



# Saskatchewan Orchestral Association

## OPERATING GRANT GUIDELINES

**Deadline: November 1**

### **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 *Operating Grants* Program supports:**

- Operating budgets of SOA member orchestras who are incorporated as not-for-profit organizations

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

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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](mailto:info@saskorchestras.com)

Application form and attachments may be mailed to:  
Saskatchewan Orchestral Association  
4647 Pasqua Street  
Regina, SK  
S4S 6B9  
OR

E-mailed to: [info@saskorchestras.com](mailto:info@saskorchestras.com) [Preferable]

- 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 two months of the program's deadline date of November 1.

### **OPERATING GRANT APPLICATION PACKAGE CONTENTS:**

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# PROGRAM INFORMATION

## SOA *Operating Grants* Program Allocation Process

1. SOA *Operating Grants* are distributed based on eligibility, necessity and membership type.
2. 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.
3. 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.
  4. The decision to award or not to award an *Operating Grant* is based on organization eligibility and submission of a complete application.
  5. 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 *Operating Grants* Program funding are required to acknowledge the support of SaskCulture, the 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 *Operating Grant* Application Form.
- Receipt of final grant payment is dependent on fulfilling this requirement.

# APPLICATION REQUIREMENTS

## Include the following:

**Application Form** (Completed and signed)

**Attachments** (4)

**1. Organization Membership List**

*Submit electronically, Excel document preferred.*

*E-mail to [info@saskorchestras.com](mailto:info@saskorchestras.com) or include on a flash drive.*

List of participants including:

- first and last names, mailing address and e-mail address for each member

**2. 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)

**3. 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

**4. Membership Fees**

*Submit cheques via postal mail.*

Group Membership - \$25

Member Organization - \$25 Individual Memberships and \$5 Individual Memberships  
[where applicable]

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

