

# 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](http://www.saskorchestras.com) under the Grants section or from the SOA office at:

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