



**SASKATCHEWAN**  
**BAND**  
**ASSOCIATION**  
Supporting Instrumental Music

# **MEMBER FUNDING PROGRAM**

## **BAND FESTIVAL FUNDING APPLICATION**

**This application is available online at: [www.saskband.org](http://www.saskband.org)**

34 Sunset Drive North  
Yorkton, SK S3N 3K9  
Phone: 306-783-2263  
Fax: 306-783-2060  
Email: [sask.band@sasktel.net](mailto:sask.band@sasktel.net)



## **BAND FESTIVAL FUNDING POLICIES AND GUIDELINES:**

1. The organization sponsoring the festival must be a provincially or federally incorporated non-profit organization operating in the province of Saskatchewan.
2. The festival sponsor or the festival itself must be a member in good standing of the Saskatchewan Band Association.
3. The festival offered by the applicant must be provincial in nature and open to all Saskatchewan Instrumental ensemble groups and their members. The SBA will assist the applicant in advertising the festival to SBA members.
4. Festivals are encouraged to provide SBA members with a reduction in registration fees.
5. Festivals that compete with Saskatchewan Band Association programs, services, or activities are not eligible for funding
6. All items on the application form must be completed in full and signed by TWO Executive Officers.
7. Applications must be accompanied by financial statements reviewed by an independent party for the most recent year of operation. Festivals operating for the first time are exempt from this provision.
8. Funds for festivals are disbursed in two payments. Two-thirds of the designated funding allotment will be forwarded upon request. No initial funding can be disbursed unless all requirements have been met including having submitted required financial statements from the previous year's festival to our office. The final one-third disbursement is sent upon receipt of the final report.
9. The FINAL REPORT FORM may be obtained from the SBA office upon request. This form must be completed and submitted to the Saskatchewan Band Association office as soon as possible after the festival in order to receive the final disbursement of funding. Festivals not meeting deadlines will not be eligible for funding, and/or will waive their right to receive outstanding funding disbursements.
10. Any deficit incurred by the festival, either in the past or the present, will not be the responsibility of the Saskatchewan Band Association.
11. Festivals must acknowledge the Saskatchewan Band Association, Saskatchewan Arts Board, SaskCulture and Saskatchewan Lotteries by using the respective logos on all printed materials, including syllabi, posters, brochures, programs, electronic media, etc.
12. Festivals are required to provide the Saskatchewan Band Association with free space for two full page advertisements in the Festival Program for the SBA and Saskatchewan Lotteries.
13. Festivals should attempt to schedule events on dates which do not conflict with other Saskatchewan Band Association funded activities.
14. No festival will be funded unless funds are required to cover costs. The Saskatchewan Band Association reserves the right to terminate funding to any festival which consistently incurs a deficit or operates at a significant profit.

# FESTIVAL FUNDING APPLICATION FORM

## A. IDENTIFICATION

Name of Organization Sponsoring Festival:

Provincial or Federal Incorporation Number:

Festival Contact Person Name:

Contact Person Email Address:

Festival Website:

Contact Person Telephone Number

Festival Mailing Address:

## B. FESTIVAL INFORMATION

1. Official Name of Festival:

2. Festival Purpose:

3. Festival Description:

4. Location of Festival:

5. Date(s) of Festival:

6. Number of Participants at most recent festival:

7. Estimated number of participants at upcoming event:

8. Estimated Number of Volunteers:

9. Number of Years This Project Has Been Active:

10. Regular Registration Fee:

11. Fee for SBA Members:

12. Please describe how you will work with the Saskatchewan Band Association to promote your festival.

13. Please describe how you will recognize the Saskatchewan Band Association as a major sponsor of your festival. If you have sponsorship criteria, please provide that information.

**C. PROJECT BUDGET INFORMATION**

Provide a detailed budget of all revenues and expenses for 2011 actuals and 2012 proposed. Please include your amount requested for funding from the SBA in revenues.

**D. CERTIFICATION**

We, the undersigned, do hereby certify that all eligibility requirements for funding assistance have been met and that this application constitutes a correct and true statement. We further certify that the attached financial statement for the most recently completed project year is a correct and true statement duly audited by an independent party or signed by two executive officers.

Signed: \_\_\_\_\_ Position: \_\_\_\_\_ Date: \_\_\_\_\_  
(Signature of Executive Officer)

Signed: \_\_\_\_\_ Position: \_\_\_\_\_ Date: \_\_\_\_\_  
(Signature of Person Completing this form)

**APPLICATION DEADLINE DATE: Application forms for Festival Funding, including required attachments, MUST be postmarked or delivered on or 60 days before the start of your festival.**

**Should you require assistance or additional information, please contact the Saskatchewan Band Association office at 306-783-2263, email: [sask.band@sasktel.net](mailto:sask.band@sasktel.net), or fax 306-783-2060.**

**Mail or email applications to:  
Saskatchewan Band Association, 34 Sunset Drive North, Yorkton, Saskatchewan,  
S3N 3K9.  
[Sask.band@sasktel.net](mailto:Sask.band@sasktel.net)**

## APPLICATION CHECKLIST

**Complete the following checklist as part of your application. Incomplete or missing information will result in the application being returned, which may result in your completed application not being received by the deadline.**

\_\_\_\_\_ A list of bands registered for the most recent festival is attached. This list includes the band name and band director's name.

\_\_\_\_\_ Applicant is an incorporated non-profit organization or registered charity.

\_\_\_\_\_ Applicant holds a current membership with the Saskatchewan Band Association (current, and next year).

\_\_\_\_\_ The festival offered by the applicant is provincial in nature and is open to all Saskatchewan Instrumental ensemble groups and their members. The project or festival is advertised throughout all of Saskatchewan and to SBA members.

### FINANCIAL

\_\_\_\_\_ Financial Statement - 2011 is attached.

\_\_\_\_\_ Proposed budget for 2012 is attached.

\_\_\_\_\_ Copy of most current syllabus, registration form, programs, brochures, etc. for these festivals is attached.

\_\_\_\_\_ **LOTTERY LOGO, SBA LOGO, SASKCULTURE LOGO and ARTS BOARD LOGO is or will be displayed** on organization's programs, brochures, etc.

\_\_\_\_\_ Application Form is signed by two executive members.