

**CULTURE SECTION HANDBOOK,
SASKATCHEWAN LOTTERIES TRUST FUND FOR SPORT, CULTURE AND
RECREATION
Revised February 2004**

ELIGIBILITY CRITERIA

The organizations eligible for grants from the Trust are those recognized by the Minister responsible for the Interprovincial Lotteries Act and listed on the "Eligibility List". *See section 9 for a complete list of eligible organizations.*

Eligibility criteria consists of general criteria common for all applicants whether sport, culture or recreation, as well as section specific criteria. The culture specific eligibility criteria is included with SaskCulture's cultural policy. The general eligibility criteria are determined by the three global organizations in conjunction with the Department of Culture, Youth and Recreation. General eligibility policies and procedures are provided below. SaskCulture includes the Saskatchewan Arts Board in the eligibility review processes for arts organizations.

General Criteria for Receiving Eligibility Status

To become eligible the applicant shall:

1. Be volunteer-based, i.e. an organization whose membership and executive and/or board of directors is comprised of member organizations and/or individuals who join the organization to work towards the growth and development of its activity primarily at the volunteer level.
2. Be incorporated under either:
 - a) the Non-Profit Corporations Act of Saskatchewan; or
 - b) some other legislative authority and be eligible for incorporation under the Non-Profit Corporations Act.

And have been both incorporated and continuously active for a period of at least two full years preceding the date of application.

3. Be provincial in scope, that is:
 - a) have goals and objectives which adhere to provincial responsibilities;
 - b) have programs and services that are clearly directed towards the fulfillment of the organizational mandate and which are available throughout the province; and
 - c) have a provincial network consisting of members or member organizations in at least five of the nine zones set out in the attached map (section 10); or such other suitable indicators of provincial scope as directed by the nature of the activity.
4. Not duplicate the representation, mandate, governance, programs or services currently provided by another eligible organization and as such only one provincial organization will be included on the eligibility list when similar disciplines can feasibly amalgamate and/or federate.
5. Have a membership structure and/or program policy which promotes and provides universal access and participation.
6. Demonstrate sound financial and organizational controls, policies and management.
7. Offer membership, participation, programs and services, that are not exclusive to a particular religious or political sect.

An exception to the General Criteria may be made if an organization offers a unique program or activity of provincial significance.

Eligibility Application Process

Eligibility application forms and guidelines are available from the SaskCulture Inc. office. Eligibility deadlines are March 15th and September 15th annually. Eligibility applications from cultural organizations are initially reviewed by SaskCulture and then referred to the Lottery Strategic Review Committee (LSRC) for consideration. Final decisions are made by the Minister. SaskCulture includes the Saskatchewan Arts Board in the eligibility review processes for arts organizations.

Conditions an Organization Must Meet to Maintain Eligibility Status

1. Acknowledge and publicly recognize, in accordance with Saskatchewan Lotteries graphics and other standards, that the support received from the Saskatchewan Lotteries Trust Fund is derived from the proceeds from the sale of lottery tickets in Saskatchewan.
2. Continue to meet all criteria and submit to the Trust all required reports and documentation regarding the use of Trust funds. Each eligible organization will be monitored on an ongoing basis by the respective global organization.
3. If an organization does not apply for funding in any one Trust fiscal year, it will be reviewed by the respective global organization to determine if the organization should continue to be eligible.
4. Any eligible organization, which changes its original mandate and/or objectives, may be subject to a review of its eligibility status. Such changes must be filed with the respective global organization and the Trust.
5. Carry insurance, which adequately protects the volunteers, employees and the organization against crippling tort action in the following areas and amounts:
 - comprehensive liability - third party coverage in the amount of at least \$2,000,000;
 - participants' liability - second party coverage in the amount of at least \$2,000,000;
 - directors and officers liability including wrongful dismissal in the amount of at least \$1,000,000; and
 - employee and directors bonding in the amount of at least \$100,000 (minimally including all employees and directors who have signing authority or who handle a significant amount of an organization's funds).
6. House its operations in the Administration Centers for Sport, Culture and Recreation should appropriate space be available.
7. Once an eligible organization receives Trust funds, it must permit the Trust to conduct an independent audit of the organization should the Trust deem necessary.
8. Recognize the necessity to serve similar organizations, such that, if another organization applies for eligibility status with similar representation, mandate, governance, programs and services, the current eligible organization must be willing, when/where feasible, to amalgamate and/or federate with another organization.
9. Failure of an eligible organization to meet the general and specific criteria on an ongoing basis may result in the initiation of the removal process.

Policy and Procedure for Reviewing the Status of an Eligible Organization

1. If an eligible organization does not comply with the general, specific, or maintenance criteria, it is the responsibility of the respective global organization to contact the organization in question describing, in writing, the areas of non-compliance.
2. The eligible organization has ninety (90) days to respond to the respective global, in writing, and to review the issue(s) in a meeting with the global organization. The eligible organization and the respective global will work together and have up to one funding cycle (ie. one year) to resolve the issue(s).
3. If the issue(s) are not resolved, a meeting will take place with the global organization, the appropriate government Department, the Trust, and the eligible organization in question. At this time, the problem and alternative solutions will be discussed and specified in writing. The organizations shall have up to one year (or another funding cycle) to rectify the problems identified at this meeting.
4. If problems regarding eligibility cannot be resolved at this stage, the organization will be informed in writing, that the matter will be placed on the agenda for the next semi-annual Eligibility Review meeting. A recommendation from this meeting shall then be forwarded to the Minister in charge.
5. Decisions of the Minister are final.
6. If the final decision is for removal from the eligibility list, the organization will be notified in writing. Copies of the letter shall be sent to the respective global organization and to the Trust.
7. Utilizing the regular application process, an organization may reapply for eligibility status after twelve (12) months has elapsed from the time the organization was removed from the list. Such applications must demonstrate that the organization has made adjustments with regard to previously identified problems.

Process for Monitoring Eligibility in the Culture Section

PCOs are monitored by SaskCulture Inc. to ensure the above conditions of eligibility status are being maintained. This is done annually through the Follow-Up Report process. The CAC or the SAB, through the review of the PCO's annual global funding application, may also identify eligibility concerns. SaskCulture includes the Saskatchewan Arts Board in the eligibility review process of arts PCOs. The process for dealing with eligibility concerns within the Cultural Section is as follows:

1. The PCO is informed by SaskCulture or the Saskatchewan Arts Board if there is an eligibility concern. If the PCO does not or can not rectify this concern, the SaskCulture General Manager will be informed.
2. The SaskCulture General Manager may refer an eligibility concern to the SaskCulture Board with a recommendation that an eligibility review be considered.
3. The SaskCulture Board determines the need for an eligibility review and refers the matter to the SaskCulture Eligibility Committee. The PCO is informed that an eligibility review will be conducted. In the case of arts PCOs, the SAB is included on the SaskCulture Eligibility Committee.

4. The SaskCulture Eligibility Committee conducts the review in accordance with Trust policy. The intent of the review process is to determine the capacity of the PCO to continue as an eligible provincial cultural organization. There is opportunity throughout the process to identify and address the challenges facing the PCO in meeting eligibility requirements.
5. The Eligibility Committee makes recommendations to the SaskCulture Board.
6. The SaskCulture Board ratifies recommendations and takes appropriate action. This may involve following the policies and procedures identified by the full Trust for the removal of eligibility status.

CULTURE SECTION CRITERIA

In order for an organization to be eligible for funding from the culture section of Saskatchewan Lotteries Trust Fund for Sport, Culture and Recreation the general eligibility criteria plus the culture section criteria need to be met. The culture section criteria is included in SaskCulture's Cultural Policy. The cultural policy is developed by the SaskCulture Board in consultation with members. SaskCulture's Cultural Policy defines culture, cultural activity and culture in Saskatchewan and the role of SaskCulture and SaskCulture members in advancing culture in Saskatchewan. The policy also includes a set of criteria and performance indicators to evaluate the effectiveness of SaskCulture and other cultural organizations supported by the Culture Section of the Trust. The adjudication process of the CAC and the SAB for Annual Global Funding are based on the criteria and performance indicators from this policy.

NOTE: A copy of the full SaskCulture Cultural Policy is included as Section 7. The policy was revised and approved by the SaskCulture Board in December 7, 2003.

There are three main criteria areas in the cultural policy:

- I. Cultural Impact;
- II. Participation through Access and Service; and
- III. Organizational Effectiveness.

The criteria are intended to be general statements on areas of desired results / impact that could apply to all cultural organizations. Key performance indicators will be identified for each of these criteria areas. These will be the main indicators SaskCulture will use to monitor the overall impact of the Culture Section of the Trust.

SaskCulture and the SAB have designed performance assessment tools for PCO Annual Global Funding based on these main cultural performance criteria. See Section 4 for assessment procedures specific to either CAC or SAB.

The criteria used for Participation and Access and Organizational Effectiveness have been in use for PCO funding assessment since 1998. The first draft cultural impact criteria was used by the CAC adjudicated PCOs starting in the 2000/01 grant year. In the spring of 2002 the SaskCulture Board developed the cultural impact criteria further and this has been included in the Culture Section Handbook since 2002. This criteria was approved by the SaskCulture Board in 2003 and is now in effect for all PCOs. The assessment of all PCOs includes consideration of the following PCO's cultural impact:

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Culture Section Performance Criteria

1. Cultural Impact

1.1 Unique and relevant contribution to culture

- The organization has a unique cultural mandate and makes a unique contribution to the whole of Saskatchewan culture.
- The organization works with other organizations within the cultural sector and in complementary sectors to further cultural development.
- The organization has a focus on the future and actively works to keep relevant to the people of Saskatchewan.

1.2 Development of Culture in Saskatchewan

- The organization works to facilitate and expand meaningful cultural experiences and the development of cultural products.
- The organization contributes to the continuum of cultural development in Saskatchewan through the development of cultural activities and practitioners, avocational and vocational.

1.3 Increased recognition of the value of culture

- The organization generates and builds on the demand for cultural experiences by contributing to the development of enthusiastic and knowledgeable participants and audiences.
- The organization works to expand support for culture through advancing understanding and appreciation of culture.

1.4 Recognition of Diversity

- The organization is inclusive of, and represents the diversity of, Saskatchewan people.
- The organization contributes to the diversity of Saskatchewan cultural perspectives, knowledge, practices and products.

2. Participation through Access and Service

The organization engages in cultural activities, vocational and/or avocational, which generate and enable participation by Saskatchewan citizens in beneficial cultural activity through access and service. The organization actively strives to provide support to those who experience barriers to access and participation in cultural activities.

2.1 Participation

- The organization offers and/or enables participatory cultural experiences that are relevant and of quality. The participation in cultural activity fosters ownership, commitment, personal growth and an enhanced sense of community in individuals.

2.2 Access

- The organization provides and/or encourages many avenues of cultural access to the people of Saskatchewan, regardless of age, gender, race, special need, or geographical barrier.

2.3 Service

- The organization provides service to their members in terms of representation, advocacy, resources, professional development, and training. This service encourages cultural workers to associate with each other to further the development of their discipline or their personal development within that discipline.

3. Organizational Effectiveness

The organization has a clear sense of its mandate and its contribution to the cultural community as a whole. The organization demonstrates commitment to organizational effectiveness through leadership, effective governance and organizational efficiency as well as volunteer and community involvement.

3.1 Leadership

- The organization demonstrates the development and nurturing of appropriate leadership models.

3.2 Effective Governance

- The organization assures the development and implementation of internal structures, policies and procedures which best achieve the mandate of the organization.

3.3 Organizational Efficiency

- The organization achieves results through effective planning and evaluation processes, and the efficient use of resources.

3.4 Volunteer and Community Involvement

- The organization demonstrates commitment to volunteer and community involvement.