



Saskatchewan Orchestral Association

PROJECT GRANT APPLICATION PACKAGE

Deadline: November 1 (more than \$500 requested)

Anytime (\$500 or less requested)

Grants of \$500 or less are reviewed 4 times per year; generally in January, March, August and November.

Saskatchewan Orchestral Association Mission:

Our mission is to support, foster and represent string and orchestral activities through advocacy, resource sharing and providing opportunities for learning and growth.

The Saskatchewan Orchestral Association *Project Grants* Program supports:

- Special or yearly projects undertaken by member groups or organizations that further SOA objectives and priorities which include youth, education and orchestral programs of high quality

The SOA *Project Grants* Program is supported by funding from the Saskatchewan Lotteries Trust Fund for Sport, Culture and Recreation through SaskCulture

If you have any questions in preparing your application form and attachments please contact:

Peter Sametz
Managing Consultant
Ph: 306-529-7366
E-mail: info@saskorchestras.com

Application form and attachments may be e- mailed to:

info@saskorchestras.com

OR mailed to:

Saskatchewan Orchestral Association
4647 Pasqua Street
Regina, SK S4S 6B9

- Applications and supporting documents must be delivered or postmarked on or before the deadline date.
- **Notification:** Our goal is to issue official written notification of the funding decision within 60 days of the program's deadline date [November 1], or within 60 days of receipt of requests submitted at other times of the year.

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PROGRAM INFORMATION

The Saskatchewan Orchestral Association *Project Grants* Program supports:

- Special or yearly projects undertaken by member groups or organizations that further SOA objectives and priorities which include youth, education and orchestral programs of high quality

SOA *Project Grants* Program Allocation Process

1. SOA *Project Grants* are allocated based on funds available through the SOA budget and the results of its adjudication process.
2. Arms-length adjudication process: grant applications will be reviewed by an independent review committee made up of professionals in the orchestral field. The committee will provide funding recommendations to the SOA Board of Directors based on the Adjudication Criteria outlined below.
3. The main deadline for *Project Grants* is November 1.
4. Applications of \$500 or under can be submitted throughout the year. However, it is advisable to submit for the main deadline of November 1. Funding for grant applications submitted throughout the year is limited. Applications of \$500 or under can be submitted throughout the year.
5. *Project Grant* allocations are determined by the amount of funding available and the number of applications received.
6. The demand for *Project Grants* funding may exceed available resources. The Saskatchewan Orchestral Association may not be able to provide grants to all recommended applicants or in the amount requested.
7. Organizations may apply for more than one *Project Grant* per deadline. A separate *Project Grant Application Form* must be completed for each project.

Eligible Applicants:

- Are legally registered in Saskatchewan as non-profit organizations.
- Are active members of the Saskatchewan Orchestral Association as per one of the following definitions:

SOA Membership Definitions

- ❖ SOA Group Member: Organizations who hold one SOA Membership on behalf of their organization.
- ❖ SOA Member Organization: Organizations in which all participants hold an SOA Membership.

Ineligible:

- Activities or programs that take place before the deadline date. Funding is not retroactive and will not be considered if the **project** has been completed.
- Applicants who have any outstanding reports for previous grants received from the Saskatchewan Orchestral Association.
- Applications delivered or postmarked after the deadline.
- Applications that are incomplete, illegible or unsigned.

Adjudication Criteria

Project Grant applications will be reviewed by an independent review committee made up of professionals in the orchestral field with appropriate knowledge and experience to assess applications. The committee will provide funding recommendations to the SOA Board of Directors based on the Adjudication Criteria outlined below.

Applicants are to consider the Adjudication Criteria when developing their applications.

In assessing applications, the independent review committee will consider the following:

A. Merit of the Activity

- Value of the proposed project to participants – short and long term benefits
- Appropriateness of experience to the participants at their age or stage of development
- Whether the program is otherwise offered in the community
- Appropriateness of the proposed project to the mandate of the member organization

B. Community Impact

- The proposed project has value within the broader community and provides opportunities to build partnerships
- The proposed project serves the maximum number of people possible within the context
- The proposed project serves the mission and objectives of the SOA and is open to SOA members outside of the applicant's organization whenever possible
- The proposed project meets the requirements of the SOA's funders

C. Planning

- The applicant demonstrates evidence of comprehensive planning – application is complete with a reasonable, balanced budget
- The applicant demonstrates that the proposed project is realistic, cost effective and achievable given the time and budget plans and that it has the ability to carry out the project as planned
- The applicant demonstrates financial necessity and the possible consequences if requested funding is not received
- The applicant demonstrates awareness of the need for funder recognition

Payment Cycle and Reports

- Approved *Project Grant* amounts are paid in two equal instalments. The first half of the grant is paid six weeks before the beginning of the project. Final payment is sent after a completed final report has been received by the SOA.
- If changes of scale, scope or focus are made after the initial application has been approved, any disbursed funds must be returned and a new application must be filed. A change of date does not require a new application, but the SOA Managing Consultant must be informed so that funds can be distributed in a timely manner.
- Recipients of *Project Grants* Program funding are required to submit a final report including financial statements. The final report is due no later than 90 days following the end of the project as indicated in the project dates on the application form. Final report forms are available on the SOA website. *No further funding will be available to the group until the final report and required information are received by the SOA.*

Recognition of Funders

- Recipients of *Project Grants* Program funding are required to acknowledge the support of SaskCulture, Saskatchewan Lotteries Trust Fund for Sport, Culture and Recreation and the Saskatchewan Orchestral Association on concert programs, newsletters, publications and wherever else appropriate as outlined in the *Project Grant* Application Form.
- Receipt of final grant payment is dependent on fulfilling this requirement.

APPLICATION REQUIREMENTS

Project Grants Program

Include the following:

- Application Form** (Completed and signed)
- Budget** (Complete budget chart provided in the Application Form. Ensure budget is balanced.)
Note: Project budgets typically include participant fees, other revenue such as ticket sales, donations and fund-raising activities along with the SOA grant

Eligible Expenses:

- The SOA grant will cover up to two-thirds of the project budget.
- SOA will consider administrative expenses up to 25% of the total budget.

Ineligible Expenses:

- Activities or programs that take place before the deadline date. Funding is not retroactive.

- Attachments** (3)

1. Board Member List

Submit electronically via e-mail or hard copy with application.

- first and last names, mailing address, phone number, e-mail address
- board position currently held (i.e. President, Vice-president, Director)

2. Organization Main Contact Info

Submit electronically via e-mail or hard copy with application.

Two main contacts to receive SOA correspondence for your organization including:

- first and last names, mailing address, phone number, e-mail

3. Membership Fees (If not previously paid.)

Submit cheques via postal mail.

Group Membership - \$25

Member Organization - \$25 Individual Memberships and \$5 Individual Memberships

The SOA acknowledges the Saskatchewan Lotteries Trust Fund for Sport, Culture and Recreation, and SaskCulture for their support.

