



Saskatchewan Orchestral Association

Project Grant Application Package

NEW

Application Deadline Friday, December 11, 2020

Continuous Intake (project requests for \$500 or less)

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 [December 11], or within 60 days of receipt of requests submitted at other times of the year.

PROGRAM INFORMATION

SOA *Project Grants* Program Allocation Process

SOA *Project Grants* are allocated by the SOA board of directors based on funds available through the SOA budget and the results of its adjudication process.

Arms-length adjudication process

Grant applications will be reviewed by independent assessors who are professionals in the orchestral field. These individuals provide assessments to the SOA board of directors based on the adjudication criteria outlined below.

- The annual deadline for *Project Grants* is December 11, 2020.
- Applications of \$500 or under can be submitted throughout the year, including the annual deadline. Please note that funding for grant applications submitted throughout the year is limited.
- *Project Grant* allocations are determined by the amount of funding available and the number of applications received.
- 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.
- Organizations may apply for more than one *Project Grant* at the main deadline or throughout the year. A separate *Project Grant Application Form* must be completed for each project request.

Eligible Applicants:

- Project 'A' applicants: legally registered in Saskatchewan as non-profit organizations. Project 'B' applicants: unincorporated groups holding a valid SOA membership
- are current 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 are reviewed by independent assessors who are professionals in the orchestral field with appropriate knowledge and experience. These independent assessors provide ratings to the SOA Board of Directors based on the adjudication criteria outlined below. Applicants are therefore expected to consider and address the adjudication criteria when developing their applications.

Applications are rated by the independent assessors on the following criteria:

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

Community Impact

- The proposed project has value within the broader community and provides opportunities to build partnerships
- The proposed project reaches the maximum number of people possible within the context of project objectives and the mandate of the applicant
- The proposed project aligns with the mission and objectives of the SOA, demonstrates outreach and diversity, and is open to SOA members outside of the applicant's organization if possible
- The proposed project meets the requirements of the SOA's funders

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 identifies 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 prior to 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.

Project Grant recipients are required to submit a final report, including financial statements, due no later than 90 days following the end of the project as indicated by 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.*

APPLICATION REQUIREMENTS

Please 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.

NEW Please include any extra planning or expenses that are due to COVID-19 protocols.

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.

Application Attachments

Please attach the following documents electronically with your application:

1. **Board Member List (preferably in Excel format)**
 - Please include first and last names, mailing address, phone number, e-mail address.
 - Please include board position currently held (i.e. President, Vice-president, Director).
2. **Organization Main Contact Info (preferably in Excel format)**

Please provide two main contacts to receive SOA correspondence for your organization. *The individuals named should be capable of responding easily to any correspondence necessary to complete the processing of this application.*

**Note: If you have specific contacts for specific projects or communications, please add additional names and specify the contact title. Please include first and last names, mailing address, phone number, e-mail.*

3. **Membership Fees** (If not previously paid.)

Submit cheques via postal mail or single group payments via Email:

 - Group Membership - \$25
 - Member Organization – remittance of \$25 for each individual who is a regular member of the organization.

PROJECT GRANT APPLICATION FORM

Important: Read the requirements in the Application Guidelines before completing this form.

1. Applicant Contact Information:

Organization Name:	Contact Name:	
Address:	Community:	Postal Code:
Phone:	E-mail:	

2. Organizational Information:

Select One: <input type="checkbox"/> Project A Applicant [Incorporated] <input type="checkbox"/> Project B Applicant [Unincorporated]		
Corporation Number (if applicable)		
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 Category:

SOA Membership Definitions <u>SOA Group Member:</u> Organizations who hold one SOA Membership on behalf of their organization. <u>SOA Member Organization:</u> Organizations in which all participants hold an SOA Membership. ** See <i>Operating Grant A Guidelines</i> for more details about membership categories or contact the SOA office at 306-716-5122 or info@saskorchestras.com	
<input type="checkbox"/> SOA Group Member	<input type="checkbox"/> SOA Member Organization

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>



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.*

Confidentiality of Information

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

The SOA collects and uses the personal information provided to correspond with you about grants and membership and to send you information about the orchestral community. It does not share personal information outside of the Association. Unless notified otherwise, the SOA shares contents of program reports, promotional materials and other submitted media in SOA reports, public relations materials and web/social media.

**** If applying for a project series, please complete sections 4-6 for each project.***

4. Project Information:

Name of Project:							
Location:				Facilities to be used:			
Project Start Date: (dd/mm/yyyy)				Project End Date:(dd/mm/yyyy)			
Age range of expected participants:				Expected number of participants:			
<i>* Please choose one or two categories that the project will cater to most. If the project includes more than one program (i.e. workshop or class) please indicate the most appropriate category for each.</i>							
Program Name	Youth	First Nations & Metis	Rural Communities	Northern Communities	Senior Citizens	Newcomers	Non-Specific

5. Project Overview [Attach]:

- a. Brief description of your organization in Word format: (500 character maximum).
- b. Project Description. Applicants are to consider the Program Purpose and Adjudication Criteria outlined in the *Project Grant Guidelines* when developing applications.
- c. Project Goals & Objectives.
- d. Anticipated Impact of the Project.
- e. Plan for carrying out the Project. Include comment on how the project will be affected if the full amount of the request is not provided or if no funding is provided by the SOA.
 - *NEW*** Please include how the project is impacted by COVID-19 protocols, and any steps that must be taken to make changes.
- f. List and short bio of clinicians who will be involved [if applicable].

**Please note: Section 5 information will be used in SOA reports including the Annual Report*

4. Financial Information

PROJECTED EXPENSES

Administration:

Administrative Salaries: \$ _____

General Office Materials \$ _____

Equipment Rental \$ _____

General Office Supplies \$ _____

Facilities Rental \$ _____

Other administrative \$ _____

\$ _____

\$ _____

\$ _____

\$ _____

\$ _____

Promotion & Advertising \$ _____

Print Materials \$ _____

Other (list): \$ _____

\$ _____

Professional Fees: \$ _____

Clinician Fees \$ _____

Clinician Expenses \$ _____

Adjudicator Fees \$ _____

Adjudicator Expenses \$ _____

\$ _____

Other professional fees: (list) \$ _____

Other Expenses (list): \$ _____

\$ _____

\$ _____

(B)TOTAL EXPENSES: \$ _____

PROJECTED REVENUE

Participant Fees \$ _____
 Your Own Resources (list): \$ _____
 \$ _____
 \$ _____
 \$ _____
 \$ _____
 Concert Ticket Sales \$ _____
 Donations (list): \$ _____
 \$ _____
 \$ _____
 \$ _____
 \$ _____
 Fund Raising (list): \$ _____
 \$ _____
 \$ _____
 \$ _____
 \$ _____
 \$ _____
 \$ _____

Federal Grants (list): \$ _____
 \$ _____
 \$ _____
 Provincial Grants (list): \$ _____
 \$ _____
 \$ _____
 \$ _____
 Municipal Grants (list): \$ _____
 \$ _____
 \$ _____
 \$ _____
 Other Revenue (list) \$ _____
 \$ _____
 \$ _____
 \$ _____
 \$ _____
 \$ _____

Amount of SOA Grant Requested	\$ _____
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(A) TOTAL REVENUE:	\$ _____
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(A) Projected Revenue \$ _____

(B) Projected Expenses \$ _____

Projected Net Surplus/Net Loss (A-B) \$ _____

7. Declaration:

We, the undersigned, certify 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 Saskatchewan Orchestral Association whenever possible and appropriate.
- Provide the Saskatchewan Orchestral Association with all necessary information and a final report as required.

Chair/Officer of Organization

Printed Name: _____ Position: _____

Signature: _____ Date: _____

Director of Organization

Printed Name: _____ Position: _____

Signature: _____ Date: _____

Secondary Contact (if applicable)

Printed Name: _____ Position: _____

Signature: _____ Date: _____