

**SASK LOTTERIES TRUST FUND FOR SPORT,
CULTURE AND RECREATION**

Guidelines for the Culture Section of the Trust:

**Annual Global Funding (AGF) for
Eligible Cultural Organizations (ECOs)**

2020



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SECTION ONE: TRUST GUIDELINES

I. PURPOSE STATEMENT OF THE TRUST

To distribute profits in compliance with the "Agreement for the Distribution of Funds from the Sask Lotteries Trust Fund for Sport, Culture, and Recreation" and account for those expenditures.

II. TERMS AND ABBREVIATIONS

In these Guidelines the term “Eligible Cultural Organization” is now used instead of “Provincial Cultural Organizations.” The Annual Global Funding refers to “Eligible Cultural Organizations” which are on the Minister’s Eligibility list, not all of whom are necessarily provincial in scope. As well, there are many cultural organizations that are provincial in scope but are not eligible for AGF funding.

AGF	Annual Global Funding
CST	Culture Section of the Trust
DEI	Diversity Equity and Inclusion
ECO	Eligible Cultural Organization
FUR	Follow Up Report
FY	Fiscal Year
Tri-Globals / Globals	Sask Sport, SaskCulture and Sask. Parks and Recreation Assoc. (SPRA)
LSRC	Lottery Strategic Review Committee
MFO	Member Funded Organization
NRCC	Northern Recreation Coordinating Committee
OGP	Online Grant Platform
SAB	Saskatchewan Arts Board
SLCGP	Sask Lotteries Community Grant Program
SLTF	Sask Lotteries Trust Fund for Sport, Culture and Recreation, also referred to as: <ul style="list-style-type: none">• Sask Lotteries Trust Fund• the Trust Fund• the Trust
SPRA	Saskatchewan Parks and Recreation Association
SSI	Sask Sport Inc.
WCLC	Western Canada Lottery Corporation

Section One: Trust Guidelines includes excerpts from the *Sask Lotteries Trust Fund For Sport, Culture and Recreation Handbook and Orientation Manual*.

III. OVERVIEW

Saskatchewan's lottery system is built on a complementary relationship that exists between government and the volunteer driven non-profit sport, culture and recreation communities. This relationship is facilitated through the Lottery Strategic Review Committee (LSRC), involving the Ministry of Parks, Culture, and Sport (PCS), Sask Sport Inc., SaskCulture Inc., and the Saskatchewan Parks and Recreation Association Inc. The LSRC is the on-going mechanism for reporting through the Minister of PCS to the provincial government on matters concerning lotteries.

Under the existing legislation, the Minister is accountable to the Legislative Assembly for the stewardship of the lottery system. This role is fulfilled by ensuring appropriate legislation and agreements are in place, by providing policy and funding guidance for the disbursement and use of lottery proceeds, identifying a provincial marketing organization, determining eligibility and by monitoring the system.

The Ministry of PCS operates in a regulatory capacity to ensure legislation and regulations concerning lotteries are adhered to by organizations designated to be involved in the lottery system in Saskatchewan.

In 1974, the legislative assembly enacted the Interprovincial Lotteries Act legalizing the management and conduct of lottery schemes in the province of Saskatchewan for sport, culture and recreation activities. The original legislation has now been replaced by the Interprovincial Lotteries Act (1984). In the Act, the Legislative Assembly authorizes the Minister responsible for the Interprovincial Lotteries Act to:

- a) Enter into agreements with other provinces to conduct and manage a lottery scheme in Saskatchewan;
- b) Issue a license to a non-profit organization [currently Western Canada Lottery Corporation (WCLC)], authorizing that non-profit organization to conduct and manage a lottery scheme on behalf of the government; and
- c) Designate a Saskatchewan non-profit organization [currently Sask Sport Inc. (SSI)] to act as the marketing organization for the lottery scheme.

The legislative assembly further authorized the enactment of regulations to distribute the profits received from the conduct of the lottery scheme among eligible, qualifying organizations.

These regulations provide that, the Saskatchewan non-profit organization designated by the Minister under the Act, is to credit to a trust account the net profits of a lottery scheme and distribute them to eligible organizations that have as their objectives the promotion of sport, culture and recreation.

Sask Sport Inc. was designated in 1974 as the marketing organization and provided Saskatchewan's share of the initial capital required to establish the WCLC.

Sask Lotteries Trust Fund for Sport, Culture and Recreation (Trust) was also established in 1974 by Sask Sport Inc. pursuant to the Interprovincial Lotteries Act (1974) for the purpose of granting funds to eligible, non-profit volunteer organizations in the areas of sport, culture and recreation.

Sask Lotteries Trust Fund for Sport, Culture and Recreation receives its money from the profits of lottery ticket sales in Saskatchewan.

IV. PURPOSE OF THE CULTURE SECTION GUIDELINES

The Culture Section Guidelines are provided by SaskCulture Inc. in order to assist Eligible Cultural Organizations (ECOs) that have been authorized by the Minister Responsible for Lotteries as eligible recipients of lottery funds in Saskatchewan, through the Culture Section of Sask Lotteries Trust Fund for Sport, Culture and Recreation.

The Guidelines provide background information on structure, eligibility requirements, and the various policies and procedures that apply to organizations receiving support from the Trust. It also contains essential information on how to apply and account for funds within the culture section.

These Guidelines will:

- help you understand Sask Lotteries Trust Fund and the roles of SaskCulture and ECOs in the lottery delivery system;
- provide ECOs with essential information for accessing global grants within the lottery system;
- emphasize importance of accountability and how the processes to ensure accountability are carried out;
- provide information on where help can be found; and provide ECOs with a clear understanding of how each organization can meet its obligations as a beneficiary of the Sask Lotteries Trust Fund

BACKGROUND

The *Culture Section Handbook* was initially distributed in April 1994 and is updated periodically to reflect changes in SaskCulture's cultural policy, key partnerships, and current practices. Major revisions were done in 1998, 2004 and 2011. Significant changes to this edition, now known as the *Guidelines for the Culture Section of the Trust: Annual Global Funding (AGF) for Eligible Cultural Organizations (ECOs)*, reflect the changes in the funding adjudication processes.

ABOUT SASKCULTURE INC.

SaskCulture Inc. is a community-based, volunteer-driven organization, which works with its membership and other community partners to build a culturally-vibrant future in which all people in Saskatchewan, individually and collectively, celebrate, value and support participation in and access to cultural experience. SaskCulture membership includes over 140 cultural organizations involved in arts, cultural industries, heritage and multiculturalism.

SaskCulture works in partnership with Sask Sport Inc. and Saskatchewan Parks and Recreation Association to operate the Sask Lotteries Trust Fund for Sport, Culture and Recreation. SaskCulture serves as Trustee for the Culture Section of the Trust Fund, which supports a large number of cultural programs and services that are delivered by a variety of cultural organizations throughout Saskatchewan communities.

SaskCulture is governed by a volunteer Board of Directors. As determined by the Board, the end results which guide the organization are:

- A strong, thriving, cohesive cultural community;
- Saskatchewan people value and support culture; and
- People's lives are strengthened and enriched through participation in diverse cultural activities.

For more information on SaskCulture Inc. visit www.saskculture.ca

Other Resources

SaskCulture Inc. Membership Directory is a booklet that includes descriptions of, and contact information for, all SaskCulture Inc. members, including ECOs.

Resource Centre for Sport, Culture and Recreation provides free access to over 8,000 resources in areas of sport, culture and recreation, non-profit and volunteer management, communications, and fundraising in a searchable online database. Receive books and videos by mail, at no cost. The Resource Centre is a division of the Saskatchewan Parks and Recreation Association.

Phone: 306-780-9231
Toll Free: 1-800-563-2555
Fax: 306-780-9257
E-mail: resourcecentre@spra.sk.ca
Web site: <https://www.spra.sk.ca/>

The Administration Centres for Sport, Culture and Recreation (located in Regina and Saskatoon) provide convenient, quality office space, administrative services and other common support services, at the lowest possible cost to assist in increasing the efficiency and effectiveness of volunteer non-profit organizations in sport, culture and recreation. Office space includes storage, boardroom, facilities and parking. Services include videoconferencing facilities, fax, photocopiers, computer support, payroll, desktop publishing and printing, mail (including publication mail), accounting, and reception.

Phone: 306-780-9300
Email: sasksport@sasksport.sk.ca
Web site: www.sasksport.sk.ca/admin.php

For more information on the Culture Section Guidelines and the Annual Global Funding Program contact:

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V. TRUST COMMITTEE

"The (Sask Sport Inc.) Board shall appoint a Committee called the Trust Committee which shall be responsible to the Board for the operation of the Sask Lotteries Trust Fund for Sport, Culture and Recreation. The Trust Committee shall operate according to the policies and directives that are set out by the Board of Directors". (Sask Sport Inc. Bylaw 3.15)

1) **Composition**

The Trust Committee will be made up of the Vice Chair Trust (Chairperson) and one volunteer representative designated by each of SaskCulture Inc., Saskatchewan Parks and Recreation Association Inc. (SPRA) and Sask Sport Inc. (SSI).

2) **Voting**

Each representative shall have one (1) vote.

3) **Quorum**

All voting members must be present in person or by conference call in order to vote and conduct business of the committee.

4) **Other Representation (non-voting)**

The Trust Committee may, as deemed necessary, invite advisors to attend meetings.

5) **Tenure**

Appointment to the Trust Committee is for one (1) year, with the appointment term beginning in September of each year once approved by the SSI Board of Directors.

Appointments may be renewed, however, it is recommended that appointments beyond three (3) years not occur.

In the event of a resignation, the newly appointed person fulfills the time remaining in the vacated position.

6) **Role of the Trust Committee**

a) **Purpose**

The Trust Committee has responsibility to oversee the overall operations of the Trust and make recommendations to the SSI Board of Directors on those operations.

b) **Duties and Responsibilities**

- To ensure that approved standard operating policies and procedures of the Trust are adhered to;
- To make recommendations on standard operating policies of the Trust to the SSI Board of Directors;
- To develop the Performance Plan for the Trust;
- To review the Trust budget and financial statements and recommend approval to the SSI Board;
- To receive minutes regarding grant applications from the respective sections' volunteer adjudication committees as well as any subcommittees of the Trust;
- To ensure appropriate records of grants and Trust meetings are kept.

7) Trust Committee Members Expense Reimbursement**a) General Policy**

- Accommodation - actual & reasonable (receipts required); and
- Travel and Meals - Per diem and mileage rates (based on Sask Sport Inc. approved rates) are set and subject to change.

b) Expense Claims

Trust committee members are to submit an expense claim (on the approved form) to the Vice Chair Trust.

c) Third Party Liability

SSI carries a comprehensive liability package. This policy covers Board and Committee personnel when on official business of SSI. Full particulars of this package are available on request.

8) Conflict of Interest Guidelines**a) Conflict of Interest Definition**

Any situation where a committee member has an opportunity to promote a private or personal interest for himself/herself or some other person, which results or appears to result in the following:

- An interference with the objective exercise of his/her responsibilities with the Committee; and
- A gain or an advantage by virtue of his/her position with the Committee.

b) General Statement

Due to the nature of committee members' responsibilities, it may be, in some cases, necessary to restrict their activities to ensure that a conflict of interest does not, or does not appear to exist.

Each committee member represents the interest of all associations within their respective section of the Trust. In addition, each section may have additional conflict of interest criteria that would be applicable to their committee member representative.

c) Application

These guidelines apply to all Trust committee members.

d) Conflict of Interest - Perceived by Self

If a committee member perceives that a conflict of interest exists, or has the potential to develop, he/she must inform the Vice Chair Trust who, with the Chair of Sask Sport Inc., shall decide if a conflict of interest situation actually exists, then if necessary, move to resolve it. Committee members may declare a conflict of interest and remove themselves from a specific situation and abstain from discussion and voting. This abstention must be recorded in the minutes.

e) Conflict of Interest - Perceived by Others

In situations where a conflict is perceived to exist by others, the Vice Chair Trust, with the Chair of Sask Sport Inc., shall use his/her discretion in determining whether or not a conflict of interest exists, then if necessary, move to resolve it.

f) Acceptance of Gifts

A committee member shall never accept any gift or service which could be viewed as payment for services rendered through his/her position on the Committee. Any payments, gifts or service accepted would be in conflict with this guideline.

A committee member may accept a gift which is:

- The normal exchange between friends;
- The normal exchange of hospitality between persons doing business together;
- Tokens exchanged as part of protocol.

g) Non-Arm's length Dealings

Committee members who exercise regulatory, inspectionary, and/or discretionary control over others must not give or appear to give preferential treatment to:

- Family members, friends, business associates and/or former business associates; and
- Any organization that they are presently or were formally associated with.

h) Use of Information

Committee members must manage their private affairs so that neither they nor their relatives, friends, business associates, or former business associates benefit or appear to benefit from information not available to the public.

Committee members must not reveal information to any unauthorized individual prior to its public release date.

i) Committee Chairperson

The Chairperson of the Trust Committee cannot be, at the same time, a President of an eligible organization.

j) Action Taken if Conflict of Interest Arises

If a conflict of interest and/or violation of the preceding guidelines occur, the Vice Chair Trust, with the Chair of SSI has the following options for action available to him/her:

- Remove the committee member from the responsibilities which are causing conflict;
- Accept the committee member's resignation;
- Committee member may remove self from the outside situation which is causing conflict.

VI. ROLE OF SSI, SASKCULTURE & SPRA (Globals)

1) General

The role of SSI, SaskCulture Inc. and SPRA is to manage the sport, culture, and recreation sections of the Trust respectively in accordance with the standard operating policies and procedures of the Trust.

2) Duties and Responsibilities

a) Governance

- To represent the needs of their respective section to the other two globals in determining the sectional allocation of Trust funds;
- To develop and implement adjudication mechanisms and guidelines for their respective section;
- To establish and monitor policy to guide the distribution of funds within their respective section;
- To develop, implement and evaluate a spending plan for their respective section on an annual basis;
- To forward details regarding their section's adjudication mechanism, adjudication guidelines, policies guiding distribution, the annual spending plan, and individual grant program guidelines to the Trust office for information;
- To name one (1) representative to serve on the Trust Committee and two (2) representatives to serve on the SLCFC;
- To contribute to the development of Trust policy.

b) Operations

- To inform respective eligible groups of approved Trust policies and procedures and to ensure adherence;
- To receive grant applications and ensure that funds applied for are in accordance with the Trust and their respective section's guidelines/criteria;
- To prepare grant application analyses to assist the volunteer committees with their adjudication decisions;
- To review grant follow-ups to ensure that they meet the approved Trust and their respective section's requirements;
- To arrange meetings for their section's committees to review and adjudicate grant applications and follow-ups;
- To forward the adjudication decisions and minutes to the Trust for approval by the Trust committee in a timely manner;
- To contact their respective eligible groups for additional information required/requested for inclusion with grant applications and follow-up reports;
- To inform beneficiary groups of grant decisions in a timely matter;
- To ensure the promotion of Sask Lotteries to and by beneficiary groups;
- To provide requests for payments to the Trust office in a timely manner;
- To review requests for eligibility and provide recommendations to the Lottery Strategic Review Committee;
- To be responsible for the expenses to operate their respective sections;

- To forward complete grant applications, follow-ups and correspondence relevant to grants to the Trust office in a timely manner, and;
- To provide an orientation for their section's volunteers who are appointed to the Trust committee and subcommittees.

VII. ELIGIBILITY – GENERAL TRUST CRITERIA

1) Authority

Eligibility criteria, policies and procedures outlined in Section V. of the Trust Handbook and related Appendices are subject to approval by the Lottery Strategic Review Committee (LSRC).

2) Eligible Organizations

The organizations eligible for grants from the Trust are those recognized by the Minister responsible for *The Interprovincial Lotteries Act* and listed on the "Minister's Eligibility List".

Lottery funding is an important resource used to support volunteer non-profit organizations involved in delivering sport, culture and recreation programs and services to the citizens of Saskatchewan. The purpose of putting groups on the "Minister's Eligibility List" is to recognize their role in this delivery system.

Lottery proceeds are used by these organizations as seed money to support the development of effective and efficient organizations and delivery mechanisms, the provision of accessible programs and the development of skilled leadership. Lottery funding is not used for facility construction/renovation.

3) Principles of Eligibility

Eligibility for funding from Sask Lotteries Trust Fund entails the responsibility of commitment to the principles that characterize the Sport, Culture and Recreation system in Saskatchewan, including:

a) **Quality of Life**

That the system promotes healthy lifestyles and contributes to the quality of life throughout Saskatchewan by strengthening and enhancing the role and involvement of organizations in grass-root development.

b) **Accessibility**

That universal accessibility to sport, culture and recreation activities at various skills levels be ensured through:

- Reasonable access to participate in a chosen activity regardless of age, gender, physical or mental disability, geographic location, socio-economic status or skill level, race, and ethnic background.
- Targeting human and financial resources to support the clubs, groups and agencies who provide services at the local level in a simple, direct, and equitable manner
- Proactive promotion, reaching out to the broader community, making people aware of programs and services offered by your organization.

c) **Voluntarism**

That the sport, culture and recreation system be volunteer based and membership driven through:

- Policies, services, competitions, and events that reflect the wishes of the membership.
- Representation on the decision-making authority which reflects the type and geographic location of the members.
- Supporting and maintaining volunteers who are an essential component of a successful sport, culture and recreation system.

- Funding programs and financial support that reflect the identified needs and capabilities of individual members or groups of members.
- An appropriate financial balance between grant support and self-help financial resources.

d) Cooperation

That the system be efficient and effective through cooperative actions and coordinated activities.

e) Partnership

That the system be a composite of shared responsibility among government at all levels, education systems, membership and the private sector.

f) Accountability

That the system be accountable, as stewards of lottery proceeds, to government and to the community it serves.

4) Eligibility Criteria

Consists of general criteria common for all applicants as well as section specific criteria relevant to each section. The criteria is determined by the three global organizations in conjunction with the Minister.

Those organizations that meet these criteria and that are approved by the Minister, are added to the Minister's Eligibility List and become eligible to apply for lottery funding.

Applications for funding are governed by the respective sections of the Trust Fund: Sask Sport Inc., SaskCulture Inc., and the Saskatchewan Parks and Recreation Association Inc. (SPRA).

a) General Criteria for Receiving Eligibility Status

To become eligible the applicant shall:

- 1) Be volunteer based, i.e. an organization whose membership and executive and/or board of directors is comprised of member organizations and/or individuals who join the organization to work towards the growth and development of its activity primarily at the volunteer level.
- 2) Be incorporated under the Non-Profit Corporations Act of Saskatchewan and have been both incorporated and continuously active for a period of at least two full years preceding the date of application.
- 3) Be provincial in scope, that is:
 - a) Have goals and objectives which adhere to provincial responsibilities.
 - b) Have programs and services that are clearly directed towards the fulfillment of the organizational mandate and which are available throughout the province.
 - c) Have a provincial network consisting of members or member organizations in at least five of the nine Districts set out in the attached zone map; or such other suitable indicators of provincial scope as directed by the nature of the activity.
- 4) Not duplicate the representation, mandate, governance, programs or services currently provided by another eligible organization and as such only one provincial organization will be included on the eligibility list when similar disciplines can feasibly amalgamate and/or federate.

- 5) Have a membership structure and/or governance and program policy which promotes and provides universal access and participation.
- 6) Demonstrate sound financial and organizational controls, policies, and management. Any organization that receives an annual funding grant from the Trust and/or uses an audited financial statement with their follow-up submission is required to use dual signatures on all documents providing payment from all bank accounts.
- 7) Offer membership, participation, programs and services that are not exclusive to a particular religious or political sect.
- 8) An exception to the General Criteria may be made if an organization offers a unique program or activity of provincial significance related to the promotion of sport, culture and recreation. These organizations will be identified in the Minister's Eligibility List. Saskatchewan organizations that are not provincial in scope but are recognized as part of the provincial delivery system for sport, culture and recreation may also be included. For example: Sport, Culture and Recreation districts, Municipalities, Indian Bands and Tribal Councils are included on the Minister's Eligibility List.

b) Section Specific Eligibility Criteria for Sport, Culture and Recreation

Applications for eligibility must meet both the General Criteria and the appropriate specific criteria pertaining to the sport, culture or recreation sections of the Trust Fund.

See SECTION TWO for culture specific eligibility requirements.

c) Conditions an Organization Must Meet to Maintain Eligibility Status

- 1) Acknowledge and publicly recognize, at every opportunity, in accordance with Sask Lotteries graphics and other standards, that the support received from the Sask Lotteries Trust Fund is derived from the proceeds from the sale of lottery tickets in Saskatchewan.
- 2) Continue to meet all criteria and submit to the Trust all required reports and documentation regarding the use of Trust funds. Each eligible organization will be monitored on an ongoing basis by the respective global organization.
- 3) If an organization does not apply for funding in any one Trust fiscal year, it will be reviewed by the respective global organization to determine if the organization should continue to be eligible.
- 4) Any eligible organization which changes its original mandate and/or objectives may be subject to a review of its eligibility status. Such changes must be filed with the respective global organization and the Trust and reported to the LSRC.
- 5) Carry insurance which adequately protects the volunteers, employees and the organization against crippling tort action in the following areas and amounts:
 - a) Comprehensive liability: third party coverage in the amount of at least two million dollars;
 - b) Participants liability: second party coverage in the amount of at least two million dollars;
 - c) Directors and officers liability including wrongful dismissal in the amount of at least one million dollars; and
 - d) Employee and directors bonding in the amount of at least \$100,000 (minimally including all employees and directors who have signing authority or who handle a significant amount of an organization's funds).

- 6) Once an eligible organization receives Trust funds it must permit the Trust to conduct an independent audit of the organization should the Trust deem necessary.
- 7) Recognize the necessity to serve similar organizations, such that, if another organization applies for eligibility status with similar representation, mandate, governance, programs and services, the current eligible organization must be willing, when/where feasible, to amalgamate and/or federate with another organization.
- 8) Failure of an eligible organization to meet the general and specific criteria on an ongoing basis may result in the initiation of the removal process.

5) Policy and Procedure for Reviewing the Status of an Eligible Organization

- a) If an eligible organization does not comply with the general, specific, or maintenance criteria, it is the responsibility of the respective global organization to contact the organization in question describing, in writing, the areas of non-compliance.
- b) The eligible organization has 90 days to respond to the respective global, in writing, and to review the issue(s) in a meeting with the global organization. The eligible organization and the respective global will work together and have up to one funding cycle (i.e. one year) to resolve the issue(s).
- c) If the issue(s) are not resolved within one year, a meeting will take place with the global organization, the Trust, and the eligible organization in question. The problem and alternative solutions will be discussed and the resulting expectations for the organization will be specified by the global organization in writing. At this time, the Chair of the LSRC will be advised of the issue so that the Ministry is aware and can better anticipate potential implications. The organization shall have up to another funding cycle (ie. another year) to rectify the problems identified at this meeting.
- d) If problems regarding eligibility cannot be resolved at this stage (within the second year), the organization will be informed by the global organization in writing, that the matter will be placed on the agenda for the next Lottery Strategic Review Committee meeting.
- e) Recommendations to the LSRC will be provided to the LSRC at least two weeks prior to the meeting on which they are to be discussed to allow time for review prior to the meeting. A recommendation from the LSRC meeting with supporting documentation shall then be forwarded by the LSRC Chair to the Minister responsible.
- f) Decisions of the Minister are final and will be communicated in writing by the Ministry to the appropriate global organization.
- g) If the final decision is for removal from the eligibility list, the organization will be notified by the appropriate global organization in writing. Copies of the letter shall be sent to the LSRC Chair and to the Trust.
- h) Utilizing the regular application process, an organization may reapply for eligibility status after twelve months have elapsed from the time the organization was removed from the list. Such applications must demonstrate that the organization has fully rectified the previously identified problems.

6) Procedure For Applying for Eligibility Status

- a) Eligibility applications are received by the respective sections of the Trust Fund: Sask Sport Inc., SaskCulture Inc., and the Saskatchewan Parks and Recreation Association Inc. (SPRA).
- b) Organizations are advised to contact the appropriate global organization prior to completing the eligibility application for assistance with the eligibility application process and to ensure section specific requirements are understood.
- c) Organizations are asked to complete the Eligibility Application Form, compile the requested information and provide to the appropriate global organization. Following receipt of the

application a review and analysis of the submission will be carried out by the respective global organization. A meeting with the applicant may be requested.

- d) The global organization receiving the application will notify the LSRC Chair when an application has been received and will forward a copy of the application to the LSRC Chair on request.
- e) The appropriate global organization will review the eligibility application and make recommendations to the LSRC using a standard report template acceptable to the Ministry.
- f) Recommendations to the LSRC will be provided to the LSRC at least two weeks prior to the meeting on which they are to be discussed to allow time for review prior to the meeting. A recommendation from the LSRC meeting with supporting documentation shall then be forwarded by the LSRC Chair to the Minister responsible.
- g) The Minister has final authority in determining which organizations go on the Minister's Eligibility List. Decisions of the Minister will be communicated in writing by the Ministry to the appropriate global organization.
- h) Eligibility applications may be received at any time. Applicants will be informed of the outcome of the application, in writing, by the Minister within approximately four weeks of the LSRC meeting where the application was reviewed. Copies of the letter shall be sent to the global organization, the LSRC Chair and to the Trust.
- i) Applicants that have been denied eligibility status may re-apply after one year with evidence the issues previously identified have been addressed.

VIII. STANDARD OPERATIONAL POLICIES AND PROCEDURES

1) Deadline Dates

Deadline dates for application to the Trust are at the discretion of the respective global for each section of the Trust.

When an application date occurs on a weekend or holiday, the application date will be considered the first business day following the stated application date.

2) Interim Funding

Interim funding may be provided to any organization whose application date is more than six (6) months after becoming eligible for funding, on a pro-rated basis.

3) Carry over/deferral of grant funds

No carryover of unused grant funds is permitted. All grant funds must be used in the fiscal period for which they were approved.

Funds not used or used for purposes not approved must be returned to the Trust. The following guideline is used when processing money returns:

- For grants less than \$50,000, outstanding returns under \$25 will not be required; and
- For grants more than \$50,000, returns under \$100 will not be required.

4) Grant Approval

Adjudication decisions for any Trust funding are considered approved when a motion is passed by the Trust Committee approving the grant.

5) Payment of Grants

Approved grants are paid as follows:

- Sport, culture and recreation annual funding grants are paid: one half upon approval and the remainder upon approval of previous years follow-up; and
- Special and categorical grants are paid at the discretion of the global according to approved granting criteria.

When there is concern about an organization's ability to be accountable for Trust funds, as in the following situations:

- Follow up reports on previous grants are outstanding;
- The organization ceased to meet eligibility criteria;
- The organization's operations are suspended; or
- The organization is in a deficit situation,

the Trust may, in consultation with the respective global organization, withhold grant payment(s) until some specified action to rectify the situation has occurred, and further, the organization will be notified in writing of the suspended payments.

6) Accountability

All grants awarded by the Sask Lotteries Trust Fund must be followed up within 90 days of the applicant's fiscal year end, with submission of the following:

- Proper follow up forms and written reports; and
- Audited financial statement prepared by a CPA firm (all annual funding grant programs must be followed up by an audited statement); and
- Special projects and other categorical grant programs may be followed-up through the submission of receipts that verify expenditures.

7) Appeal Procedure

The following appeal process is to be used for all appeals regarding grant approvals and decisions regarding money and grant returns:

- Associations have until 30 days from the written confirmation of their funding level to submit a written appeal to the respective global which details the reasonable grounds forming the basis of the appeal.

Reasonable Grounds

The following outlines the conditions upon which reasonable grounds must be established:

- New information that was not previously available;
- The misinterpretation of information;
- Conflict of interest;
- Inconsistency with policy; and
- Causes/conditions beyond the control of the association.

The following conditions are not considered as reasonable grounds for an appeal:

- Simple dissatisfaction;
- Resolving issues or taking action after the fact; and
- Negligent, careless or forgetful action.

8) Recognition of Funding

All beneficiaries of Trust funding are required to acknowledge and publicly recognize the support received from the Trust and that this support is derived from the proceeds of the sale of lottery tickets in Saskatchewan. There are a number of beneficiary items that are available to all recipients of grant funds to assist in these efforts (i.e. folders, logos, poster blanks, banners & name tags).

9) Release of Information and Confidentiality

No potentially sensitive information, except as identified below may be released without the prior approval of the Chair or Chief Executive Officer of SSL.

The following information may be released without prior approval:

- List of participating non-profit community groups;
- List of organizations eligible for Trust grants;
- Gross amounts earned by the lottery and percentage breakdowns;
- Gross amounts granted by or allocated to the Trust; and
- Trust information to the President (his/her designate), of an eligible organization.

The following information is an example of what may not be released without expressed permission in advance:

- Amounts paid to any participating non-profit community group;
- Amounts granted to any Trust recipient*;
- Any financial information contained in individual financial statements or budgets other than listed previously; and
- Addresses of Board and committee members and lottery beneficiary group.

*** The Trust does not release information on grants except to the applying organization, however, if the recipient wishes to release information regarding their grant to the public or to another organization, they may do so.**

The Minister responsible for the Interprovincial Lotteries Act may request information regarding grants. These inquiries are to be directed to the respective global in conjunction with the Chief Executive Officer or Chair of SSI.

Confidentiality

Designated confidential documents may only be accessed by authorized personnel. The following information is deemed confidential:

- Personnel records;
- Payroll registers;
- Financial documents;
- Computer menus and programs; and
- Grant records.

10) Administration

a) Minutes

A standard format will be used for minutes of the Trust Committee.

b) Record Retention Policy

To provide a practical system for record retention incorporating statutory requirements and expected record use.

- Essential records (defined below) will be kept indefinitely while records of a non-essential nature will be destroyed after the seven (7) year period.
- Essential (or permanent) records are itemized below. These records will be kept in an accessible and secure location.

Financial

- Audited Financial Statements
- General Ledgers

Organizational

- Annual Reports
- Board & Committee Minutes
- Articles of Incorporation
- Policies & Procedures
- Constitution & Bylaws
- Significant Historical Information

Legal

- Mortgages, Deeds, Surveys
- Registered Trademarks/Names
- Contracts, Agreements
- Documents Related to Lawsuits

c) Disposal of Non-essential Records

The disposal process of any records must be supervised by the General Manager or his/her designate, to ensure essential records are not accidentally destroyed.

11) Ineligible Expenses

Areas not eligible for support are as follows:

- Capital expenditures – no support is available for construction, renovations, or upgrading facilities
- Alcoholic beverages
- Cash prizes
- Off the continent travel
- Food expenditures – the intent of Trust funds is not to support food-related expenditures. Out-of-pocket meal costs for volunteers and/or staff who are working on behalf of the organization are justifiable; however, food expenses for banquets and dinner are considered to be an inappropriate use of Trust funds. Organizations are encouraged to use self-help revenue or user pay to cover food costs for these purposes. (Some exceptions to food costs may be made within the SLCGP)
- Debt repayment
- Payment of money returns owed to the Sask Lotteries Trust Fund
- Other expenses that the Sask Lotteries Trust Fund may deem inappropriate.

SECTION TWO: CULTURE SECTION OF THE TRUST

I. CULTURE SECTION ELIGIBILITY – PERFORMANCE CRITERIA

In order for an organization to be eligible for funding from the Culture Section of Sask Lotteries Trust Fund for Sport, Culture and Recreation, the general eligibility criteria, plus the Culture Section criteria, need to be met. The Culture Section criteria are included in SaskCulture's Cultural Policy. The Cultural Policy is developed by the SaskCulture Board in consultation with SaskCulture members. SaskCulture's Cultural Policy defines culture, cultural activity and culture in Saskatchewan, as well as the role of SaskCulture and SaskCulture members in advancing culture in Saskatchewan. The policy also includes a set of criteria and performance indicators used to evaluate the effectiveness of SaskCulture and other cultural organizations supported by the Culture Section of the Trust. The adjudication process of the SaskCulture adjudication panel for Annual Global Funding is based on the criteria and performance indicators from this policy.

The criteria for an organization to be eligible for funding from the Culture Section of Sask Lotteries Trust Fund for Sport, Culture and Recreation includes the general criteria plus the following culture specific criteria.

There are performance criteria in the areas of:

- **Cultural Impact;**
- **Participation Through Access and Service; and**
- **Organizational Effectiveness**

Organizations applying for Culture Section eligibility status must provide a written statement that highlights:

- the four criteria under cultural impact (4 pages maximum);
- the three criteria under participation, access and service (2 pages maximum);
- the four criteria under leadership, governance, organizational efficiency, and volunteer and community involvement. (2 pages maximum)

Additional information that supports the culture section criteria not included in the general eligibility application package may also be provided.

1. Cultural Impact

Activity of the organization must meet the following definition of culture and show evidence of cultural impact.

Culture Defined: Culture is a dynamic system of acquired elements, with values, assumptions, conventions, beliefs and rules through which members of a group relate to each other and the world.

As a dynamic system, culture is evolutionary, supporting existing cultural values while challenging them. It defines who we are as a people; keeping alive our past, reflecting our values, articulating our dreams, and fostering pride in who we are. It proclaims our existence and identity to the world.

Cultural Activity Defined: Cultural activity mirrors a culture: it is how a culture perceives and expresses itself, and is perceived, as expressed, by others. It can be defined as the symbolic forms and the everyday practices through which people express and experience meaning.

Culture in Saskatchewan: Saskatchewan has many forms of cultural expression. Overall, there is a level of shared experience that defines a Saskatchewan culture, rooted in our shared sense of place. It includes our languages, our heritage, our stories, our traditions, our rituals, our spirituality, our inventions, our products and our expression. The

people of Saskatchewan experience and reflect their culture daily, through a variety of cultural activities, such as creation, preservation, research, presentation, appreciation, participation, education, professional development and training.

Cultural activity manifests itself in the actions of one individual; or of individuals who associate with each other to further the course of one or more aspects of culture, their personal development, or to promote understanding between cultures.

Further, cultural activity must occur in one or more of the following areas: Arts, Heritage and Multiculturalism.

Arts: Art is the expression of inspiration and imagination, from individual to collective, from grassroots to professional, and institutional. Art reflects our culture, embraces our past, provides a window to our future to examine ourselves and our experiences, and transmits humanity's knowledge of the world.

Within the scope of SaskCulture, the arts,

- Engage people as audience, creators or interpreters through access and education
- Foster traditional to emerging art forms.

Heritage: Heritage is what we have received from the past. It shapes our present identity and provides insight for our future.

Within the scope of SaskCulture, heritage includes a range of activities in the areas of stewardship, preservation, research, education and engagement. Within this context these activities must exhibit a sensitivity to:

- the indigenous natural environment
- the impact of the interaction between human activity and natural environments;
- differing perspectives regarding objects, ideas, places and traditions.

Multiculturalism: Multiculturalism represents the openness to experiencing and celebrating cultural differences within the Canadian context.* It is inclusive of all peoples and respectful of the rights of individuals and groups to maintain and practice their cultural heritage, distinctiveness, growth and evolution. Multiculturalism recognizes the richness and strength of ethno-cultural diversity. It builds community by encouraging people to share, learn, appreciate, respect and accept.

SaskCulture will support the fundamental principles of multiculturalism: cultural identity, inter-culturalism and social justice that are found in federal and provincial multicultural legislation.

** In accordance with the Canadian Charter of Rights and Freedoms as well as federal and provincial multicultural legislation.*

Cultural Impact Performance Criteria are outlined below:

1.1 Unique and relevant contribution to culture

- The organization has a unique cultural mandate and makes a unique contribution to the whole of Saskatchewan culture.
- The organization works with other organizations within the cultural sector and in complementary sectors to further cultural development.
- The organization has a focus on the future and actively works to keep relevant to the people of Saskatchewan.

1.2 Development of Culture in Saskatchewan

- The organization works to facilitate and expand meaningful cultural experiences and the development of cultural products.
- The organization contributes to the continuum of cultural development in Saskatchewan through the development of cultural activities and practitioners, avocational and vocational.

1.3 Increased recognition of the value of culture

- The organization generates and builds on the demand for cultural experiences by contributing to the development of enthusiastic and knowledgeable participants and audiences.
- The organization works to expand support for culture through advancing understanding and appreciation of culture.

1.4 Recognition of Diversity

- The organization is inclusive of, and represents the diversity of, Saskatchewan people.
- The organization contributes to the diversity of Saskatchewan cultural perspectives, knowledge, practices and products.

2. Participation through Access and Service

The organization must be engaged in cultural activities, vocational and/or avocational, which generate and enable participation by Saskatchewan citizens in beneficial cultural activity through access and service. The organization must actively strive to provide support to those who experience barriers to access and participation in cultural activities and show evidence of participation through access and service.

Performance criteria for Participation, Access and Service are outlined below:

2.1 Participation

- The organization offers and/or enables participatory cultural experiences that are relevant and of quality. The participation in cultural activity fosters ownership, commitment, personal growth and an enhanced sense of community in individuals.

2.2 Access

- The organization provides and/or encourages many avenues of cultural access to the people of Saskatchewan, regardless of age, gender, sexual orientation, physical or mental ability, race or ethnic background, geographic location, socio-economic status or skill level.

2.3 Service

- The organization provides service to their members in terms of representation, advocacy, resources, professional development, and training. This service encourages cultural workers to associate with each other to further the development of their discipline or their personal development within that discipline.

3. Organizational Effectiveness

The organization must have a clear sense of its mandate and its contribution to the cultural community as a whole. The organization demonstrates commitment to organizational effectiveness through leadership, effective governance and organizational efficiency as well as volunteer and community involvement.

Performance criteria for Organizational Effectiveness is outlined below:

3.1 Leadership

- The organization demonstrates the development and nurturing of appropriate leadership models.

3.2 Effective Governance

- The organization assures the development and implementation of internal structures, policies and procedures which best achieve the mandate of the organization.

3.3 Organizational Efficiency

- The organization achieves results through effective planning and evaluation processes, and the efficient use of resources.

3.4 Volunteer and Community Involvement

- The organization demonstrates commitment to volunteer and community involvement.

NOTE: A copy of the most recent SaskCulture Cultural Policy is available at www.saskculture.ca.

II. CULTURE SECTION – MONITORING ELIGIBILITY

ECOs are monitored by SaskCulture Inc. to ensure the above conditions of eligibility status are being maintained. This is done periodically by the SaskCulture Eligibility Committee. As well, SaskCulture staff, through the review of the ECO's AGF application, submissions and Follow-Up Reports (FURs), may also identify eligibility concerns. The process for eligibility concerns within the Cultural Section is as follows:

1. The ECO is informed by SaskCulture if there is an eligibility concern. If the ECO does not or cannot rectify this concern, the SaskCulture CEO will be informed.
2. The SaskCulture CEO may refer an eligibility concern to the SaskCulture Board with a recommendation that an eligibility review be considered.
3. The SaskCulture Board determines the need for an eligibility review and refers the matter to the SaskCulture Eligibility Committee. The ECO is informed that an eligibility review will be conducted.
4. The SaskCulture Eligibility Committee conducts the review in accordance with Trust policy. The intent of the review process is to determine the capacity of the ECO to continue as an eligible provincial cultural organization. There is opportunity throughout the process to identify and address the challenges facing the ECO in meeting eligibility requirements.
5. The Eligibility Committee makes recommendations to the SaskCulture Board.
6. The SaskCulture Board ratifies recommendations and takes appropriate action. This may involve following the policies and procedures identified by the Trust for the removal of eligibility status.

SECTION THREE: ANNUAL GLOBAL FUNDING

I. ANNUAL GLOBAL FUNDING – OVERVIEW

The Culture Section of Sask Lotteries Trust Fund for Sport, Culture and Recreation has had Annual Global Funding (AGF) in place as its main funding program since 1984. AGF is a yearly operational grant which provides Eligible Cultural Organizations (ECOs) with a broad base of financial assistance, while allowing a high degree of freedom as to how funding is spent. The flexibility of this grant program has been instrumental in fostering the growth of over thirty (30) different ECOs.

ECOs offer a range of programs and services to their membership and the people of Saskatchewan. Many ECOs also carry out a stewardship role for the allocation of Trust funds to community organizations, by allocating lottery funds to their member organizations. These Member Funding programs ensure the distribution of funds to over 400 community groups each year across a variety of cultural disciplines.

AGF supports a tremendous infrastructure that empowers Saskatchewan's volunteer-driven cultural community to deliver a wide selection of activities throughout the province. AGF finances the base of operations that has enabled many ECOs to leverage additional grant and corporate funds. AGF also supports the continued stability of ECO operations, which enables successful long-term programs and partnerships. As part of the lottery delivery system, many ECOs have established linkages with other lottery delivery partners such as Sport, Culture and Recreation Districts and Tribal Councils to enhance the scope and impact of their work.

INFORMATION FLOW

All ECO dealings with the Culture Section of the Trust are conducted through SaskCulture with the following two exceptions:

- **Auditor requests for AGF grant confirmations** must be directed to the organization issuing the payment. Therefore, to ensure that the auditor's confirmation is handled in as timely a manner as possible, submit the request directly to the Accounting Department, Sask Sport Inc., 1870 Lorne Street, Regina, SK S4P 2L7. If the request comes to SaskCulture Inc. it will be forwarded to the Trust Office. The re-routing process may slow the process by a day or two.
- **If your organization changes the bank account** in which its AGF payments are to be deposited, the Accounting Office at SSI, 1870 Lorne Street requires that information immediately. Forward a copy of a cancelled cheque for the new bank account, and the effective date for the changeover, to the above address. Please allow at least thirty (30) days' notice of the changeover. Once again, if the information comes to SaskCulture, it will be forwarded to SSI, but will cause a delay.

Fiscal Year Changes

SaskCulture must be notified well in advance of **any change in the fiscal year end** of an ECO, as this decision may have spending plan implications to the ECO funding block.

Name Changes

If an ECO changes its corporate name, a written notice of this change must be submitted from the ECO to SaskCulture with a request to have the name changed on the Minister's Eligibility List.

MECHANISMS FOR DISTRIBUTION AND ACCOUNTABILITY

As manager for the Culture Section of the Trust (CST), SaskCulture Inc. is responsible for establishing mechanisms for the distribution and accountability of the Trust funds. Organizations funded through the Culture Section must meet the general Trust requirements as well as the culture specific requirements of SaskCulture's cultural policy. The Annual Global Funding process is based on a three-year grant cycle designed to provide fair and stable funding levels for ECOs. The process includes an Initial Application, Annual Submissions for Year 2 and 3, and Follow-Up Reports on Year 1, 2 and 3.

Guideline Changes

The AGF guidelines may change from time to time to accommodate changing needs. As SaskCulture members, ECOs are consulted on the Cultural Policy of the Culture Section of the Trust and on significant changes to AGF guidelines and procedures.

Allocation

SaskCulture has a Spending Plan Committee (SPC) which is directly responsible to the SaskCulture Board. That committee determines the allocation of various funding blocks in the Spending Plan for the CST, including the total amount of funding available for ECOs. Once the Spending Plan is established by the SPC it must receive the approval of the SaskCulture Board.

The ECOs' funding decisions are moved by the AGF Adjudication panel. These motions are brought by SaskCulture to the Sask Lotteries Trust Committee for final approval.

Application

In general, ECOs apply to SaskCulture for Annual Global Funding (AGF) every three years. Because the AGF does not have specific parameters around any area within an ECO's budget, it is essential that all ECOs provide a comprehensive application that will allow meaningful assessment against the Culture Section performance criteria.

Assessment

The allocated amount is adjudicated by using a peer assessment process. These volunteer peer assessors are drawn from the cultural community and are arms-length from the governing boards of SaskCulture Inc. The product is fair and equitable decisions for the distribution of funds from Sask Lotteries Trust Fund.

Global grants are awarded based on merit and an ECO may receive more or less than the average available as a result of performance assessment. At the discretion of the assessment committee, global grants may include base level amounts and one-time amounts to respond to special needs in a given year.

Each ECO must demonstrate effectiveness in the criteria areas in order to warrant funding; however, the emphasis of the assessment process is to provide overall support to the organization to accomplish its cultural mandate.

Annual Submission

As far as possible, SaskCulture will maintain the ECO block funding over the 3-year grant cycle. Approval of the second and third year grant is confirmed on receipt of an Annual Submission and maintenance of lottery levels for the second and third year.

Follow-Up Report (FUR)

The Follow-Up Report (FUR) provides essential information to demonstrate accountability and maintenance of eligibility status requirements of ECOs. The FUR is used to provide key information about the scope and success of the lottery system to the Ministry of Parks, Culture and Sport.

THREE-YEAR GRANTING CYCLE

The following table explains the sequence of when Application forms, Annual Submissions and Follow-Up Reports (FURs) are due.

	FORM TYPE	DEFINITION	DEADLINE	ORDER	FUNDING AMOUNT
Year 1	Application	The initial application is adjudicated by peer assessors. Multi-year funding amounts will be determined based on the information provided within the application.	TBA e.g Dec. 2, 2019	1	Depends on fiscal year end. For some ECOs this may trigger 50% of Year 1 funding upon approval.
	Follow-up Report	Provides evidence of the use and impact of Year 1 funding received from the Saskatchewan Lottery Trust Fund.	Due within 90 days after your fiscal year end. *	3	Triggers 50% of Year 1 funding upon approval.
Year 2	Annual Submission	Consists of a letter of explanation and a revised budget for the upcoming fiscal year.	Due 2 months before your fiscal year end.**	2	Triggers 50% of Year 2 funding upon approval.
	Follow-up Report	Provides evidence of the use and impact of Year 2 funding received from the Saskatchewan Lottery Trust Fund.	Due within 90 days after your fiscal year end.*	5	Triggers 50% of Year 2 funding upon approval.
Year 3	Annual Submission	Consists of a letter of explanation and a revised budget for the upcoming fiscal year.	Due 2 months before your fiscal year end.**	4	Triggers 50% of Year 3 funding upon approval.
	Follow-up Report	Provides evidence of the use and impact of Year 3 funding received from the Saskatchewan Lottery Trust Fund.	Due within 90 days after your fiscal year end.*	6	Triggers 50% of Year 3 funding upon approval.

*E.g. If your organization's fiscal year-end is March 31, your follow-up report may be submitted as early as April 1 but no later than June 30.

**E.g. If your organization's fiscal year-end is March 31, 2020, your annual submission is due January 31, 2020.

Signatures required by Executive Director or President for 3-year Application, Annual Submission and Follow-up Reports

	Letter	Application (Electronic)	Budget	Financial Statement
3-year Application	n/a	Executive Director & President	No signatures needed	2 Directors
Annual Submission	President	Executive Director	Executive Director	n/a
Follow-up Report	n/a	Executive Director	No signature needed	2 Directors

SASKCULTURE STAFF ROLES

Associate CEO

The Associate CEO has the responsibility to create, manage and evaluate the Culture Section Spending Plan according to the decisions of the SaskCulture Board and the accountability requirements of the Trust.

Consultants

Reporting to the **Assistant CEO**, the Consultants ensure that all accountability procedures are in place and followed and facilitate the transfer of all funds as adjudicated to ECOs from the Trust office. Accountability requirements include ensuring that adequate statistics are gathered through Follow-Up Report forms and that the information is correctly compiled and reported by SaskCulture staff.

The Consultants support the review and development of AGF assessment and reporting processes. The Consultants will conduct organizational visits with ECOs.

SaskCulture's Organizational Visits

Periodically SaskCulture consultants arrange organizational visits usually with the executive director of the organization. A checklist will be sent to ECOs that will allow for input and explanation from the organization. Before an AGF application, this visit will give SaskCulture an opportunity to understand information and evidence pertaining to the Organizational Effectiveness component of an ECO's AGF application. It is an opportunity for SaskCulture to discuss information, such as policy manuals and other documents, eliminating the need for multiple copies or summaries to be produced for the Adjudication panel. Generally, this form will be an upload with the AGF application and will be assessed by the adjudicators. The meeting will hopefully trigger a useful dialogue that will be helpful for the ECO in providing good information to the panel. The intent is to do regular visits with each of the ECOs in the years following an adjudication.

The Consultants also provide ongoing resource to the SaskCulture Board's Eligibility Committee and are the main contact for eligibility inquiries to the Culture Section of the Trust.

Grants Administrators

The Grants Administrators support the Consultants' role with respect to management of the Annual Global Funding program. This includes maintenance of the SaskCulture AGF data and other records, responding to inquiries regarding Annual Global Funding, coordination and support to the AGF assessment process, and assistance in the review and follow-up of SaskCulture grant applications through the On-Line Granting Platform (OGP).

II. Annual Global Funding – APPLICATION

APPLICATION PROCEDURES

Since 2016, ECOs must submit their **online** AGF application through SaskCulture's On-line Grant Platform (OGP). An introductory email, containing a unique link to their application in the OGP will be sent to each executive director or designated person. Application criteria and instructions are provided by SaskCulture within the online application.

Applicants are asked to **review** the AGF guidelines, **answer** designated questions and **upload** their current Budget, Strategic Plan, Organization Effectiveness form and various other documents. The AGF application should include sufficient information to allow assessment against the **Performance Criteria**.

DETAILED 3-YEAR BUDGET

ECOs are asked to provide their organization's current budget in their preferred format (the format they use within their organization). A Budget for all three upcoming years must be submitted. By examining the organization's own budget document, rather than a template version, the Assessment panel is able to get a better perspective on the organization's programs and priorities and more detailed descriptions of the items in the budget.

However, SaskCulture asks the ECOs to ensure that their budgets contain consistent line item headings.

Application budgets **must include** the following columns:

- Prior Year (Actual from audited financial statements)
- Current Year Forecast (Projected to Year-end)
- Upcoming Year 1
- Upcoming Year 2
- Upcoming Year 3
- Notes / Explanations

See **SAMPLE BUDGET LINE ITEM HEADINGS** at the end of this Budget section. Also, refer to the Sample Budget Template EXCEL document provided separately, if needed.

Revenue Breakdown

The AGF Assessment Panel needs to understand the relationship between revenues and expense areas of your budget. You can provide budget details showing expense and revenue in each area of your Program/Operations profile or you can provide this in your budget detail. Organizations that receive significant funding from other funders (particularly for non-cultural programs) can show how expenses are allocated using the following Revenue Allocation/Program Matrix. The use of the matrix is recommended.

Sample Revenue Allocation / Program Matrix

	Total cost	Lotteries Trust (AGF)	Provincial gov't	Federal gov't	Self Generated	Total Revenue for each program
Administration						
Program #1						
Program #2						
Program # 3						
Total Revenue each source						

Budget Notes

3-Year Cycle: The request for Year 1, Year 2 and Year 3 may vary depending on the ECO's plans. Explanation of variances between the three request years would help the AGF Adjudication panel consider unique needs in each grant year.

Ineligible Expenses

It is important when preparing your application to be aware of areas/items not eligible for support from the Sask Lotteries Trust Fund. The areas not eligible for support are:

- Capital expenditures – such as construction, renovations, or upgrading facilities;
- Alcoholic beverages;
- Cash prizes;
- Off the continent travel;
- Food expenditures – the intent of Trust funds is not to support food-related expenditures; however, out-of-pocket meal costs for volunteers and/or staff who are working on behalf of the organization are justifiable. Food expenses for banquets and dinners are considered to be inappropriate use of Trust funds. Organizations are encouraged to use self-help revenue or user pay to cover food costs for these purposes. (Some exceptions to food costs may be made within the Sask Lotteries Community Grant Program);
- Debt repayment;
- Payment of money returns owed to the Sask Lotteries Trust Fund;

There are some other expenses that the Sask Lotteries Trust Fund may deem inappropriate. If unsure, please contact SaskCulture for clarification.

SAMPLE BUDGET LINE ITEM HEADINGS

REVENUE

A.) <u>Self-Generated</u>	
Membership Fees	Revenue from membership fees paid to the organization
Program/Services Fees	Revenue generated from providing programs and services.
Fundraising	Revenue generated through events and activities.
Donations	Revenue collected by charity in exchange for tax receipt.
Other	Such as GST recovered
B.) <u>Grants</u>	
Sask Lotteries Trust Fund	Funding allocated by the Annual Global Funding panel
Sask Lotteries Trust Fund – Other	One-time amounts allocated by AGF panel or other funding panel
Provincial Government	Funds from a provincial government ministry
Federal Government	Funds from a federal government program
Municipal Government	Funds from a municipal government, such as City of Melville, City of Regina, etc.
Agencies – Provincial – SAB	Funds from Saskatchewan Arts Board
Agencies – Provincial – Other	Funds received from provincial public organizations, such as Crown Corporations, Saskatchewan Heritage Foundation, Community Initiatives Fund, etc.
Agencies – Federal	Funds received from national agencies
Other	Any other form of funding

EXPENSES

A.) <u>Personnel</u>	
Salaries – Management	All salaries broken down by areas – management, programs/services, administration. Use FTE's
Salaries – Administration	
B.) <u>Administration</u>	
Office	Office expenses
C.) <u>Travel & Meetings</u>	
Staff	Staff and volunteer travel based on category.
Volunteer	
AGM	
Other	
D.) <u>Corporate Expenses</u>	
Memberships	Fees for external organization memberships
Professional Fees	Facilitators, auditors,
Insurance	Auto liability, participants' liability, employee bonding, etc.
Other	
E) <u>Communications</u>	
Promotions	Advertising, posters, promotional materials
Newsletters	Print and/or electronic production costs
Other	
F.) <u>Programs & Services</u>	
Name of Program	
Name of Service	

III. ANNUAL GLOBAL FUNDING – ADJUDICATION

SaskCulture, as manager of the Culture Section of Sask Lotteries Trust Fund for Sport, Culture and Recreation, is responsible for establishing an adjudication mechanism by which funds can be distributed. This mechanism consists of an Adjudication Panel of members of Saskatchewan’s cultural community, as identified through SaskCulture’s general application for panel members, established in the fall of 2011.

The AGF Adjudication Panel exists to adjudicate the allocation of available funds from the Culture Section of the Sask Lotteries Trust Fund to ECOs in support of their respective objectives. The AGF panel makes fair and equitable decisions for the distribution of funds from Sask Lotteries Trust Fund.

OVERVIEW OF THE AGF ADJUDICATION PROCESS

- Applications received by SaskCulture are sent to the AGF Adjudication Panel members several weeks prior to the adjudication meeting date. Each Panel member independently reviews and assesses all the ECO applications submitted prior to the adjudication meeting. (*See the ECO Assessment Form*) The scores proposed by each Panel member are collected and the averages are calculated. The AGF Adjudication Panel then discusses each ECO allocation in turn to arrive at a preliminary allocation amount.
- Once preliminary allocations for all ECOs are made, the total is calculated and adjustments are made if the total is higher or lower than the amount available. The AGF Adjudication Panel then reflects on the allocations as a whole. Once consensus is achieved on the proposed amount, the AGF Adjudication Panel passes a motion on each allocation. It is very rare that the AGF Adjudication Panel does not achieve consensus on allocation decisions.
- The AGF Adjudication Panel provides direction to the designated SaskCulture staff on the grant letter comments to each ECO. The main points made by the AGF Adjudication Panel are recorded and confirmed at the meeting.

AGF FUNDING APPROVALS

The AGF Adjudication panel will approve an amount for Year 1, Year 2 and Year 3 of a three-year grant request; however, amounts for Year 2 and Year 3 may change during the grant period, if:

- The organization fails, in a significant way, to meet Trust policies with respect to accountability; and
- The level of lottery funds available to the Culture Section of the Trust experiences a reduction or increase significant enough to require a revision to the Culture Section Spending Plan allocation to the Annual Global Funding Block. As far as possible, SaskCulture will aim to maintain the Annual Global Funding Block allocation over the full three-year grant cycle.

PEER ASSESSORS TERMS OF REFERENCE

1. Purpose

Working within the funding guidelines of SaskCulture and the Sask Lotteries Trust Fund for Sport, Culture and Recreation, a panel of volunteer peer assessors is selected to adjudicate the allocation of funds from the Culture Section of the Trust for all ECOs. These organizations support defined provincial mandates with arts, heritage and multiculturalism.

2. Objectives

- a) To review and adjudicate applications for funding in accordance with the policies and procedures established by SaskCulture in its role as manager of the Culture Section of Sask Lotteries Trust Fund for Sport, Culture and Recreation;
- b) To provide SaskCulture with a list of all adjudicated grants as well as any issues or concerns around funding allocation in a timely manner; this may include flagging eligibility concerns; and
- c) To consider appeals from ECOs on grant amounts in accordance with the appeals clause within the applicable section of the current edition of the Sask Lotteries Trust Fund for Sport, Culture and Recreation Trustees Handbook.

3. Volunteer Peer Assessment Panel Product

Fair and equitable decisions for the distribution of funds from Sask Lotteries Trust Fund to ECOs.

4. Composition

The panel shall be composed of between five (5) and seven (7) members appointed by SaskCulture according to its established guidelines. Specifically:

- a) Expertise and depth in one or more of the genres/disciplines being addressed by the various programs, or relevant generalist experience and depth in the not-for-profit cultural sector;
- b) Flexibility and capacity for open-mindedness in conjunction with the ability to bring objective, informed analysis to the table to make informed judgments;
- c) Demonstrate an ability to participate thoughtfully in informed discussions while also being efficient and staying on point, and yielding time to others to make their contributions;
- d) Vision and aptitude for holistic thinking;
- e) Readiness to undertake preparations for meetings, including becoming familiar with the specifics of the program, the purposes and intentions of SaskCulture, and the content of the applications under consideration; as well as completing assessment forms or other commentaries or initial work as required;
- f) Capacity to work collaboratively;
- g) Capacity to respect others and hold all discussions in confidence and,
- h) In addition to seeking out strong individual panel members, SaskCulture is also careful to assemble the panel with a view to ensuring that there is a healthy and complementary mix of skills, background, and experience in the group as a whole. This mix ideally embraces a cross section of perspectives from content specialists and generalists, and from a diversity of cultural and social backgrounds and perspectives reflecting the demographics and priorities of the community as a whole. Thought is also given to providing a balance of styles and talents, including members who demonstrate holistic thinking and conceptual skills, as well as those with detailed knowledge of specifics of the sector or discipline.

5. Role and Responsibilities of Peer Assessment Panel Members

Members of a SaskCulture peer assessment panel are required to:

- acquaint themselves fully with the purposes and objectives of SaskCulture;
- acquaint themselves fully with the description of the program and the assessment criteria, as well as with all applications and related documentation received prior to and during a peer assessment panel meeting;
- comply with SaskCulture policies (conflict of interest, confidentiality, etc.) at all times;

- assess all of the applications based on the assessment criteria and description of the program, and in accordance with SaskCulture policies and directions;
- acquaint themselves fully with the scoring mechanism specific to the program in question;
- be prepared to provide feedback on merits or limitations of applications with a view to improving future performance;
- determine and approve the final recommendation list(s) and sign the *Peer Assessor Agreement Form*.

6. Role and Responsibilities of the SaskCulture Staff

SaskCulture staff members play an essential role in bringing the work of each panel to fruition. In addition to managing all of the administrative work to be done, staff members assist with questions and enquiries, provide background and context on applications, and serve as a sounding board on procedural and policy matters. Staff will:

- oversee the application process and ensure applicants' compliance with eligibility guidelines for the program;
- undertake all necessary preparatory work for the effective operations of the panel including dissemination of materials and orientation of panel members;
- schedule meetings and arrange for the taking of minutes of meetings and documentation of decisions;
- ensure a consistency in style and approach to peer assessment facilitation and process management;
- provide counsel and advice on procedural and policy matters;
- monitor compliance with SaskCulture policies and best practices;
- recommend selection of peer assessment panel members in consultation with CEO and Associate CEO and in accordance with the criteria and desired outcomes of the adjudication process;
- establish conditions to ensure a serious, fair and open-minded evaluation of every application;
- ensure that each application is evaluated according to the assessment criteria and the priorities of the program, as well as SaskCulture policies and directions;
- facilitate discussion and ensure that all panel members have an opportunity to participate effectively;
- help the panel reach final agreement on an order of priority for awarding grants;
- oversee the approval of the final recommendation(s) and signature of the *Peer Assessor Agreement Form*;
- assist in communicating the results to the SaskCulture Board and ensures follow up where appropriate.

7. Time Commitment

Peer assessors will have three key duties in terms of time commitment:

- Orientation:** They must attend a full or half day orientation session. This session is usually conducted before the receipt of applications. Performance criteria guidelines and procedural matters are outlined at this time.
- Review of applications:** Volunteer peer assessors must spend a considerable amount of time

reviewing a number of significantly detailed global/operational documents. Panel members can be expected to spend up to 60 hours reviewing the applications.

- c) **Adjudication:** Peer assessors may spend between three and six days adjudicating these applications. Peer assessors not only discuss the applications, but must come to specific funding allocations for three years. They are also expected to provide comments to the applicants.

8. Authority

- a) The panel is recognized as a committee of SaskCulture and as such, shall operate within the constitutional framework of SaskCulture under the direction of the CEO.
- b) The panel is not authorized to exercise authority over staff, or have direct dealings with current staff operations.

9. Reporting

As a committee of SaskCulture, and subject to accountability and policy requirements of SaskCulture, this panel's decisions are final. The SaskCulture CEO reports its decisions to the SaskCulture board.

10. Operations

Voting: Panel members operate on a consensus model.

11. Comportment

Confidentiality: Members are expected to treat the content of adjudication meetings as confidential. With respect to Trust submissions and individual grant amounts members are bound by the release of information and confidentiality clause contained within the applicable section of the current edition of the Sask Lotteries Trust Fund for Sport, Culture and Recreation Trustees Handbook.

The following information may be released without prior approval:

- list of participating non-profit community groups;
- list of organizations eligible for Trust grants;
- gross amounts earned by lottery and percentage breakdowns;
- gross amounts granted by or allocated to the Trust;
- information contained in Sask Sport's Annual Report on the Trust; and
- Trust information to the President (his/her designate) of an ECO.

12. Resources

Fiscal: The panel is authorized to make decisions on the allocation of Annual Global Funding to ECOs for a predetermined multi-year cycle. The overall pool of funds for this funding cycle is allocated by the SaskCulture board of directors.

IV. ANNUAL GLOBAL FUNDING – ANNUAL SUBMISSIONS

OVERVIEW

In the subsequent years after an adjudication, ECOs must submit Annual Submissions (formerly Interim Year Submissions), and provide annual Follow-Up Reports (FUR) on the use and impact of the funding they received from the Sask Lotteries Trust Fund. In a three-year funding cycle, an initial AGF Application is submitted in the first year. The Organization then submits an Annual Submission in the second and third year.

AGF PAYMENT SCHEDULE

Payments of the annual allocations to ECOs are made in two installments:

- 1) Upon approval of the organization's Annual Submission, 50 % of the annual allocation for the upcoming fiscal year will be paid one month in advance of the start of the fiscal year.
- 2) The remaining 50% will be paid upon approval of a Follow-up Report (FUR). This Report is due within ninety (90) days of the organization's fiscal year end. Organizations should refer to the Follow-Up Report (FUR) Guidelines to determine the information required that will satisfy the standards of accountability for the Culture Section of the Trust, and, where relevant, the Saskatchewan Arts Board.

Payments are made directly into an organization's bank account from the Sask Lotteries Trust Fund and are processed at the first and middle of the month. If a Submission or Report arrives after the due date, it will take additional time for a payment to be made. Annual Submissions and FURs are to be submitted on-line using SaskCulture's On-line Grant Platform (OGP).

SaskCulture also encourages grant recipients to regularly review and update all contacts identified in their Profile in their dashboard in the OGP to ensure each contact is still associated with the organization and authorized to access the dashboard.

To access your organization's Profile go to your dashboard and click on your organization name.

ANNUAL SUBMISSIONS

The Annual Submission should be **submitted two months prior** to an ECO's fiscal year end. The Submission includes:

- 1) **A letter** (about 2 pages in length) focusing on plans for the upcoming year and how they relate to your budget. The letter must be **signed by the organization's president**.
- 2) **A detailed budget**, that shows explanations and/or breakdowns for any **expense** lines greater than **\$2,000**. This can be the organization's existing working budget document, used for planning or for reporting purposes. The budget documents must be **signed by the organization's executive director**. *EXCEL Budget Template available in the OGP.*
- 3) President or Chair's contact information.
- 4) Additional documents such as Strategic or Operational Plans may also be requested.

Organizations can use their own budget categories, but the following 4 columns must be included:

- 1) Actuals (from previous year);
- 2) Board Approved Budget for Current Fiscal Year;
- 3) Total projections revenue / expenses to end of Current Fiscal Year
- 4) Budget for Upcoming Fiscal Year

V. ANNUAL GLOBAL FUNDING – FOLLOW-UP REPORTS (FURs)

FOLLOW-UP PROCEDURES

An ECO must submit an annual **Follow-Up Report (FUR)** through SaskCulture's Online Granting Platform (OGP) within ninety (90) days of the ECO's fiscal year end.

- a) SaskCulture receives the ECO's FURs and prepares the necessary documentation for the Trust office, including digital copies of the Annual Submission and Follow-Up Reports. The original reports are maintained in the OGP.
- b) SaskCulture reviews each report to monitor and verify that the Culture Section of the Trust eligibility requirements including lottery recognition have been met. The ECO will be contacted if concerns are raised through this monitoring process or if further clarification of supplied information is needed.
- c) Release of the final 50% of the ECO's funding for the current year is dependent upon the receipt and acceptance of all the required components of the Follow-Up Report. Reports received in advance of the report deadline may be processed earlier.
- d) Once all the necessary information is submitted, the ECO can usually expect to **receive the second 50% of its grant funding for the current year within thirty (30) days of the Report** being submitted to SaskCulture.
- e) The deadlines for Trust office payment requests are every two weeks. ECOs submitting late reports may miss the upcoming payment deadline, which will result in payment delays. Due to electronic banking requirements, the Trust payment schedule is not flexible and exceptions are not allowed.
- f) Payment of the final 50% of an ECO's AGF for the current year will be made by direct deposit to its bank account. **If any changes are made to banking information, a cancelled cheque, showing the changes, should be forwarded to the Trust Office at 1870 Lorne Street, Regina, SK S4P 2L7.**

ACCOUNTABILITY

In managing the Culture Section of the Trust, SaskCulture is responsible for the overall accountability of the funds disbursed through the Culture Section. The Annual Global Funding program is the most significant program of the Culture Section. It is important that SaskCulture collects statistical data and information on impact and benefits of the use of these funds in Saskatchewan and demonstrates the scope of the activity supported through the AGF program. This information also allows SaskCulture to check that ECOs are maintaining eligibility status requirements.

FINANCIAL REPORTS – AUDITED FINANCIAL STATEMENTS

Audit

- Eligible Organizations must appoint a registered, independent audit firm.
- Ensure the copies submitted of your organization's complete (not summarized) Audited Financial Statements are **signed by at least two (2) directors**.
- Please clearly identify and label **Sask Lotteries Trust Fund** revenues specifically as separate line items broken down into Annual Global Funding, and if applicable, "Other".

FINANCIAL REPORTS – AGF BUDGET / ACTUALS COMPARISON

The **Follow-Up AGF Budget / Actuals Comparison** should compare:

- the prior year's Budget with the actual income and expenses for the year being followed up
- The current year's board-approved Budget

ECOs may use their own format; however, the line items should be similar to the Annual Submission budget, be consistent from the one report to the next, and include the following 4 columns:

- 1) Current Year Board Approved Budget
- 2) Follow-up Year Budget
- 3) Follow-up Year Actuals (from Audited Financial Statements)
- 4) Variance (and Explanation of Significant Variances)

Please provide explanations for any significant variances from budget submission line items to actuals. Significant variances would be those of **more than 20% change and more than \$2,000 difference**.

Provide the amount of your organization's projected surplus or deficit, as well as accumulated surplus or deficit for the follow-up year. If you have a deficit, an explanation of why it has occurred, and how you will reduce it, must be included.

FINANCIAL REPORTS - EXPLANATION OF EXPENSE AND FINANCIAL CATEGORIES

EXPENSE CATEGORIES - Staff

For staff cost please indicate how many Full Time Equivalents (FTEs), or the number of employees and how much they work, e.g. 1 full-time, 2 half time and 1 person 10 hours / week.

Travel and Meetings

Travel and meeting expenses related to strategic planning retreats and group training sessions should be identified under Travel/Meetings-Other. Staff travel for professional development should be identified under Personnel-Other.

Corporate Business

Professional Fees – Include legal and auditor fees. Management consultants and facilitators can also be included.

Other

When completing the Annual Submission budget or the Follow-Up Report please provide line item descriptions for items of greater value than **\$2,000**. If the "other" category contains numerous line items that would substantially increase the length of the summary form by being included, you may want to list the total amount as "other" and provide a footnote that indicates where the breakout for those items is located in the detailed budget.

REVENUE CATEGORIES - Accumulated Surplus/Deficit

This is the sum of the year's surplus/deficit, plus the surplus/deficit that has been carried over from previous years. The previous year's actuals should reconcile to your audited financial statement. Projections for the current and request years are relevant.

Explanation of significant variances

Provide explanations of significant variances only (20% change +/- and greater than \$2000) between the actuals and revised budget.

FINANCIAL REPORTS – MEMBER FUNDING AND/OR EXTERNAL GRANT PROGRAM SUMMARY

Member Funding Policy

Submit one copy of the member funding policies, guidelines and forms, if not already on file. (If submitting revised documents, please highlight the significant changes).

Member Funding Report

For member funding upload a list that details the lottery fund amounts that were distributed to organizations and individual grant recipients. This list should only include those who have received any direct funding (an actual cheque/direct deposit) for member funding and /or program/service delivery, etc., for the fiscal year just completed, and the amount(s) they received. The key here is not whether the program is called Member Funding, but that an actual sum of money has been transferred from the ECO to another group or individual.

Please use the ECO AGF MEMBER FUNDING TEMPLATE, which includes the following information:

- Name of the Funded Organization/Individual
- Community
- Grant Type
- Grant Amount
- Estimate of the number of participants benefiting from the funding.
- Very brief description of the event/activity covered by the grant

FINANCIAL REPORTS – INSURANCE

Most ECOs should have their liability insurance package coverage paid for by SaskCulture directly. If this is not the case for your organization, then please provide SaskCulture verification of the following coverage:

- 1) Comprehensive liability – third party coverage in the amount of at least two million dollars
- 2) Participant’s liability – second party coverage in the amount of at least two million dollars
- 3) Directors and officers liability, including wrongful dismissal in the amount of at least one million dollars, and
- 4) Employee and directors bonding in the amount of at least \$100,000 (minimally including all employees and directors who have signing authority or who handle a significant amount of an organization’s funds)

PROGRAM YEAR IN REVIEW – ANNUAL REPORT

Include a copy of the annual report prepared for your annual general meeting (AGM). If your organization does not produce an annual report, please include a copy of the minutes from your annual meeting and any reports presented at that meeting.

PROGRAM YEAR IN REVIEW – SUCCESS STORIES

ECOs are asked to provide three (3) Success Stories showing the cultural impact their programs and activities have made in the past year. These are used to communicate the scope and impact of ECOs in supporting culture in Saskatchewan. The Success Stories are a means to articulate the value and benefits of culture; they include the intangible aspects that are difficult to measure. They are the ‘soft’ information that complements, or enhances, the ‘hard’ facts. They are the examples that give life to the statistics and demonstrate how investment in culture improves the quality of life in Saskatchewan. Collectively, these statements will provide SaskCulture with a set of powerful examples on the value and impact of culture and the contributions made by ECOs to culture in our province. They help SaskCulture illustrate the benefits these experiences have on our society.

ECOs are encouraged to obtain stories from member organizations. Success Stories do not have to be directly related to the work of the ECO - they may be related to the work of their member groups and others in the cultural community that are supported by the ECO.

Success Stories need to include answers for the following:

- Concept
- Why is this important to the ECO?
- Time frame
- Any other relevant details
- Contact information if other than the ECO
- If photos are available

Photographs and Videos

SaskCulture appreciates access to photos and videos that highlight programs and services funded by Sask Lotteries Trust Fund. SaskCulture may use these images in promotions and publications - please, only provide images that you have obtained permission to use for this purpose. SaskCulture may contact you for permission to use the images and for a copy of the photo release. Additional media files can also be emailed to SaskCulture or sent on non-returnable discs or USB drives, or provided through links to online video sites, such as Youtube or Vimeo.

Sample Media Release

The following wording could be in your own release form:

I, _____ hereby grant (Your organization), as well as SaskCulture Inc. and Sask Lotteries, and its associated entities, the right to use photographs or video of me for the purposes of promoting and/or advertising the benefits of sport, culture or recreation programs and events, and/or lottery proceeds supporting sport, culture and recreation activities in Saskatchewan. The photographs(s)/video(s) of me may be used in any and all forms of advertising, including print, television, internet and otherwise, all without payment of any fee or consideration to me.

CONSENT FOR MINOR – I am the parent or legal guardian of the minor name above. I approve and affirm this consent on his/her behalf.

PROGRAM YEAR IN REVIEW – SASKATCHEWAN LOTTERY RECOGNITION MONITORING

Lottery Recognition Checklist and Monitoring

In order to verify and encourage effective Lottery recognition practices, SaskCulture monitors ECOs' Lottery recognition efforts.

All ECOs should be using the combined SaskCulture and Sask Lotteries Logo on various documents and promotional materials. Use the RECOGNIZING YOUR FUNDER CHECKLIST to track your recognition practices. If there is no recognition efforts under a category, please note any plans to address the lack of recognition. These efforts will be reported directly in the OGP rather than a fillable PDF.

PROGRAM YEAR IN REVIEW – STATISTICAL DATA COLLECTION

SaskCulture collects statistical data on ECOs' impact through the **AGF STATISTICS FORM** (*EXCEL Statistics Template available in the OGP*). SaskCulture requests this information for two main purposes:

- to ensure accountability for funds granted; and
- to compile information for the Indicators Reports submitted annually to the Ministry responsible for Sask Lotteries as part of the lottery licensing agreement.

This data is used by SaskCulture in its Annual Report and in other reports and publications to demonstrate accountability to government and to other stakeholders, to increase awareness, and to garner support for the benefits of culture. This data can also be used for trends monitoring. Information is used for internal monitoring only and some aggregated data is used for advocacy purposes. It is not released except for the following outside the limits of current privacy legislation.

In order to maintain the reliability of the AGF statistical data, it is important that all ECOs use the **AGF STATISTICS FORM** provided, complete both tabs and upload the file as an EXCEL document:

- **Part 1 – Program and Service List**
- **Part 2 – Human Resources, Volunteers and Membership**

PROGRAM YEAR IN REVIEW – ADDITIONAL SUPPORT MATERIALS

Network Awareness and Engagement

All ECOs should include SaskCulture on their organization's mail list and participate in the SaskCulture network. Communications materials, such as newsletters, notice of special events, member bulletins etc., received from the ECOs are circulated to SaskCulture staff. This information provides SaskCulture with year-round awareness of the ECO's activities. Coupled with the information provided in Submissions and Follow-Up Reports, this material provides an in-depth resource of information on the scope and impact of all ECOs. ECOs are also encouraged to pass relevant information from SaskCulture along to their respective community members and to represent the interests and perspectives of those communities. In this way, ECOs play an important role in strengthening the cultural network.

GOVERNANCE REPORTING – CONSTITUTION AND BYLAWS

Provide current copies of your constitution and bylaws if not already on file. Significant changes must be highlighted. Please notify SaskCulture of any fiscal year changes, after approval at the Annual General Meeting and approval by the Information Services Corp. of Saskatchewan. Organizations will also have to gain approval of their fiscal year change from the Canada Revenue Agency.

GOVERNANCE REPORTING – LIST OF BOARD MEMBERS

All Board Members of ECOs should have a clear understanding of the role of SaskCulture and the Sask Lotteries Trust Fund for Sport, Culture and Recreation. Please upload a list of your current board members, along with mailing and email addresses. To assist your organization in keeping your board members informed, SaskCulture may send your Board Members issues of Engage and key announcements and information that may be needed from time to time.

GOVERNANCE REPORTING – LIST OF LOCAL CHAPTERS AND ORGANIZATIONAL MEMBERS

Upload a list of all current **ORGANIZATION** members. Please use the **ECO AGF ORGANIZATIONAL MEMBERSHIP LIST TEMPLATE** provided in EXCEL. **Do not include individuals.** Membership lists are used to verify reach of organizations, not for unauthorized print or electronic mail outs. However, this information may be shared with the Districts to help them gain a better understanding of the cultural groups that are within their distinct geographic reach, to invite local and chapter organizations to receive their newsletters, attend District events, and to build local connections among partners and other cultural programming staff.

VI. LIST OF ELIGIBLE CULTURAL ORGANIZATIONS (as of January 2020)

The following is a list of eligible organizations for the Culture Section of Sask Lotteries Trust Fund for Sport, Culture and Recreation:

- Aboriginal Friendship Centres of Saskatchewan Inc.
- Canadian Artists Representation/Le front des artistes canadiens (CARFAC) SASK
- Conseil culturel fransaskois
- Dance Saskatchewan Incorporated
- Mackenzie Art Gallery
- Multicultural Council of Saskatchewan
- Museums Association of Saskatchewan
- Nature Saskatchewan
- Organization of Saskatchewan Arts Councils
- Remai Art Gallery
- Saskatchewan Archaeological Society
- Saskatchewan Band Association
- Saskatchewan Choral Federation
- Saskatchewan Council for Archives and Archivists
- Saskatchewan Cultural Exchange Society
- Saskatchewan Drama Association
- Saskatchewan Elocution and Debate Association
- Saskatchewan Genealogical Society Inc.
- Saskatchewan German Council
- Saskatchewan History & Folklore Society
- Saskatchewan Library Association
- Saskatchewan Music Educators Association
- Saskatchewan Music Festival Association
- Saskatchewan Orchestral Association
- Saskatchewan Organization for Heritage Languages
- Saskatchewan Writers Guild
- SaskExpress
- Theatre Saskatchewan Inc.
- Ukrainian Canadian Congress – Saskatchewan Provincial Council
- Wanuskewin Heritage Park

VII. RECOGNIZING YOUR FUNDER CHECKLIST

LOGO USE

- ☐ Brochures
- ☐ Posters/Flyers
- ☐ Event programmes
- ☐ Newsletters (print)
- ☐ Newsletters (electronic)
- ☐ Annual Report
- ☐ Advertisements
- ☐ Web Sites (live links)
- ☐ Social Media sites
- ☐ Funded publications (DVDs, CDs, video credit)
- ☐ Promotional Items
- ☐ Folders
- ☐ Displays
- ☐ Letterhead/Agendas

EVENT/VENUE PROMO

- ☐ Signage
- ☐ Banners
- ☐ Displays
- ☐ Tickets
- ☐ Invitations
- ☐ Greetings from SaskCulture
- ☐ Presentations/Speeches
- ☐ Media Releases

FUNDING RELATED

- ☐ Board Orientation
- ☐ Annual General Meeting
- ☐ Audit – Line item recognition

MEMBER PROMO

- ☐ Place advertisements
- ☐ Share Newsletters/News
- ☐ Share other promo