



Saskatchewan Orchestral Association, Inc.

PROFESSIONAL DEVELOPMENT GRANT GUIDELINES

POLICY STATEMENT:

The Saskatchewan Orchestral Association supports:

- Operating budgets of member orchestras who are incorporated as not-for-profit organizations
- Projects that are undertaken or supported by member groups and that further SOA objectives
- Projects by member groups who are not yet incorporated as not-for-profit organizations
- Teacher training/professional development activity by individual members, with priority consideration to teachers of orchestral stringed instruments

DEADLINE:

Professional Development Grant applications can be submitted at any time prior to the start of the training activity.

AVAILABILITY OF FUNDS:

The SOA's annual budget for Professional Development Grants is replenished in January each year. Applications are considered on a first-come-first-served basis. Funding is available during the calendar year until such time as the total approved by the Board for professional development activity exhausts the annual budget for this purpose. At that point notification is posted to the SOA's website advising that funds for Professional Development Grants have been depleted until the start of the next calendar year.

REGULATIONS:

1. **Purpose:** to support individuals participating in training activity that is consistent with the objectives of the SOA
2. **Eligible Applicants:** Individuals who
 - hold an individual membership in SOA
 - are citizens or permanent residents of Canada
 - have been involved in musical activities in Saskatchewan for a period of not less than two years
 - plan to live and work in Saskatchewan, for a period of not less than nine months following the professional development activity, in a position where the benefits gained from the workshop can be shared with other Saskatchewan residents

3. **Eligible Activities:** Projects designed to improve a person's ability as a teacher of music and which have the potential to enhance the applicant's musical development. For example, a workshop or university class would be a supportable activity, while attendance at a concert would not.
4. **Funding Priorities:**
 - Training activity for teachers of orchestral string instruments
 - Training activity for those wishing to initiate string and orchestral activities in Saskatchewan communities where none currently exist
 - Training projects for music educators and symphonic musicians that upgrade their qualifications
 - Individuals who have not received a professional development grant from the SOA during the preceding two years.
5. **Parameters:**
 - Grant applications must be received by the SOA before the start of the activity.
 - A grant shall not normally exceed 80% of anticipated expenses for the project.
 - Eligible expenses are limited to fees, travel costs, room and board.
 - All applications are reviewed by the SOA Board and notification of results is provided within 30 days of receipt.
 - Approved grants are paid in two installments: (1) Initial 50% on approval by the Board [but not more than 6 weeks before the training start date] (2) final 50% following completion of the training activity and upon receipt and approval of the recipient's Summary Report using the prescribed form.
 - The Summary Report and supporting documentation are due no later than 90 days following the completion of the training activity.

FORMS AND CONTACT INFORMATION

Grant Application Forms and Summary Report Forms are available on the SOA website at www.saskorchestras.com under the Grants section or from the SOA office at:

Saskatchewan Orchestral Association,
Inc. 2113 Clarence Ave. S
Saskatoon, SK S7J 1L4
Phone: 306.716.5122
Email: info@saskorchestras.com

SOA gratefully acknowledges the support we receive





Saskatchewan Orchestral Association

Professional Development Grant Application Form

Deadline: Applications can be submitted any time during the year but must be received prior to the start of the training activity. Results will be available within 30 days of receipt.

Required: Read the Professional Development Guidelines before completing this application form.

1. Personal Information

Name:		
Address:	City:	Postal Code:
Phone (306)	E-mail:	
Canadian Citizen: Y N	Permanent Resident: Y N Since:	
Saskatchewan Resident: Y N	For how many years?	
<p>Summarize briefly your involvement in musical activities in Saskatchewan, beginning with the most recent. If you already have this information in a resume format you only need to attach it with this form.</p>		
<p>Where do you intend to work following the completion of the training?</p>		

2. Professional Development Information:

Name of Training Program:	
Location:	
Training Beginning Date: (d/m/y)	Training End Date:(d/m/y)
Training Overview: <ul style="list-style-type: none">• Please provide an overview of the training – its location, facilities, activities and objectives.• Indicate how it would improve your teaching and benefit your students and/or the orchestral community.• Include as attachment if space provided is not sufficient.• If this information is available in another format, you may include it as an attachment.	

3. Financial Information:

Project Budget – For the purposes of this grant, *eligible expenses* are limited to fees, travel costs, room and board. *Revenue* must include a listing of other grants and subsidies applied for or received for the project as well as the amount of your personal contribution.

PROJECTED EXPENSES		PROJECTED REVENUE	
Registration Fees		Your Own Resources (list)	
	\$		\$
Travel costs	\$		\$
	\$		\$
	\$	Other grants/subsidies/bursaries	
	\$		\$
Room and Board			\$
	\$		\$
	\$	Donations (list)	
	\$		\$
Other (list):		Other Revenue (list)	
	\$		\$
	\$		\$
	\$	SOA Grant Requested	\$
Total Projected Expenses: A	\$	Total Projected Revenue: B	\$
Projected Revenue (B)		B= _____	
Minus Projected Expenses (A)		A = _____	
= Net Surplus (or Net Loss) (C)		C = _____	

4. Supporting Documentation

Please provide or arrange for the following supporting documentation:

1. At least one letter of reference from someone familiar with your work, to be sent directly to the SOA Office at **2113 Clarence Ave. S Saskatoon S7J 1L4** or by e-mail to info@saskorchestras.com
2. A current resume describing education, experience, professional and musical achievements.
3. If possible, a copy of any brochures or programs describing the course or event for which you are requesting funding.

5. Declaration:

I declare that all statements made by me in this application are true and complete. I agree to live and work in Saskatchewan for a 9-month period following the completion of this activity, in a position where the benefits gained from the project will be shared with other Saskatchewan residents.

I understand that funds granted to me by the Saskatchewan Orchestral association are to be used solely for the purpose described herein, and any funds not used for this purpose shall be returned.

I have read the SOA Professional Development Grant guidelines. I understand that this application may not result in a grant allocation, or in an allocation in the full amount of the request

Signature of Applicant

Date

<p>Please email this form and attachments to:</p> <p>info@saskorchestras.com</p> <p>Or mail to</p> <p>Saskatchewan Orchestral Association 2113 Clarence Ave. S Saskatoon, SK S7J 1L4</p>	<p>Questions?</p> <p>Check out www.saskorchestras.com</p> <p>Or contact:</p> <p>Elaine Kaloustian, Executive Director Ph:306-716-5122 Email: info@saskorchestras.com</p>
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The SOA gratefully acknowledges the Saskatchewan Arts Board, SaskCulture and the Saskatchewan Lotteries Trust Fund for Sport, Culture and Recreation for their generous support:





Saskatchewan Orchestral Association

Professional Development Grant Summary Form

Deadline: *Within 90 days of training or professional development*

1. Personal Information

Name:		
Address:	City:	Postal Code:
Phone: (306)	Email:	

2. Professional Development Information:

Name of Training:	
Location:	
Training Beginning Date: (d/m/y)	Training End Date:(d/m/y)
<p>Please describe your experience of the training/professional development. Include an assessment of whether or not the experience was beneficial and explain why or why not.</p>	

3. Report:

Please submit a short article the SOA can use to share with its membership and with the public. Include a brief description of the training / professional development as well as any experiences which might encourage others to explore further training. Photos are most welcome. Please send to info@saskorchestras.com. E-mailed articles are preferable.

4. Supporting Documentation:

Please submit a receipt for registration as proof of attendance, as well as an informational brochure about the workshop if available.

5. Authorizing Signature:

Signature of Applicant

Date

<p>Please send this form and attachments to:</p> <p>Saskatchewan Orchestral Association, Inc. 2113 Clarence Ave. S Saskatoon, SK S7J 1L4</p> <p>or email info@saskorchestras.com</p>	<p>Questions?</p> <p>Check out www.saskorchestras.com Or contact: Elaine Kaloustian Executive Director Phone: 306-716-5122 Email: info@saskorchestras.com</p>
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