



## Museum Grant Program – Guidelines

*Application deadline: November 30, 2018*

### **Purpose**

The Museum Grant Program (MGP) provides operational funding to help foster strong, vibrant, community-based Saskatchewan museums that are valued and supported by society. This funding enables applicants to focus on excellence in their programs and operations and to contribute to the understanding of the world and our place in it - our past, our present, and our future.

### **MGP supports applicants who:**

- Deliver meaningful activities, programs and services that are valued by the public;
- Are welcoming and inclusive;
- Value community involvement and actively engages the public;
- Demonstrate a link between public consultation, planned programs, their impact, and the results of evaluation;
- Follow good governance practices;
- Develop and monitor long-term goals;
- Value training and learning opportunities for staff and volunteers;
- Collaborate through networks and partnerships;
- Follow the *Standards for Saskatchewan Museums*;
- Demonstrate a link between planned activities and the museum's budget; and
- Demonstrate a realistic and responsible use of resources (funds, volunteers, etc.).

### **Priority will be given to:**

- Indigenous, ethno-cultural or multicultural museums;
- Increased participation opportunities for: First Nations and Métis peoples; People who live in rural areas; Northern people; Young people; and Newcomers;
- The equitable distribution of MGP funds across the province.

If you are unsure if your museum fits the purpose and priorities of this grant, please contact SaskCulture.

### **Museum Grant Program Consultants:**

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# Applicant Eligibility

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To be eligible, your museum must:

- **Be a museum defined as** "... a non-profit, permanent institution in the service of society and its development, open to the public, which acquires, conserves, researches, communicates and exhibits the tangible and intangible heritage of humanity and its environment for the purposes of education, study and enjoyment." (Museums Association of Sask. Articles and Bylaws, 2015);

The above definition includes:

- **Building-based Museums** – museums where a collection of historical and/or cultural artifacts of importance are acquired, conserved, researched, and exhibited in building(s). Building-based museums have a permanent site with public access and space designated for museum use only.
  - **Eco-museums** - a community museum that provides a unique mechanism for community engagement, in which community members work to preserve and learn from tangible and intangible heritage in its living form. Through community consultations, stakeholders agree on natural and cultural assets that they value and create plans to ensure they are preserved and used to foster a culture of sustainability. Unlike a traditional museum, eco-museums do not necessarily gather objects in a museum facility. Instead, they enable communities to preserve valued objects, sites, and cultural practices where they exist, enhancing their visibility and the contributions they make to community development activities.
  - **Virtual Museums** - a collection of digitally recorded images, sound files, text documents, and other data of historical and/or cultural interest that are accessed through electronic media. The virtual museum is committed to public access; to both the knowledge systems imbedded in the collections and the systematic, and coherent organization of their display, as well as to their long-term preservation.
- Maintain separate financial records related to the operation of the museum.

And be either:

- **A Registered Non-Profit** organization based in Saskatchewan. Registered non-profit museums have a non-profit entity number and file financial statements as well as a Saskatchewan Non-profit Corporations Annual Return with Information Services Corporation (ISC) annually, in order to maintain their non-profit status. For more information about Saskatchewan non-profits, please visit the ISC website:

[isc.ca/CorporateRegistry/MaintainandAmendyourBusinessInformation/MaintainingaNon-ProfitCorporation/Pages/default.aspx](http://isc.ca/CorporateRegistry/MaintainandAmendyourBusinessInformation/MaintainingaNon-ProfitCorporation/Pages/default.aspx)

**A non-profit museum 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;  
[http://www.saskculture.ca/content/file/14-07\\_Cultural\\_Policy.pdf](http://www.saskculture.ca/content/file/14-07_Cultural_Policy.pdf)
- be in good standing with Information Services Corporation (ISC);
- have no outstanding grant follow-ups due to SaskCulture; and
- provide a copy of the organization's signed annual financial statement that was most recently submitted to the Information Services Corporation (ISC) to show evidence of good standing as a non-profit organization in Saskatchewan. Ensure the financial statement has been signed by **two** authorized signatories (i.e. board members).

**OR**

- **A Saskatchewan museum that was established through a Municipal Bylaw or Band Council Resolution.** Under this structure, the Municipality or First Nation is financially responsible for the museum. Please note that if SaskCulture does not already have a copy of the bylaw or resolution on file, you will be asked to provide one.

**Applicants where the Municipality or First Nation is financially responsible must:**

- be in good standing with the Saskatchewan Lotteries Community Grant Program;
- have no outstanding grant follow-ups due to SaskCulture;
- provide a copy of the museum's most recent annual financial statement. Ensure the financial statement has been signed by an authorized signatory. For museums where the First Nation or Municipality is financially responsible for the museum, a representative from the First Nation or Municipality who has the authority to sign on behalf of your organization should provide an authorization; and
- provide a copy of the Municipal Bylaw or Band Council Resolution that established the museum, if one is not already on file with SaskCulture.

**Ineligible Organizations are those that are:**

- Part of a federal or provincial operation and/or Crown Corporation;
- Receive more than 50 percent of its total revenues from the Saskatchewan Lotteries Trust Fund (SLTF). (**Exception:** Stream One funding applicants may receive up to 100% of their funding from the SLTF to a maximum of \$5,000);
- Receive operational funding directly from the Culture Section of Saskatchewan Lotteries Trust Fund; and/or:
- Receive funding directed by the Government of Saskatchewan.

## Funding Levels

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The Museum Grant Program operates on a 2-year cycle, providing two years of funding to successful applicants. The program has three funding stream levels, each with a separate application form. Applicants must choose which application form to complete depending upon their individual circumstances and the expectations of the funding stream. Applicants may only apply to one stream per cycle however, they may apply to different streams from cycle to cycle as their circumstances change.

Refer to the following table to help you determine the stream of funding that is best-suited for your museum. Note the level of applicant contribution that is required from sources other than MGP/Saskatchewan Lotteries. When determining the request amount, remember that only eligible operational expenses will be considered (refer to the Eligible and Ineligible Expense section on page 7 for more information).

For all streams, there is no guarantee that the amount requested will be the amount awarded. For instance, an applicant may apply to Stream Two for \$8,000, but might only be awarded \$4,000.

The maximum level of funding an applicant could potentially receive in each stream is:

Stream	MGP Maximum Request Amount	Maximum MGP contribution towards eligible operational expenses	Minimum applicant contribution towards the total eligible operational expenses	The range* for operational budgets for each stream tends to be approximately:
One	Up to \$5,000	100%	0%	1,500 – 65,000
Two	Up to \$15,000	50%	50%	30,000 – 115,000
Three	Up to \$30,000	50%	50%	125,000 – 500,000+

\*Budget ranges are based on 2017 MGP Statistics. This is a reflection of the majority of budgets per stream. Some applicant budgets may fall outside of these ranges and as such, may not be represented in the ranges listed above.

# Funding Stream Features

## Stream One

Stream One offers a simplified application that can now cover 100% of the applicant’s annual eligible expenses up to a maximum of \$5,000. No financial contribution from the applicant is required. This stream is best-suited for applicants seeking a less intensive, more capacity-friendly granting process. All first-time applicants to MGP must apply to Stream One.

**The Stream One application consists of 4 scored questions:**

1. Activities and Impact
2. Welcoming and Inclusive Museums
3. Risk Management
4. Budget and Budget Notes

**Documents Required for Upload:**

1. Completed Budget Form
2. Financial Statement

**Applicants who have successfully applied to Stream One tend to:**

- Be primarily volunteer-run (although they may have paid summer students)
- Be open for only part of the year
- Have budgets that range from \$1,500 to \$65,000 (Budget Range, 2017 MGP Statistics)

## Stream Two

Stream Two covers 50% of the applicant’s annual eligible expenses up to a maximum of \$15,000. A 50% matching contribution from the applicant is required. For example, if an applicant requests \$15,000 from MGP, they must also be able to contribute a minimum of \$15,000 from sources other than Saskatchewan Lotteries. To avoid the potential of a grant return, it is recommended that you request an amount that the museum can realistically match. Building in a buffer amount may help ensure that a grant return is not required.

**The Stream Two application consists of 5 scored sections:**

Management	Programs & Services	Collections	Communication	Budget
Good Governance	Museum Stories	Agreements	Tools Used	Request
Long-term goal or Strategic Plan	Welcoming & Inclusive Museums	Care of Collections	Impact on Participation	Budget & Notes
Training	Programs/Services & Intended Impact	Collections Plans	Example	
Networks & Partnerships	Evaluation			
Museum Standards				
Risk Management				

**Documents for Upload:**

1. Strategic Plan or Equivalent (optional)
2. Completed Budget Form
3. Financial Statement
4. Communications Example

**Applicants who have successfully applied to Stream Two tend to:**

- Have a paid staff person or strong volunteer base/board with capacity to fulfill grant requirements;
- Be open for only part of the year; and
- Have budgets that range from \$30,000 to \$115,000 (Budget Range, 2017 MGP Statistics)

**Stream Three**

Stream Three covers 50% of the applicant's annual eligible expenses up to a maximum of \$30,000. A 50% matching contribution from the applicant is required. For example, if an applicant requests \$30,000 from MGP, they must also be able to contribute a minimum of \$30,000 from sources other than Saskatchewan Lotteries. To avoid the potential of a grant return, it is recommended that you request an amount that the museum can realistically match. Building in a buffer amount may help ensure that a grant return is not required.

**The Stream Three application consists of 5 scored sections:**

Management	Programs	Collections	Communication	Budget
Good Governance	Museum Stories	Agreements	Tools Used	Request
Long-term goal or Strategic Plan	Welcoming & Inclusive Museums	Care of Collections	Impact on Participation	Budget & Notes
Training	Programs/Services & Intended Impact	Collections Plans	Example	
Networks & Partnerships	Evaluation			
Museum Standards				
Risk Management				

**Documents for Upload:**

1. Strategic Plan or Equivalent (optional)
2. Completed Budget Form
3. Financial Statement
4. Communications Example

**Applicants who have successfully applied to Stream Three tend to:**

- Have at least one paid, full-time staff person
- Be open year-around
- Have a strategic plan in place
- Have budgets that range from \$125,000 to \$500,000+ (Budget Range, 2017 MGP Statistics)

## Eligible Expenses

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The grant is intended to provide funds to support eligible operating activities. Eligible expenses for the MGP grant includes costs related to:

- Salaries and Benefits, including honorariums, wages and contract agreements for both regular and contract staff. Please see note under Ineligible Expenses regarding duplication of grant funding.
- Training, including workshop and conference fees, training materials, and travel costs (i.e. gas, car rental, and hotel accommodation) for staff and volunteers;
- Administration, including office supplies, postage, insurance, office technology and software;
- Maintenance, including building rent, taxes, utilities, and minor repairs such as upgrading and improvement projects;
- Collections costs related to documentation, storage and conservation;
- Governance costs, including board meetings, evaluations, strategic and succession planning;
- Programming, including costs related to activities, services and exhibit development, community outreach, Culture Days and other festivals and events;
- Communications, including material costs, advertising costs, and event promotion; and
- Operational costs (excluding ineligible expenses) related to the development of a new museum, the transition of an existing museum into a new format (e.g. from building-based to virtual) or for the permanent closure of an existing museum.

## Ineligible Expenses

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Ineligible expenses and in-kind contributions will not be considered as matching grant funds. Ineligible and in-kind expenses used in such a manner can potentially make an application ineligible or only eligible for a reduced amount of the total grant request.

The grant cannot be used to for:

- Capital expenditures, including the purchase of buildings, land, or major renovations;
- Purchase of artifacts or collections;
- Cash prizes, gifts, or the purchase of alcohol; and
- Duplication of grant funds from other sources. If you receive a grant for a summer student or other specific cost, that expenditure cannot be included in your eligible expenses as that would be a duplication.

## Welcoming and Inclusive Museums

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Museums should represent the diversity of the community in which it exists. Museums should engage visitors in understanding the stories of the past and how those stories connect to the present and future of the community.

Welcoming and Inclusive Museums are related to the following *Standards for Saskatchewan Museums*:

- Management – C. Advocacy, Community Relevance, #5-10 – page 29
- Communications – A. Public Programming, General, #3, 10, 23, 43 – pages 89-91, 94

SaskCulture has been developing a Multicultural Inclusiveness Strategy. For further information on this strategy please see:

<http://www.saskculture.ca/programs/organizational-support/multicultural-inclusiveness-strategy>

If you would like to learn more, the Multicultural Council of Saskatchewan offers information on their website, including this resource, “Welcoming & Inclusive Communities: A Toolkit for Saskatchewan Communities.” <http://mcos.ca/welcoming-and-inclusive-communities-toolkit/>

## Application Process

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**Applications are due November 30, 2018. Late applications will not be considered for funding.** If you experience technical difficulty with the online system, you must contact SaskCulture prior to the deadline.

SaskCulture will review applications to confirm basic eligibility requirements have been met. Only complete and fully authorized applications will be considered. Eligible applications are adjudicated by a volunteer peer assessors and applicants are informed of results following the adjudication.

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

Successful applicants will receive the total Year 1 grant allocation upon grant approval. Year 2 funds will be released upon submission of a completed and satisfactory Interim Report, which is due 90 days after the museum’s 2019 fiscal year end.

## Application Tips

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- **Answer every question that is applicable to your museum:** Peer Assessors cannot award points for questions which are not answered.
- **Provide Detail:** Peer Assessors can only adjudicate the application in front of them and do not bring outside knowledge to the adjudication. Some peer assessors may not know anything about your museum. Answer the questions as though you are explaining it to someone who knows nothing about your museum.



- **Be Concise:** Peer assessors are volunteers and have a number of applications to read. It is very important that you be concise and focused in your answers while still providing the necessary information.
  - **Plans can change:** If your museum was planning to do something last year and it didn't work out, provide an explanation. In particular, explain how your museum was flexible in coping with changed circumstances (for example, if an activity was not successful and your museum is planning on doing it again, what changes are planned?).
  - **Previous Application:** As well, it is recommended to review the museum's previous application form and interim report prior to starting the application form. You are not required to do more activities each year, but rather to use the information from the previous years to assess your activities to identify where your museum needs to focus future planning.
  - **Standards for Saskatchewan Museums:** Some questions in the MGP application are based on *Standards for Saskatchewan Museums- 5<sup>th</sup> edition (2016)*. If referencing standards, be sure to include the Standard number and title (e.g. Collections: B. Conservation #9: Artifacts are handled as little as possible). For more information about using standards in your museum or on museum practices, please contact the Museums Association of Saskatchewan: <http://saskmuseums.org/>
  - **Budget:** Ensure your budget is accurate and totals are correct. Peer assessors examine the budget to ensure that there is a realistic match between your museum's financial resources and your museum's plans. Be sure to explain any large surpluses or deficits, or unusual financial circumstances. Budget notes are extremely helpful and recommended.
  - **Financial Statements:** The Saskatchewan Lotteries Trust Fund requires you to include a copy of a signed audited financial statement for your museum's most recently completed fiscal year. Ensure the financial statement has been signed by authorized signatories (depending on the structure of your museum, this could be: board members, municipal or Band representatives).
    - **For non-profit museums,** it will be the financial statement that was most recently submitted to the Information Services Corporation (ISC) to show evidence of good standing as a non-profit organization in Saskatchewan. According to the Information Services Corporation:
      - Where revenues are less than \$25,000 in the previous fiscal year, the requirement for an audit or a review may be waived\* by the members. Unaudited financial statements are accepted from small budget museums, (annual income less than \$25,000) but must be signed by two officers of the organization;
      - Where museum revenues are between \$25,000 and \$250,000 in the previous fiscal year, the requirement for an audit may be waived\*, but a "review" is required; and
      - Where revenues exceed \$250,000 in the previous fiscal year, an audit is required.
- \*The waiver of an audit, or a review, or both, as the case may be, must be passed by 80% of the members voting on the resolution.
- **For museums where the First Nation or Municipality is financially responsible** for the museum, a representative from the First Nation or Municipality who has the authority to sign on behalf of your organization should provide authorization.

## Application Assessment

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SaskCulture will review applications to confirm basic eligibility requirements have been met. Eligible applications are adjudicated by volunteer peer assessors and applicants are informed of results following the adjudication. Funding decisions are final and will not be revisited or appealed.

**Selection of Peer Assessors:** Applications from each stream will be adjudicated by volunteer peer assessors. To ensure objectivity, each adjudication panel will be comprised of individuals who are not affiliated with a grant application in that stream. If you are interested in volunteering as a peer assessor for SaskCulture, please contact an MGP consultant to learn more.

**Adjudication Process:** Each MGP stream is adjudicated by volunteer peer assessors. This process ensures a fair and equitable adjudication of the grant applications and a fair distribution of museum funding.

The volunteer peer assessors will adjudicate applications based on the following criteria:

- Extent to which the museum addresses the purpose of the MGP grant; and
- Extent to which the museum aligns with the priorities of the MGP grant.

The amount granted to museums also depends on the number of applicants applying for funds and the total funds available in the program. Funding for the Museums Grant Program is provided through the Culture Section of the Saskatchewan Lotteries Trust Fund for Sport, Culture and Recreation and may vary from year to year.

## Funding Obligations

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MGP funding is granted to museums to assist with eligible operational costs. Successful Stream I, II and III applicants will be funded for two years. Applicants will receive 100% of their Year 1 allocation upon approval.

Successful applicants will be **required to submit an Interim Report online within 90 days of the museum's Year 1 fiscal year-end**. This report must detail the activities through the museum's fiscal year and indicate how it met the purpose and priorities of the MGP program. Include an audited financial statement as part of your Interim Report to provide evidence of eligible expenses. Adjustments to Year 2 funding may be made pending review of the museum's Interim Report.

**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. The applicant may want to refer to the budget form regularly as a budget management tool. All MGP funds must be spent in the year they are allocated and funds may not be transferred to other activities or organizations. Any MGP funds not spent for the year allocated must be returned to SaskCulture.**

Museums receiving grants 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 request a return of grant funds already issued and/or restrict access to future funding.