included to verify accountability. Please note that all eligible receipts must be dated within the granting period.

Income	Amount Proposed (with grant application)	Follow-Up Actual*
SaskCulture Grant Request	\$	\$
Cash Donations/Fundraising	\$	\$
Program Fees	\$	\$
Other sources (please list)	\$	\$
1.	\$	\$
2.	\$	\$
In kind contributions (non-cash- please list)	\$	\$
1.	\$	\$
2.	\$	\$
Total In-Kind Contribution	\$	\$
Total Income	\$	\$

Expenditures: (identify in-kind expenditures with an *)	Amount Proposed	Follow-Up Actual*
Wages, Honorariums other than to Artists	\$	\$
Artist Fees	\$	\$
Program /Materials Cost (Supplies)	\$	\$
Facilities / Studio Rentals	\$	\$
Equipment Rentals	\$	\$
Travel Costs	\$	\$
Advertising and Promotion	\$	\$
Print Materials	\$	\$
Office or Administration Costs	\$	\$
Other Expenditures (please list):	\$	\$
1.	\$	\$
2.	\$	\$
3.	\$	\$
4.	\$	\$
5.	\$	\$
6.	\$	\$
Total Expenditures	\$	\$
Projected surplus/(deficit)	\$	\$

Please submit this follow-up form with all relevant receipts and supporting documents by November 27, 2015 to:
 Dominga Robinson
 SaskCulture Inc.
 #404-2125 11th Avenue
 Regina, SK S4P 3X3