

**SASKATCHEWAN MUSIC FESTIVAL ASSOCIATION (SMFA)
MEMBER FUNDING CRITERIA AND GUIDELINES**

The Saskatchewan Music Festival Association (SMFA) Member Funding Program is designed to provide financial assistance to SMFA Affiliated Member Festivals.

In keeping with the SMFA's mission statement, to promote excellence in music and speech through competitions, performance, and educational opportunities for the people of Saskatchewan, the SMFA recognizes the important work done by our members and the significance of Provincial Member Funding.

POLICIES AND GUIDELINES:

1. SMFA Member Funding is administered through the SMFA Provincial Office and provides support to the Association's mission and current programming of the Saskatchewan Music Festival Association.
2. Examples of projects for which member funding is intended, include the following:
 - (a) Festival Promotional Workshops
 - (b) Speech Arts Workshops
 - (c) Program Enhancement (website development, software/hardware purchase)
 - (d) Professional Training (board governance, minute taking, software training, etc.)
 - (e) Adjudicator Fees/Travel Assistance
 - (f) Registration Fee/Expenses for SMFA Annual Music Conference
 - (g) Special Anniversary Celebrations
3. Criteria regarding eligibility for member funding includes the following:
 - All applicants must be an SMFA affiliate member festival, in good standing (all reporting up to date and affiliation dues paid).
4. Process for application includes the following:
 - Complete application Form
 - Submit most recent Financial Statement/Revenue and Expense Form along with proposed project budget
 - Submit cover letter, detailing project including anticipated participation (if applicable) and perceived benefits, signed by two signing authorities.
5. **The deadline for submission of applications is October 15.** Upon approval of funding, half of the funds will be disbursed one month after the application deadline. The second half of the funds will be disbursed upon receipt of a complete follow-up report.

Follow-up Report Requirements:

All follow-up reports must be submitted to the SMFA Executive Director **on or before June 30** and include the following:

- an evaluation of the original objectives and the benefits derived from the funding
- details of the project including dates, the number and ages of participants (in the case of a workshop)
- receipts for all expenses
- actual budget comparison to proposed budget

Note: Funds may only be used for the eligible activities outlined in your application. Funds may not be transferred to other activities or organizations and unused funds must be returned to SMFA. Failure to submit the complete follow-up report by June 30 will result in the withholding of the balance of approved funding. The applicant may also be required to return the first portion of funding.