



# Saskatchewan Orchestral Association

## Project Grant Summary Form

(Updated 2016)

**Deadline:** Within 90 days of Project Completion

**Important: Please also save your work to a Word document to avoid losing data when saving the PDF file.**

### 1. Grant Contact Information:

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

### 2. Organizational Information:

Organization Name:		
Corporation Number: (if applicable)		
Fiscal Year of Organization:	From: (d/m/y)	To: (d/m/y)
Staff: (employee and /or contract)	# of Full time:	# of Part-time:
Web Address: (ex. www.saskorchestras.com)		
SOA Membership Category:	SOA Group: <input type="checkbox"/> (Organizations who hold one SOA Membership on behalf of their organization.)	SOA Member Organization: <input type="checkbox"/> (Organizations in which all participants hold an SOA Membership.)

### 3. Project Information:

*The statistical information below is requested by Saskatchewan Lotteries Trust Fund in order to assess the impact of funding. It is pooled with the data of other SOA Grant Recipients and submitted anonymously through global summary reports to SaskCulture. Educated estimates are valuable when exact numbers are not available.*

Project Name:		
Facilities Used:		
Project Beginning Date: (d/m/y)	Project End Date:(d/m/y)	
# of Volunteers:	# of Volunteer Hours: (approx.)	
Total # of Participants _____		

Estimated # of Participants in the following age ranges:  
 0-18 \_\_\_\_\_ 19-29 \_\_\_\_\_ 30-54 \_\_\_\_\_ 55+ \_\_\_\_\_

Estimated total # of attendants / audience at concerts / programs: \_\_\_\_\_  
 Estimated # of attendants in the following age ranges:  
 0-18 \_\_\_\_\_ 19-29 \_\_\_\_\_ 30-54 \_\_\_\_\_ 55+ \_\_\_\_\_

Please list the programs of the project below and choose the category (or categories) that the project catered to the most.

Program name	Youth	First Nations & Metis	Rural Communities	Northern Communities	Senior Citizens	Newcomers	Non-Specific

Please provide a narrative report of the new initiative project, including activities, highlights and reviews. Attach any programs or publicity that you think will help illustrate the importance and impact of the project.

**4. Financial Information:**

ACTUAL EXPENSES		ACTUAL REVENUE	
<b>Administration:</b>		Participant Fees	\$
Administrative Salaries:	\$	Your Own Resources (list): 1.	\$
General Office Supplies:	\$	2.	\$
Equipment Rental	\$	Concert Ticket Sales	\$
Facilities Rental	\$	Donations (list): 1.	\$
Other Administration (list):		2.	\$
1.	\$	3.	\$
2.	\$	Fund Raising (list): 1.	\$
<b>Promotion:</b>		2.	\$
Advertising (specify)	\$	Federal Grants (list):	
Print Materials	\$	1.	\$
Other Promotion (list): 1.	\$	2.	\$
2.	\$	Provincial Grants (list):	
<b>Professional Fees:</b>		1.	\$
Clinician Fees	\$	2.	\$
Clinician Expenses	\$	3.	\$
Adjudicator Fees	\$	Municipal Grants: (list):	
Adjudicator Expenses	\$	1.	\$
Other Professional Fees: (list)		2.	\$
	\$	3.	\$
<b>Other Expenses (list):</b>		Other Revenue (list):	
1.	\$	1.	\$
2.	\$	2.	\$
3.	\$	<b>3.</b>	\$
4.	\$	SOA Grant Allocation	\$
<b>TOTAL EXPENSES:</b>	<b>A</b> \$	<b>TOTAL REVENUE</b>	<b>B</b> \$
Actual Revenue (B)		B = \$ _____	
Minus Actual Expenses (A)		A = \$ _____	
= Net Surplus (or Net Loss)(C)		C = \$ _____	

SOA Grant amount awarded	\$ _____
Amount received from SOA to date	\$ _____
Amount remaining in SOA Grant	\$ _____

## 5. Recognition of Funders

The Saskatchewan Orchestral Association requires that the following funders' logos be displayed on all newsletters, publications, concert programs or any other promotional materials:

- Saskatchewan Orchestral Association
- SaskCulture / Saskatchewan Lotteries



**Please submit copies of all promotional materials recognizing funders.**

- Funder recognition is required for the final grant payment to be released.
- Ensure that the updated SOA logo is used.

## 6. Attachment Check List:

- a. Narrative summary of the project
- b. Budget for the project
- c. Promotional material recognizing funders

7. Authorizing Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Please send this form and attachments to:

Saskatchewan Orchestral Association, Inc.  
4647 Pasqua Street  
Regina, Sask.  
S4S 6B9

or email [info@saskorchestras.com](mailto:info@saskorchestras.com)

### Questions?

Check out [www.saskorchestras.com](http://www.saskorchestras.com)  
Or contact:

Peter Sametz  
Managing Consultant  
Phone: 306.529.7366  
Email: [info@saskorchestras.com](mailto:info@saskorchestras.com)

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

