



# SMALL GRANT ACCESSIBILITY PROGRAM (SGAP)

*Application Deadline: December 20, 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

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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;
- are grassroots initiatives;
- have an ethnocultural focus;
- respond to technological needs, opportunities, or changes. These may be identified through a strategic technology planning exercise. **A plan is not required but can be helpful to identify technology needs.** A Strategic Technology Plan template can be found [here](#)
- 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;
- are supported by clear initiative plans and budget detail; and
- are focused on Truth and Reconciliation or Anti-Racism professional development for organizations.

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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# Applicant Eligibility

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## 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. If the organization does not have a primarily cultural mandate, the project must be cultural in nature and must engage a wide audience (cannot be internal to the organization);
  - Not have been awarded a SaskCulture grant in the past three years; and,
  - Be in good standing with Information Services Corporation (ISC) and SaskCulture.
  - \*Libraries located in remote and rural locations (populations under 6,000) are eligible to apply for cultural projects only.
- **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 significant 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));
  - **Must provide a liability waiver signed by at least two Board/Committee/Decision Makers;** and,
  - May apply for this grant more than one time.
  - **Alternately, an unincorporated organization can also partner with an incorporated non-profit, First Nation, Tribal Council, Municipality or Métis local who is eligible. Please contact the consultant for more details.**
- **First Nation, Tribal Council, Municipality or Métis Local.** 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:

- Non-profit professional organizations and associations;
- Organizations that have received any SaskCulture or significant Lottery funding in the last three years, including organizations receiving funding through the following grant programs administered by SK Arts: Gallery Grant Program, Media Arts Grant, SaskFestivals Grant Program, Artists in Communities, and Artists in Schools;
- Libraries located in the larger urban municipalities in Saskatchewan;\*
- Districts for Sport, Culture and Recreation;
- 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

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- 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.
  - Unincorporated non-profits who received funding through SGAP in the past are eligible to apply again for this round as unincorporated groups are not eligible to apply to any other SaskCulture funding programs.
- Applicants may not apply to multiple SaskCulture funding programs to support the same activity for the same time frame.
- Projects that align with the Artist in Schools or Artist in Communities grant criteria should apply to those grant programs instead of SGAP.
- Eligible initiatives should start four (4) weeks after the application submission and must end within one (1) year of the initiative start date.

## Eligible Expenses

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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;
- Cost of materials and supplies related to the initiative;
- Technology that is required for a cultural activity to take place;
- Professional development courses for cultural workers, volunteers and leaders;

- 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; and
- A recommended maximum of 10% of the total grant request can be utilized for advertising and promotion costs 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

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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.;
- Performative or passive entertainment that does not include an exchange of cultural knowledge or awareness;
- Cash prizes, gifts, charitable donations, or the purchase of alcohol;
- Sponsorships, fundraisers or award ceremonies;
- 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;
- Out-of-province travel expenses for initiative participants to attend competitions, festivals, award ceremonies, etc.;
- Contracts with out-of-province cultural workers (unless there is no one in Saskatchewan providing that service);
- 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 fees, etc.) do not replace eligible expenses.

## Application Process

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**Applications are due on December 20, 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

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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, and concise and provides 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 that English may not be 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

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<b>First-time recipient</b>	An applicant that has never been awarded a grant by SaskCulture
<b>Initiative</b>	A program, project, training opportunity or course, etc.
<b>Small-scale</b>	An initiative where the total costs do not exceed the maximum grant request or if they do, the other sources of funding are confirmed.
<b>Time-sensitive</b>	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.