

## Grant Application Checklist

Please use this checklist as a tool to ensure you have sufficient information before submitting an application. Actual information required may vary.

### 1. Organizational Information:

- Mission Statement and/or Mandate
- Organizational Structure including a list of current Board Members
- The annual financial statement signed by two (2) board or council members and most recently submitted to ISC as evidence of good standing as a non-profit organization in Saskatchewan
- Summary of the organization's history, accomplishments, cultural involvement and current activities
- List of previous funders and programs that they funded
- Resumes or biographies for key cultural workers
- Support material such as documents, pamphlets or pictures that will better assist the assessors to understand who you are as an organization and the activities it promotes
- Two people to authorize the application (the primary contact for the project and a signing authority such as a President, board member or senior staff member)

### 2. Project Information:

- Explanation of how the project fits the objectives of the grant program
- Clear explanation of the intended impact of the project. Long term goals? Immediate goals?
- Project Description – Clearly identify what activities will take place during your project
- Project timeline, including: preparation, activities, dates, location and scope of project
- Who is your target audience? How will the goals of the project impact this group?
- Letters of Support – participants, partners, Elders etc. Examples that community supports your project
- Identify the number of organizations, participants and volunteers involved
- Plan for how you will evaluate if you have met the project goals
- Balanced budget with a description of calculations and details
- Marketing plan including how SaskCulture will be recognized in promotions

## Standard Grant Application Questions

**Please note these are only examples. This is not an application form. Applicants will need to login to the online grant platform for actual grant questions.**

1. Please provide your Organization's Mandate.
2. Please describe your Organization structure, including board and governance, membership and volunteers.
3. How many board members does your Organization have?
4. Does your board include any youth (under 29)? If so, how many?
5. Please provide a summary of your Organization's history, accomplishments, projects funded by the grant program in the past, and current activities as they relate to serving culture. You may include support materials.
6. If you do not typically conduct cultural programming, explain why the organization has chosen to initiate this project at this time.
7. Please provide your project title and a brief description.
8. Please indicate the Treaty Land in which your project is taking place, project start and end dates, and dates and location of events open to the public.
9. Please provide a detailed project description including: what, where, who, when, and how the project meets the needs of target individuals, group or community.
10. How many people are leading the delivery of this project and the number of paid workers as well as the number of volunteers?
11. Please attach evidence of community support for your project. (Letters of support).
12. Please describe who your target audience / participants might be.
13. Please indicate the approximate number of participants that will be involved.
14. Please provide planning timelines and event schedules.
15. Describe how your project addresses the objectives of this grant.
16. Describe the expected impact your activity might have on your community and how it may inspire future involvement in the cultural life of the community.
17. Please describe how you will evaluate if you have achieved the goals listed above (e.g. survey, testimonials, community consultation, round tables) and what you will do with the results of your evaluation.
18. Please provide a copy of your budget including projected income and expenses. Budgets must balance.
19. Please let us know how you heard about this grant program.