



Saskatchewan Orchestral Association

Operating Grant Application Package

NEW

Application Deadline Friday, December 11, 2020

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 that further SOA objectives and which are undertaken either by SOA group members or SOA member organizations. Funding priorities are youth, education, diversity, quality & impact, and levels of participation.

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



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 3], or within 60 days of receipt of requests submitted at other times of the year.

PROGRAM INFORMATION

SOA *Operating Grants* Program Allocation Process

SOA *Operating Grants* are distributed based on eligibility, necessity and membership type. The amount of an *Operating Grant* varies according to organization size, the type of membership held, and the funds available.

SOA Membership Definitions

SOA Group Members: Organizations who hold one SOA Membership on behalf of their organization. These organizations are eligible for operating funding to a maximum of \$500.

SOA Member Organizations: Organizations in which all participants hold an SOA membership. These organizations are eligible for operating funding greater than \$500. The operating funding amount is based on the number of participants playing in the group.

For SOA Member Organizations, *Operating Grants* are calculated by means of an established formula based on total available funds. The formula provides a specified amount per member for the first 10 members, a lesser amount per member for the next 10 members and a smaller amount per member thereafter. The decision to award or not to award an *Operating Grant* is based on organization eligibility and submission of a complete application. The eligibility of an organization is determined by whether the organization meets required criteria as outlined below.

Eligible Applicants

- Are legally registered in Saskatchewan as non-profit organizations.
- Meet regularly, at least twice per month for a season of at least six months.
- Are members in good standing of the SOA as either a Group Member or a Member Organization.

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Ineligible:

- Activities or programs that take place before the deadline date. Funding is not retroactive and will not be considered if the operating year 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.

Payment Cycle and Reports

Operating Grants support the activity of the applicant taking place within its identified fiscal year. Approved *Operating Grant* amounts are paid in two equal instalments. The first half of the grant is paid shortly after approval of the grant. 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.
- Recipients of *Operating 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 operating year end. Final report forms are available on the SOA website.

Eligible Expenses to be outlined in final report:

- The financial activity of SOA members will typically include participant fees, other revenue such as ticket sales, donations, and fund-raising activities along with the SOA grant.
- The SOA grant will cover up to two-thirds of the operating 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.

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.

A download zip file of organizational photos is available at:
<https://www.saskorchestras.com/soa-logo-use-guidelines.php>



APPLICATION REQUIREMENTS

Please include the following:

- **Application Form** (Completed and signed)
- **Attachments:** Please submit electronically in excel format – previous year’s information is available for update upon request
 1. Organization Membership List - Include first and last names, mailing address, phone number, e-mail address.
 2. Board Member List (submit electronically in excel format). Include first and last names, mailing address, phone number, e-mail address
 3. List of all organizational SOA contacts:
 - Two main contacts to receive SOA correspondence.
 - Contacts for specific projects (if appropriate)
 - Contacts for finance/operation
 4. Organization Main Contact Information
 5. Membership Fees
 - Group Membership - \$25
 - Member Organization - \$25 Individual Memberships and \$5 Individual Memberships [where applicable]
 6. ***NEW*** Documentation supporting extraordinary measure needed to operate within COVID-19 regulations (if applicable).

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

Elaine Kaloustian, Executive Director Ph:306-716-5122

E-mail:info@saskorchestras.com

SASKATCHEWAN ORCHESTRAL ASSOCIATION OPERATING GRANT APPLICATION FORM

1. Applicant Contact Information:

Name:		
Address:	City:	Postal Code:
Phone:	E-mail:	

2. Organizational Information:

Note: Organizations must be incorporated and currently in good standing with the Saskatchewan Corporate Registry in order to receive funding from the SOA		
Corporation Number		
Fiscal Year of Organization (mm/dd/yyyy)	From:	To:
Staff (employee and /or contract)	# of Full time:	# of Part-time:
Organization Web Page Address:		

3. SOA Membership Information:

<p>SOA Membership Definitions</p> <p><u>SOA Group Members:</u> Organizations paying a single group membership fee of \$25 per annum in order to hold one SOA Membership on behalf of their organization. These members are eligible for operating funding to a maximum of \$500/yr.</p> <p><u>SOA Member Organizations:</u> Organizations in which all participants hold an SOA Membership. These organizations are eligible for operating funding greater than \$500 calculated based on the number of participants playing in the group.</p> <p style="color: red;"><i>Please note, due to the COVID 19 pandemic, we understand that you may not have all of your registrants by your start date, or that your start date may occur after the funding deadline. We ask that you provide you best estimate, and that member fees can be submitted as you receive them. A member demographics form will be re-circulated later in the membership year, to more accurately capture the demographic that SOA requires for reporting purposes.</i></p>	
SOA Member Organization Fee Calculation (a) Estimated total for Individual \$25 SOA Memberships: (# of \$25 Individual SOA Memberships multiplied by \$25)	# _____ members @ \$25 = <hr/> \$ _____
(b) Estimated Total for Individual \$5 SOA Memberships: (# of \$5 Individual SOA Memberships multiplied by \$5) Note: <ul style="list-style-type: none"> Individual SOA Memberships are \$25. If someone in your household holds a \$25 Individual SOA Membership, additional 	# _____ members @ \$5 =

- Individual SOA Memberships can be purchased for \$5.
- The \$5 Individual SOA Membership applies to individuals resident within one household [for example multiple children, spouses and/or parent and child.]
- Members participating / playing in an SOA Member Organization MUST hold an SOA membership.
- Parents do NOT need to hold an SOA Membership in order for their children to participate in an organization, but are welcome also to become SOA members.

\$

Please *estimate* the number of your members in the following age categories:
This demographic information is required by SaskCulture.

(0-4)	(5-14)	(15-18)	(19-29)	(30-54)	(55+)	Total (all)
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**note- A demographics request form will be circulated later in the operating year to capture accurate registration numbers for SOA reporting purposes.*

4. ***NEW*** Member groups “real” operating costs

ACTUAL EXPENSES

Administrative Salaries: \$ _____ General Office Materials: \$ _____ Equipment Rental: \$ _____ General Office Supplies: \$ _____ Facilities Rental or online platform costs: \$ _____ Other administrative expenses (list): \$ _____ \$ _____ Promotion & Advertising (please specify) \$ _____	Other Expenses (list): \$ _____ \$ _____ Professional Fees: \$ _____ Clinician Expenses: \$ _____ Other fees: (list) \$ _____ \$ _____ \$ _____ \$ _____
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TOTAL EXPENSES: \$ _____

5. Program Overview: (ATTACH SEPARATE DIGITAL FILES)

How does your organization promote itself? Include information on the following:

- *Website
- *Newsletter
- *Workshops
- *Schools
- *Social Media

Brief description of your organization: (500 character maximum)

Programs your organization will offer in the coming year:

- *Concerts
- *Special Trips
- *Workshops
- *Fundraisers

6. ***NEW*** Adaptations due to COVID-19

Brief description of COVID -19 Related changes to programming: (500 character maximum)

Changes in programming due to COVID-19:

- *Concerts
- *Special Trips
- *Workshops
- *Fundraisers
- * How will these changes impact financial operations of the organization?

7. Growth Plan:

Describe your plans to reach out to and serve SaskCulture’s target populations over the next 5 years. This information is required by our funders. It is important to signal what actions are under consideration that demonstrate awareness of these target populations and how they might be engaged or connected with the activities of your organization. Please use use separate digital files if necessary.

See Notes for Completion of this Form at the end of this form for more information.

First Nations and Metis:	
Rural:	
Northern:	
Newcomers:	
NEW Adaptations due to COVID-19	
Describe plans your organization has or is considering regarding accessibility to its programs and services:	

8. Recognition of Funders

Recipients of *Operating 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.

A download zip file of organizational photos is available at:
<https://www.saskorchestras.com/soa-logo-use-guidelines.php>



Please retain promotional materials throughout the year and submit them with your final report. Submitted information will be used in SOA reports including the Annual Report, web/social media and public relations materials.

**note: the Saskatchewan Lotteries Trust Fund for Sport, Culture and Recreation has recently replaced their logo, the link to the new logo is available on page 4 of this document.*

9. Declaration:

We, the undersigned, certify that the statements and information contained in this application are accurate and complete. By means of this declaration, the organization agrees to:

- Acknowledge the financial assistance of the Saskatchewan Lotteries Trust Fund for Sport, Culture and Recreation, SaskCulture, and the SOA whenever possible and appropriate.
- Provide the SOA with all necessary information and a final report as required.

Signature of Chair / Officer of Organization	Name (print clearly)	Position	Date (mm/dd/yyyy)
Signature of Director or Administrator	Name (print clearly)	Position	Date (mm/dd/yyyy)



Notes for Completion of this Form

Section 1: Applicant Contact Information

The individual named in this section should be a reliable representative of the applying organization who can easily respond to any correspondence necessary to complete the processing of this application.

Section 2: Organization Information

See the Program Guidelines or contact the SOA Managing Consultant for questions regarding eligibility. If the applicant is not incorporated and currently in good standing with the Saskatchewan Corporate Registry, it is not eligible for Operating Grant funding.

Section 3: Membership Information

If you are uncertain about SOA Membership requirements, please contact the SOA Managing Consultant before completing this section.

Section 4: Real Expense Breakdown:

Due to the current COVID 19 pandemic, assessing groups based on current memberships may not provide groups with an accurate operating base. Some groups may opt for an online year, which may reduce their expenses, while others may have a greater expense that will only accommodate a smaller group of participants. This is a year we must all work together and balance operating funds to group needs.

Section 5: Program Overview

When completing the attachment for this section, please be brief with particular attention to new directions for your organization.

Section 6: **NEW*** Adaptations due to COVID-19

Please attach any corroborating information connected to program changes to adapt to COVID-19 protocols.

Section 7: Growth Plan (5 year)

This information is required by SOA's funders. Leaving an item blank or indicating "No Action at this time" will not negate your application. However, demonstration by the orchestral community as a whole of the importance of reaching out to the target populations identified by SaskCulture will in turn benefit the work undertaken by the SOA.

Information about SaskCulture's [Multicultural Inclusiveness Strategy](#) can be found [HERE](#). Please note that your responses in this section are intended to accumulate best practices and initiatives that have worked, or which are planned to improve accessibility.

The SOA Communications/Diversity Plan Summary can be found [HERE](#).

Confidentiality of Information

By becoming a member and providing your contact information, including your email address, you are consenting to Saskatchewan Orchestral Association sending you electronic communications which may include updates and newsletters as well as related communications about Saskatchewan Orchestral Association meetings and events. You may withdraw your consent at any time by contacting the SOA at info@saskorchestras.com and specifying "unsubscribe" in the subject line.

The Saskatchewan Orchestral Association collects and uses the personal information provided to correspond with you about grants and membership and to send you information about the orchestral community events and affairs. This includes reports, such as the Annual Report, and consented images for media.