

# Culture Grant Program 2019

## APPLICATION GUIDELINES

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Application deadline – 4:30 pm, April 1, 2019

### Objective

The objective of the *Culture Grant Program* is to build capacity within the arts and culture sector in Saskatoon for the well-being and prosperity of the community.

For more information or to discuss your application contact:

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*The City of Saskatoon promotes fair and equitable practices in employment and the provision of services to all citizens of Saskatoon.*

### ABOUT THE PROGRAM

The City of Saskatoon's *Culture Grant Program* was created in 1997 and redeveloped in 2018 to include new levels of operational funding and a project funding component.

### PURPOSE OF THE GRANT

The purpose of the *Culture Grant Program* is to provide funding support to cultural organizations in Saskatoon in recognition of their role in providing cultural activities for Saskatoon residents and visitors, and the contribution they make to the quality of life and economic prosperity of the city.

### WHO CAN APPLY?

To be eligible for operational support, your organization must:

- be a registered non-profit arts, heritage, museum, or festival organization based in Saskatoon;
- have been in operation for a minimum of two years;
- have a minimum of \$5 million in liability and participant insurance;
- be registered in the Canadian Arts Database/Données sur les arts au Canada (CADAC): <https://www.thecadac.ca> (see Appendix A) if annual revenues are greater than \$300,000; Note: CADAC is optional for organizations in the Catalyst Category
- engage the advice and expertise of professionals in the area of programming and administration;
- provide programming that is accessible to the public;

- fit into one of the following categories:
  - Arts organizations whose primary mandate is to create, produce, or present work in dance, theatre, music, visual, literary, media, or interdisciplinary arts.
  - Heritage or Museum organizations whose primary mandate is the direct delivery of heritage or cultural programs for the general public including original curated exhibitions.
  - Festival organizations that are longer than three consecutive days in length whose primary mandate is The Arts (dance, theatre, music, visual, literary, media, or interdisciplinary arts) or Heritage.

To be eligible for project support, the applicant must:

- be an arts, heritage, museum, or festival organization or group based in Saskatoon;
- have a minimum of \$5 million in liability and participant insurance; and
- provide programming that is accessible to the public.

## WHO CAN'T APPLY?

- umbrella groups, arts advocacy organizations, art schools, training institutions, and rent-only facilities;
- festivals that are primarily competitions or fundraisers; and
- new applicants with an accumulated deficit that exceeds 10% of revenue.

## GRANT CATEGORIES

There are seven grant categories in the Culture Grant Program:

### Flagship Cultural Organizations

**Funding Type:** Operating Funds

**Eligibility Criteria:**

- Cultural institutions or festivals that play a major programming role in the community;
- provide mentoring support to smaller and emerging cultural groups; and
- have revenues over \$1.25 million and attendance over 30,000 for two consecutive years.

**Adjudication:**

- City administration approves funding.

### Anchor Cultural Organizations

**Funding Type:** Operating Funds

**Eligibility Criteria:**

- Cultural institutions or festivals that play a major programming role in the community; and
- have revenues over \$500,000 and attendance over 10,000 for two consecutive years.

**Adjudication:**

- City administration approves funding.

### Leader Cultural Organizations

**Funding Type:** Operating Funds

**Eligibility Criteria:**

- Cultural institutions or festivals that play a major programming role in the community; and

- have revenues over \$300,000 and attendance over 7,500 for two consecutive years.

Adjudication:

- City administration approves funding.

## Catalyst Organizations

Funding Type: Operating Funds

Eligibility Criteria:

- Any Arts, Museum, or Festival organization that stimulates or advances development of the culture sector without duplicating activity already funded in higher tiers of the Culture Grant Program; and
- have revenues over \$100,000 and attendance over 5,000 for two consecutive years.

Adjudication:

- Peer review adjudication process.

## Cultural Partners

Funding Type: Operating Funds

Eligibility Criteria:

- Organizations who have a unique partnership with the City to further the goals of the Culture Plan; and
- provide additional service to the City (beyond their core mandate) whether through the stewardship of an asset (such as a significant heritage site or building that is used by the community) or animation of key points in the city.

Adjudication:

- City Council approves funding based on administration recommendations.

## Project Fund – Not Currently Available

Funding Type: Project Funding

Eligibility Criteria:

- Projects that further the goals of the Culture Plan;
- organizations or groups whose primary purpose is Arts or Heritage; and
- organizations not already in the Culture Grant Program.

Adjudication:

- Peer review adjudication process.

## Innovations Fund – Not Currently Available

Funding Type: Project Funding

Eligibility Criteria:

- Organizations whose primary purpose is Arts or Heritage.
- innovative new projects that further the goals of the Culture Plan; and/or
- pilot projects to test new management/administrative strategies or tools and innovation in programming related to diversity

Adjudication:

- Peer review adjudication process.

## FUNDING

The following thresholds represent the funding goals of the Culture Grant Program:

**Flagship Cultural Organizations:** \$60,000

**Anchor Cultural Organizations:** \$35,000

**Leader Cultural Organizations:** \$25,000

**Catalyst Cultural Organizations:** \$5,000

**Cultural Partners:** Determined by City Council based on recommendations from administration

**Project Fund:** Grants up to \$2,500

**Innovations Fund:** Grants up to \$10,000

**Grant funds available are subject to annual City budgets.**

Project Fund and Innovation Fund Grants:

- May or may not be offered annually.
- Information on adjudication criteria will be provided when programs become available.

For operational funding applicants:

- City administration will work towards an even distribution of funds among organizations in each category when possible. Organizations may experience a phase in period if there are not enough funds available to allow each organization to reach their funding threshold. Consideration will be given to providing the least disruption to historical funding levels as possible.

## ADDITIONAL SUPPORT

Organizations receiving operational funding may also receive support in the form of tax abatements and/or the donation of civic services. Contact the program consultant for more information.

## ADJUDICATION PROCESS

Applications from organizations that are currently in the Culture Grant Program will be evaluated by City staff to ensure that all application requirements are met.

Applications from organizations that are not currently in the Culture Grant Program will be reviewed by a committee consisting of community stakeholders and civic administration. Recommendations of the assessment committee are final.

Applications are evaluated and ranked using the following criteria:

### 1. Community Impact and Merit (10 points)

- There is evidence the organization's programming is relevant, accepted, and needed by the community; and
- there is evidence the organization's work and programming reflects contemporary, regional, national or international practises.

### 2. City of Saskatoon Relevance (20 points)

- There is evidence the organization furthers a minimum of two key directions in the *City of Saskatoon Culture Plan*;
- there is evidence the organization's programming is unique and does not duplicate the work of other organizations currently in the *Culture Grant Program*; and

- there is evidence the organization contributes to the quality of life and economic prosperity of Saskatoon.

### 3. Accessibility (10 points)

- There is evidence the organization works to remove social, geographic, and economic barriers to engagement and participation; and
- there is evidence the organization ensures the expansion of audience access to, and comprehension of, work and programming.

### 4. Organization stability (10 points)

- There is evidence the organization has an appropriate structure and capacity to fulfill its mandate; and
- there is evidence the organization can effectively manage its operations.

## NOTIFICATION

Applicants will be informed of the results of their application by May 15, 2019.

## ACKNOWLEDGEMENT

Wherever possible, grant recipients are required to acknowledge the financial support of the City of Saskatoon.

## PROCESSING

The City of Saskatoon will not accept and process applications that are late or incomplete. The City of Saskatoon reserves the right to request additional information.

## REPORTING AND PAYMENT PROCEDURES

### Operational Funding

- Will be released upon approval of the *Culture Grant* application. *Follow-up* reporting information for operational funding is included in the application process; successful applicants who do not reapply to the *Culture Grant Program* in 2019 will be required to submit their annual report and audited financial statements for their 2018 grant.
- Retuning applicants with an actual or budgeted accumulated deficit that exceeds 10% of the projected revenue for the current fiscal year will be asked to submit a deficit reduction plan prior to receiving any funding.

### Project Funding

- Successful applicants are required to submit a completed *Follow-Up Report Form*, along with copies of receipts for eligible expenses, to the Community Services Department within 60 days of the completion of their project. Funds are released upon approval of the *Follow-Up Report*.

## APPLICATION PROCESS

Email a completed copy of the application and all required documents to: [grants@saskatoon.ca](mailto:grants@saskatoon.ca)

No later than **4:30 pm, April 1, 2019**

Label the subject line and the completed PDF of the application form as follows: CG 2019 – *organization name*

Applicants will receive an email confirming their grant application has been received (please allow 2-3 business days for confirmation).

## Appendix A

**CADAC** (Canadian Arts Data/Données sur les arts au Canada) is a web-based application that provides arts organizations with a single point of data entry for financial and statistical information that will be used by one or multiple applicable public funders, including the City of Saskatoon, the Saskatchewan Arts Board and the Canada Council for the Arts.

All organizations applying for a City of Saskatoon Cultural grant must enter their Financial and Statistical information online at CADAC ([www.thecadac.ca](http://www.thecadac.ca)).

There are two options for entering data:

- You can download the financial and statistical forms as Microsoft Excel files, complete them on your desktop, print a copy to enclose with your City of Saskatoon application and upload the form to CADAC.
- Or you can complete the forms online, download the completed forms as Microsoft Excel files and print copies to enclose with your City of Saskatoon application.

New users of CADAC must first register their organization at [www.thecadac.ca](http://www.thecadac.ca)

- Registration must be approved, so register well in advance of the City of Saskatoon application deadline to ensure you have time to complete the financial and statistical forms.
- When your registration is approved you will receive your organization CADAC ID. You are required to submit your CADAC ID with your City of Saskatoon application form.

If you are already registered, follow these steps:

1. Log in to your organization's account at [www.thecadac.ca](http://www.thecadac.ca)
2. (a) Download the Financial form and Statistical form from CADAC if you want to complete the forms on your desktop. (When selecting the form year, choose the current fiscal year from the drop-down list in order to download a form with the current Request Year) Upload the Financial form and Statistical form to CADAC when you have completed the forms. (Note, only forms downloaded from CADAC can be uploaded to CADAC.) Submit the forms to complete the process. (The uploaded form has been saved as a Draft version only.) Go to the Financial or Statistical Form Edit page and click **Submit** to submit the form.

OR

- (b) Enter the Financial and Statistical data directly online. Click **Save** to save as a Draft version only. This allows you to return later to complete it. Click **Submit** to submit the form when the data entry is finished in order to complete the process.
3. Attach signed financial statements. When signed financial statements are available for a financial year that has been Submitted, you will scan the signed statements in a format such as Acrobat PDF that can be uploaded to CADAC. For step-by-step instructions, see Add an Attachment under Forms in the Help section of CADAC. When the financial statements are uploaded, the CADAC Financial Data Controller will reconcile the submitted form with the statements. If there are discrepancies, the FDC will request an explanation.

Tips for first-time CADAC users:

- CADAC will timeout after 60 minutes of "inactivity". Data entry does not register as activity. If you are entering data online, please click Save frequently to ensure you don't lose data!
- When you login, review the legend of icons on the Forms page and Buttons and Icons under Forms in the Help section of CADAC. Here you will find an explanation of form status, who can view your data and when you are able to edit your data, which will give you a better understanding of the overall CADAC process.
- When you click **Save**, data is saved in Draft mode only. You must click **Submit** to submit your form in order to complete the process. Forms that have been submitted can be viewed by the CADAC Financial Data Controller (FDC) and only by the funders that have your CADAC ID.
- Help Desk - In addition to online help, which includes video tutorials, CADAC staff are available to assist you Monday to Friday during business hours via a toll-free number (1-866-249-0296) or email.

**STATISTICAL INFORMATION** Statistical data must be entered in CADAC and you are required to include with your application printed copies of the Excel form that can be downloaded from CADAC. Enter/update statistical data for your last completed year.