



SMALL GRANT ACCESSIBILITY PROGRAM (SGAP)

Application deadline: February 10, 2023

Please read the Guidelines carefully before starting the grant application.

The Small Grant Accessibility Program aims to provide support to grassroots, unique and innovative cultural initiatives that respond to emergent needs or changes in the cultural sector, and create access and pathway for first-time and under-served applicants.

This grant has a maximum grant request of **\$2,000** and is intended for small-scale initiatives, as defined on the last page of the Guidelines. The turnaround time is quicker (a maximum of four weeks) to be able to respond to more time-sensitive and emergent needs.

Objectives

The SGAP objectives are to:

- support new or underserved organizations that have never been awarded a SaskCulture grant;
- support grassroots, unique and innovative cultural initiatives;
- respond to emergent needs, time-sensitive opportunities or changes in the cultural sector;
- encourage youth-led cultural initiatives and leadership opportunities for young cultural leaders;
- support and strengthen communities through cultural activities in Saskatchewan, at the individual, group, and community level; and
- support the development and capacity of cultural organizations through professional development courses.

Priority will be given to initiatives that:

- provide significant opportunities to meet the objectives of the SGAP;
- deliver relevant cultural activities based on cultural impact, accessibility and service to communities;
- do not fit the criteria and timeline for other SaskCulture grant programs;
- take place in the province's northern and/or rural or otherwise underserved communities; and
- are supported by clear initiative plans and budget detail.

If you are unsure whether your initiative fits the purpose of this grant, please contact SaskCulture using the information below.

Contact

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Grants Administrator

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Applicant Eligibility

Eligible Applicants:

- **Incorporated Non-Profit** organizations in Saskatchewan. All incorporated non-profit organizations must:
 - 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;
 - not have been awarded a SaskCulture grant in the past three years; and
 - be in good standing with Information Services Corporation (ISC) and SaskCulture.
- **Unincorporated Non-Profit** organizations in Saskatchewan. All unincorporated non-profit organizations must:
 - have a primarily cultural mandate in Arts, Heritage, Multiculturalism or Cultural Industries as defined by [SaskCulture's Cultural Policy](#), or otherwise demonstrate engagement in cultural activity;
 - **Must have a Canadian bank account in the organization's name:** if approved, the grant payment will be paid to this account. A void cheque will be required for confirmation and setting up Electronic Fund Transfer (EFT).
 - **Liability waiver signed by at least two Board/Committee/Decision Makers (Control and Structure Information)**
- **First Nation or Municipality.** The applicant must:
 - be in good standing with the Sask Lotteries Community Grant Program;
 - not have been awarded a SaskCulture grant in the past three years; and
 - have no outstanding grant follow-ups due to SaskCulture.

Ineligible Applicants:

- Organizations that have received any SaskCulture or significant Lottery funding in the last three years;
- Schools; and
- Individuals.

If your organization does not meet the eligibility requirements contact SaskCulture to discuss what alternate grant programs might be available to you. Or, use SaskCulture's "Find a Grant" tool to connect with other options - <https://www.saskculture.ca/programs/funding-programs/find-a-grant>.

Initiative Eligibility

- Initiatives must directly address the objectives and priorities of this funding program.
- All funds are to be used for the benefit of cultural development in Saskatchewan and for residents in Saskatchewan.
- Applicants can access only one SGAP grant at a time, limited to once every three years.
 - If the applicant already has an outstanding/overdue SaskCulture grant, a second proposal will not be considered until the current one is reconciled.
- Applicants may not apply to multiple SaskCulture funding programs to support the same activity for the same time frame.
- Eligible initiatives should start four (4) weeks after the application deadline, and must end within one (1) year of the initiative start date. **For initiatives that may have an earlier start date, please contact the Grants Administrator for options.**

Eligible Expenses

The SGAP grant can cover direct costs for the development and delivery of the initiative. When submitting a proposal, please ensure that only eligible expenses are included.

The **maximum request amount is \$2,000** towards eligible expenses.

In-kind contributions are not eligible expenses. Contact SaskCulture if there is any uncertainty on what is eligible and ineligible.

Eligible expenses for the SGAP grant include:

- Wages, honorarium and contract agreements for cultural resource people who are offering their skills and expertise for the term of the initiative. This does not replace wages for the core job responsibilities of existing staff;
- Travel expenses for initiative participants. This includes gas, rental of vehicles, bus transit and airfare. While the primary cultural activities must take place in Saskatchewan, travel outside of the province is eligible if it is to bring resource peoples in locally to conduct work;
- Cost of materials and supplies related to the initiative;
- Professional development courses;
- Facility costs would only be considered eligible in situations where additional space is required for the initiative to move ahead. The existing space/facility of an applicant organization is not eligible and would be considered as an in-kind contribution - i.e. rent, utilities and office overhead.
- A recommended maximum of 20% of the total grant award can support food expenses that are a part of the cultural experience that is being offered for participants. A strong rationale would need to be provided to exceed this amount.
- A recommended maximum of 10% of the total grant request can be utilized for advertising and promotion cost for the initiative. A strong rationale would need to be provided to exceed this amount.

All expenses must fall within the indicated start and end date of the grant. Expenses incurred before or after the grant period will not be eligible.

Ineligible Expenses

The following items are ineligible for SGAP funds:

- Capital expenses such as construction, renovations or repairs or purchase of major equipment such as computers, video camcorders, power tools, etc.;
- Cash prizes, gifts, charitable donations, or the purchase of alcohol;
- Activity that exclusively promotes definable religious or political viewpoints;
- Contributions of volunteer hours;
- Food or food-related costs are generally ineligible. However, up to 20% of the grant may be used for nutrition if these costs can be directly attributed to the cultural activity;
- Allowances, wages or personal expenses for program registrants and participants;
- Salaries and expenses of existing staff of the applicant organization – except when they are hired to perform the duties of a cultural worker;
- Office and administration fees including utilities, rent and/or rental of an applicant organization facilities; and
- In-kind contributions (donations for food, goods, services, equipment, waiving rental fee, etc.) do not replace eligible expenses.

Application Process

Applications are due on February 10, 2023. Late applications will not be considered for funding.

- Applicants are encouraged to consult with SaskCulture prior to submitting an application for pre-application advice.
- SaskCulture will review applications to confirm basic eligibility requirements have been met. **If a submission is ineligible, the applicant will be notified.**
- Applications will be reviewed by a panel of SaskCulture staff, who will focus on the set criteria outlined in the 'Application Assessment' section below, to ensure a quick turnaround.
- Applicants can expect to be informed of funding results within four (4) weeks of the application deadline. Dissatisfaction with the results of a grant assessment, either with the denial of the grant or with the amount of funding awarded, does not constitute valid grounds for appeal.
- Successful applicants receive 100% of their total grant allocation upon grant approval and must submit a complete follow-up report within thirty (30) days of the end of the initiative.

Application Assessment

Applications will be assessed based on the following criteria:

- Has the application met the basic eligibility criteria?
- Is this a first-time or underserved applicant?
- Has the applicant received a SaskCulture grant in the past?
- Is the initiative taking place in the province's northern and/or rural or otherwise underserved communities?
- Is the initiative time-sensitive or does not fit the criteria of existing SaskCulture grant programs?
- To what extent does the initiative address the objectives and priorities of SGAP?
- Is the application clear, concise and provide enough details?
- Is the budget clear and realistic? And does it demonstrate responsible use of resources?

***Note:** The quality of writing and attention to detail will benefit an applicant's chances of success. However, we understand not everyone who is applying for funding is a professional grant writer or even whether English is the primary language of the person applying. If an applicant is struggling with the application, please remember, SaskCulture staff are here to assist you.

Definitions

First-time recipient	Applicant that has never been awarded a grant by SaskCulture
Initiative	A program, project, training opportunity or course, etc.
Small-scale	An initiative where the total costs do not exceed the maximum grant request or if they do, the other sources of funding are confirmed.
Time-sensitive	The initiative is important and must be done right now as it will make a significant impact on the organization or community, and the application cannot wait for the deadline of another grant program.