



CULTURE DAYS FUNDING ASSISTANCE

Application deadline: April 16, 2018



Culture Days is a collaborative, pan-Canadian movement designed to raise awareness, accessibility, participation and engagement of all Canadians in the arts and cultural life of their communities. Nation-wide Culture Days celebrations will take place **September 28-30, 2018**. SaskCulture is pleased to offer Culture Days Funding Assistance in support of Culture Days initiatives throughout Saskatchewan.

SaskCulture encourages organizations to incorporate with First Nations and Métis educational activities that have a focus on implementing the Truth and Reconciliation Commission's Calls to Action or other reconciliation efforts. The TRC Calls to Action can be found at:

http://www.trc.ca/websites/trcinstitution/File/2015/Findings/Calls_to_Action_English2.pdf.

Objectives

Culture Days Funding Assistance is designed to support Culture Days initiatives (activities, events and projects) that engage public participation and inspire future involvement in the cultural life of Saskatchewan communities.

Culture Days Funding Assistance supports:

- activities that will encourage and inspire people to try something new and become a regular participant in cultural activities;
- the hiring of Saskatchewan artists and cultural workers who will engage new audiences and share their skills and talents;
- a wide range of interactive and diverse cultural activities in communities across the province during Culture Days.

Significant priority will be given to projects that:

- will engage new audiences/participants;
- provide excellent opportunities for **hands-on, interactive cultural experiences** for participants, as opposed to activities that are more passive in nature;
- are engaging and accessible – Culture Days activities are to be free to the public;
- projects and organizations not already funded significantly by other Lottery-supported grant programs; and
- contribute significantly to community involvement and/or engagement.

Contact

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Applicant Eligibility

Eligible Applicants are:

- **Registered Non-Profit** organizations in Saskatchewan, including Metis Locals/Regions. These organizations must:
 - have a primarily cultural mandate in Arts, Heritage, Multiculturalism or Cultural Industries as defined by SaskCulture's Cultural Policy, or otherwise demonstrate significant engagement in cultural activity;
http://www.saskculture.ca/content/file/14-07_Cultural_Policy.pdf
 - be in existence as a registered non-profit for at least one full fiscal year. If your organization has been incorporated for less than a year, please contact the SaskCulture consultant to discuss options;
 - be in good standing with Information Services Corporation (ISC); and
 - have no outstanding grant follow-ups due to SaskCulture.

or

- **be a First Nation band or Municipality.** The applicant must:
 - be in good standing with the Saskatchewan Lotteries Community Grant Program; and
 - have no outstanding grant follow-ups due to SaskCulture.

Ineligible Organizations:

Organizations that have overdue follow-up reports within the Lottery-funded system are ineligible.

Schools, post-secondary institutions, and unincorporated community groups are ineligible for this grant. These organizations should consider forming a partnership with an eligible organization to meet the eligibility requirements for this program.

Projects that are submitted that do not meet the eligibility requirements will not be reviewed. Please consult with SaskCulture for options.

Project Eligibility

Projects that do not satisfy, or directly address, the purpose of the CDFA grant will not be considered for funding.

- Applicants can access only one CDFA grant at a time.
 - If the applicant already has an outstanding/overdue SaskCulture grant, a second proposal will not be considered until the current one is reconciled.
- Applicants may not apply to multiple SaskCulture funding programs to support the same activity for the same time frame.
- Eligible projects must start no sooner than September 28, 2018 and must end by September 30, 2018. Projects that commence sooner than or after the Culture Days weekend will not be considered.

Applicants should consult with SaskCulture prior to submitting an application to discuss the eligibility of their proposal and to determine which funding program would be the best fit.

Funding Levels

Culture Days Hubs (presented by a minimum of 3 organizations)	eligible expenses to a maximum of \$4,000
Culture Days Event (presented by 1 organization)	eligible expenses to a maximum of \$1,000

Culture Days Hubs are defined as a minimum of three (3) cultural organizations **working in collaboration** to present interactive Culture Days activities that engage public participation in a community. In communities where there is more than one hub taking place, hubs are encouraged to communicate to find efficiencies in shared resources.

Eligible Expenses

- Salary and benefits of Saskatchewan cultural resource peoples employed for Culture Days weekend. The CDFA grant covers costs for honorariums, wages and contract agreements with cultural workers and artists who are not already employed as staff by the applicant organization;
- travel expenses for the CDFA resource peoples and participants. This includes gas, rental of vehicles (cars/bus/boat) and bus/air fare for in-province travel if necessary;
- project expenses directly related to the cultural activities. This includes expenses such as:
 - Material supplies that directly enable hands on cultural activity (paints, beads, leather, computer software, hand tools, etc.);
 - Rental of items that are otherwise ineligible to purchase such as video cameras, computers, sound equipment, camping gear, pavilion tents, facility*, power tools, or any other equipment that can be defined as a capital expense
 - *facility costs would only be considered eligible in situations where additional space is required for the project to move ahead. The existing space/facility of an applicant organization is not eligible and would be considered as an in-kind contribution (i.e. rent, utilities and office overhead);
- a maximum of 20% of the total grant award can be applied towards nutrition-related expenses if these costs can be directly attributed to the cultural activity; and
- a portion of the total grant awarded can be utilized for advertising and promotional costs as it relates to print, radio, television, etc. (some restrictions may apply).

*For more information about contracting professional artists and artist fees, please refer to:

- Saskatchewan Arts Professions Act <http://www.pcs.gov.sk.ca/arts-professions-act> and/or;
- CARFAC Artist Rates http://carcc.ca/en/fee_schedule_2018_4_professional

Ineligible Expenses

- All expenses must fall within the indicated start and end date of the grant. Expenses incurred before or after the grant period will only be considered if they are preparatory expenses.
- Capital expenses such as construction, renovations or repairs or purchase of major equipment such as computers, video camcorders, power tools, etc.;
- Cash prizes, gifts, or the purchase of alcohol;
- Activity that exclusively promotes definable religious or political viewpoints;
- Contributions of volunteer hours;
- Food or food-related costs are generally ineligible. However, up to 20% of the grant may be used for nutrition if these costs can be directly attributed to the cultural activity;
- Allowances, wages or personal expenses for program registrants and participants;
- Salaries and expenses of existing staff of the applicant organization;
- Office and administration fees including utilities, rent and/or rental of an applicant organization facilities; and
- **In-kind contributions (donations for food, goods, services, equipment, waiving rental fee, etc.) do not replace eligible expenses.**

Budget Notes

The budget should include all revenue and expenses related to your project including grant requests to other funding programs or agencies.

Expenses claimed must be to support eligible activity proposed in the application.

All project income and expenses should be included in budget form and the budget should balance (revenue = expenses).

The budget tool is for project costs. Regular organizational operating expenses, staff wages and contributions of volunteer time should not be identified as revenue or expenses in the budget. These costs are not eligible for the program. Do not use them in the budget.

In-Kind Contributions: The value of donations of goods and services do not substitute for eligible expenses and should not be included in the budget. Contributions and non-monetary support for a project can be described in proposal as evidence of community support and partnerships.

The application budget tool is also used in the Follow-Up Report for this grant. This will be available online for you to use throughout your project.

Application Process

Applications are due April 16, 2018. If the deadline falls on a weekend or statutory holiday, the deadline becomes the next business day. As of the 2016 deadline, SaskCulture has moved to an online application process. **Late applications will not be considered for funding.**

Organizations are encouraged to consult with SaskCulture prior to submitting an application. SaskCulture will review applications to confirm basic eligibility requirements have been met.

Eligible applications are adjudicated by a volunteer jury and applicants are informed of results within twelve (12) weeks of the application deadline.

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

Successful applicants will receive 100% of their total grant allocation upon grant approval. Properly completed follow-up reports must be received by SaskCulture prior to **November 15, 2018**.

Application Assessment

The funding adjudicators will assess applications based on the following criteria:

- Extent to which the project addresses the objectives of Culture Days Funding Assistance;
- Quality of proposed activity, especially as it pertains to the capacity to be **interactive**;
- Credibility of the application and capacity of the organization(s) or artist(s) to deliver the project;
- Realistic and responsible use of resources (funds, volunteers, etc.);
- Extent of participation, access and engagement for the public;
- Extent of resourcefulness, collaboration and partnerships, especially for hub applications;
- Extent of the activity to actively support increased cultural engagement beyond Culture Days; and/or
- Extent of support and involvement from the community.

Funding Obligations

Funds may only be used for **the eligible activities** outlined in your application. Significant changes to the use of funds must be approved by SaskCulture. Funds may not be transferred to other activities or organizations and unused funds must be returned to SaskCulture.

Funded activities **MUST BE REGISTERED** on the Culture Days web site, www.culturedays.ca . **Failure to do so will result in the grant being determined to be in default of the guidelines.**

Successful applicants will be required to submit a follow-up report by **November 15, 2018**. This report must detail the activities of the project and indicate how it met the goals of the Culture Days Funding Assistance program.

You are required to retain all supporting receipts. You will only submit receipts if requested to do so by the Program Consultant. Failure to do so may affect your approved amount. Please keep the receipts for all expenses covered by CDFA and the applicant's contribution. Please see the Funding Level Chart.

SaskCulture reserves the right to request audited and signed Financial Statements from your organization at any time.

If the applicant is approved for funding, the follow-up form will be available online and should be referred to throughout the project as statistical information will need to be gathered. The applicant may want to use the budget tool regularly as a budget management tool.

Grant recipients must promote SaskCulture and Saskatchewan Lotteries as supporters of their activities. Logos and promotional materials are available to successful applicants.

Failure to meet the above funding obligations to the satisfaction of SaskCulture will be grounds to withhold the final payment, request a return of grant funds already issued and/or will restrict access to future funding.