



CULTURE DAYS FUNDING ASSISTANCE

Application deadline: May 2, 2016



Culture Days is a collaborative, pan-Canadian movement designed to raise awareness, accessibility, participation and engagement of all Canadians in the arts and cultural life of their communities. Nation-wide Culture Days celebrations will take place **September 30, October 1 & 2, 2016**. SaskCulture is pleased to offer Culture Days Funding Assistance in support of Culture Days initiatives throughout Saskatchewan.

Purpose

Culture Days Funding Assistance is designed to support Culture Days initiatives (activities, events and projects) that engage public participation and inspire future involvement in the cultural life of Saskatchewan communities.

Culture Days Funding Assistance supports:

- activities that will encourage and inspire people to try something new and become a regular participant in cultural activities;
- the hiring of Saskatchewan artists and cultural workers who will engage new audiences and share their skills and talents;
- a wide range of interactive and diverse cultural activities in communities across the province during Culture Days.

Significant priority will be given to projects that:

- provide excellent opportunities for **hands-on, interactive cultural experiences** for participants, as opposed to activities that are more passive in nature;
- are engaging and accessible – Culture Days activities are to be free to the public;
- contribute significantly to community involvement and/or engagement.

Funding Streams

Culture Days Hubs (presented by a minimum of 3 organizations)	eligible expenses to a maximum of \$4,000
Culture Days Event (presented by 1 organization)	eligible expenses to a maximum of \$1,000

Culture Days Hubs are defined as a minimum of three (3) cultural organizations **working in collaboration** to present interactive Culture Days activities that engage public participation in a community. In communities where there is more than one hub taking place, hubs are encouraged to communicate to find efficiencies in shared resources.

Eligible Applicants

Eligible applicants must:

Be a Registered Non-Profit organization in Saskatchewan. The 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;
- have no outstanding grant follow-ups due to SaskCulture; and
- **provide one (1) copy of the organization's signed annual financial statement** that was most recently submitted to Information Services Corporation (ISC) to show evidence of good standing as a non-profit.

OR

Be a First Nations Band or Municipality. The applicant must:

- be in good standing with the Saskatchewan Lotteries Community Grant Program; and
- have no outstanding grant follow-ups due to SaskCulture

Ineligible Organizations:

- Schools, post-secondary institutions and unincorporated community groups are ineligible for this grant. These organizations should consider forming a partnership with an eligible organization to meet the eligibility requirements for this program. Projects that are submitted that do not meet the eligibility requirements will not be reviewed. Please consult with SaskCulture for options.

Eligible Expenses

- Expenses directly tied to holding a free, interactive Culture Days activity or activities, held on or between **September 30, October 1 & 2, 2016**;
- Expenses that are over and above normal operating costs for a cultural group (i.e. not tied to salaries, rent, etc.);
- Expenses such as, but not limited to, artist fees*, the cost of materials or equipment rentals, travel, honorariums, advertising and promotional costs (to a maximum of 20%), and any additional costs related to interactive workshops, presentations or demonstrations.

* For more information about contracting professional artists and artist fees, please refer to:

- Saskatchewan Arts Professions Act <http://www.pcs.gov.sk.ca/arts-professions-act> and/or;
- CARFAC Artist Rates http://carcc.ca/fee_schedule_2016_4_professional.html

Ineligible Expenses

- Funds may not be used for construction, renovations or repairs, capital expenditures, cash prizes, gifts, or the purchase of alcohol.
- Food or food-related costs are generally ineligible. However, up to 25% of the grant may be used if these costs can be directly attributed to the cultural activity (e.g. the cultural activity is specifically focused on the cultural significance and mentorship aspects associated with traditional food preparation, instruction, gathering and so on).
- Activity that exclusively promotes definable religious or political viewpoints is not eligible.
- Contributions of volunteer hours are not an eligible budget expense.
- Allowances, wages or personal expenses for registrants and participants are not eligible.
- Operating costs, salaries and related expenses of existing staff of the applicant organization(s) are ineligible. Normal operational expenses are not eligible.

In kind contributions and donations of goods and services are not eligible.

Application Process

Applications are due May 2, 2016. If the deadline falls on a weekend or statutory holiday, the deadline becomes the next business day. As of the 2016 deadline, SaskCulture has moved to an online application process. **Late applications will not be considered for funding.**

Organizations are encouraged to consult with SaskCulture prior to submitting an application.

SaskCulture will review applications to confirm basic eligibility requirements have been met. Eligible applications are adjudicated by a volunteer jury and applicants are informed of results within eight (8) weeks of the application deadline.

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

Successful applicants will receive 100% of their total grant allocation upon grant approval. Properly completed follow-up reports must be received by SaskCulture prior to **November 15, 2016.**

Application Assessment

The funding adjudicators will assess applications based on the following criteria:

- Extent to which the project addresses the objectives of Culture Days Funding Assistance;
- Quality of proposed activity, especially as it pertains to the capacity to be **interactive**;
- Credibility of the application and capacity of the organization(s) or artist(s) to deliver the project;
- Realistic and responsible use of resources (funds, volunteers, etc.);
- Extent of participation, access and engagement for the public;
- Extent of resourcefulness, collaboration and partnerships, especially for hub applications;
- Extent of the activity to actively support increased cultural engagement beyond Culture Days; and/or
- Extent of support and involvement from the community.

Funding Obligations

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. Funds may not be transferred to other activities or organizations and unused funds must be returned to SaskCulture.

Funded activities **MUST BE REGISTERED** on the Culture Days web site, www.culturedays.ca . **Failure to do so will result in the grant being determined to be in default of the guidelines.**

Successful applicants will be required to submit a follow-up report by **November 15, 2016**. This report must detail the activities of the project and indicate how it met the goals of the Culture Days Funding Assistance program. **Photocopies of eligible receipts must be submitted** with a budget summary to show that the entire list of eligible expenses has been incurred.

If the applicant is approved for funding, the follow-up form will be available online and should be referred to throughout the project as statistical information will need to be gathered. The applicant may want to use the budget tool regularly as a budget management tool.

Grant recipients 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 withhold the final payment, request a return of grant funds already issued and/or will 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 Cultural Section of the Saskatchewan Lotteries Trust Fund and to promote cultural activity within the province.

By signing the application form 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.