

**Saskatchewan Music Educators Association**  
**FUNDING POLICY**  
**FOR**  
**MEMBERS**

(includes: Regional Workshop Forms)

SMEA:

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The Saskatchewan Music Educators Association's **PROVINCIAL MEMBER FUNDING** Program is designed to provide financial assistance to Provincial SMEA PROGRAMS which, with the exception of the University Music Organizations which are supervised by the appointed University Liaison person to the SMEA Board of Directors, are administered through the SMEA general office. Funds may be used for operational purposes, workshops, programs and services.

In keeping with the Saskatchewan Music Educators Association's Mission Statement to promote the development of high standards of music and music education, their Vision to coordinate existing resources to ensure that continuum is in an organizational effective manner, while providing participatory experiences in a menu of programs and services which are relevant and of quality, as expressed in the Saskatchewan Music Educators Association Key Result Areas, the Saskatchewan Music Educators Association recognizes the quality, significance and provincial representation of Provincial Member Funding.

## POLICIES AND GUIDELINES:

Provincial member funding programs and projects are administered through the SMEA general office and represent ongoing programming of the Saskatchewan Music Educators Association. The one exception to this is the University Music Organizations which are under the direct supervision of the appointed University Liaison Person to the SMEA Board of Directors.

Programs and projects which have been classified as Provincial Member Funding include the following:

1. Regional Workshops
2. Heart of the City Piano Program
3. Saskatoon Children's Choir
4. Circle of Peace - Drumming Program
5. Provincial Honour Groups
6. Annual Music Conference
7. Funding for Student Chapters at the U of S and the U of R

Programs classified as Provincial Member Funding are the direct responsibility and under the direct supervision of the Board of Directors of the Saskatchewan Music Educators Association.

The Board of Directors of the Saskatchewan Music Educators Association will appoint a planning committee for any joint or partnership Annual Music Conferences. Appointment to this committee will be by motion of the Board. The committee is answerable directly to the Board of Directors.

Funding for Student Chapters at the U of S and U of R is in the way of a global grant which may be used by each respective organization either for operational expenses or for programs and services that are offered to their membership.

Criteria regarding eligibility for **Regional Workshops** includes the following:

1. That the province be divided into seven regions - each with an elected representation on the Board of Directors of the Saskatchewan Music Educators Association.
2. The responsibility of each Regional Director shall be to coordinate programs and services specific to the region in response to demonstrated need.
3. All applications for funding for Regional Workshops **must be approved by the respective Regional Director.**
4. **All applicants** for sponsorship of a Regional Workshop must be a member of the Saskatchewan Music Educators Association, in good standing.
5. **The application** must include a proposed budget, anticipated participation, perceived benefits, workshop topic, purpose, date, name of the coordinator, sources of self-generated revenue and amount requested from the Saskatchewan Music Educators Association.
6. **The application** must be signed by the coordinator and the Regional Director.
7. **The workshop** must be **inclusive to the entire region**, unless circumstances such as available facilities dictate limited participation.
8. **The workshop must be advertised regionally** and the SMEA logo and **Saskatchewan Lottery** logo must appear on all print and promotional materials.
9. **Applications** must be received by defined deadlines and approved by the Board of Directors of the Saskatchewan Music Educators as a whole. Application deadlines are:

Regional Workshop Deadlines:

If the workshop falls between:

Feb. 1 - June 30

July 1 - Sept. 30

Oct. 1 - Jan. 31

Your deadline for submission is:

January 1

June 1

Sept. 1

10. Upon approval of funding, **half of the funds** will be disbursed approximately one month in advance of the event. The **second half of the funds will be disbursed upon receipt of a complete follow-up report.** Failure to submit the Follow-up Report within the deadline schedule will result in SMEA withholding the second portion of the approved funding and may result in requiring the return of the first portion of the funding.

11. Regional Workshop **Follow-up** Deadlines:

Workshops occurring **Feb 1 - June 30** deadline for follow-up is **Aug 31**

Workshops occurring **Jul 1 - Sept 30** deadline for follow-up is **Nov 31**

Workshops occurring **Oct 1 - Jan 31** deadline for follow-up is **March 30**

- 12 **Follow-up Reports** must detail the actual financial statement, the actual number of participants, an evaluation of the original objectives and the benefits derived from the workshop (list any special interest groups benefitting). **The Follow-up must include copies of all receipts** and be approved by the respective **Regional Director** before it is approved for final payment by the Board of Directors of the Saskatchewan Music Educators Association.
- 13 If there is insufficient registration for, or interest in, the workshop within the region, the workshop shall be canceled and the initial funding from SMEA returned.
- 14 All Regional Workshops will be covered by the Saskatchewan Music Educators Association Liability Insurance.
- 15 All **Regional Workshop Coordinators** shall make a photocopy of all forms for their own records **before forwarding the original to the Regional Director.**
- 16 The Heart of the City Piano Program, the Circle of Peace - Drumming Program, the Provincial Honour Groups and the Saskatoon Children's Choir, the Saskatchewan Music Conference and the Junior Band Program are administrated through the Saskatchewan Music Educators Association general office. Progress reports, proposals and financial statements for each program are approved by Board motion.
- 17 The Heart of the City Piano Program, the Circle of Peace - Drumming Program, the Provincial Honour Groups and the Saskatoon Children's Choir, the Saskatchewan Music Conference and the Junior Band Program are all covered under the Saskatchewan Music Educator's comprehensive Liability Insurance coverage. Additional insurance for property, commercial articles, fixed assets, inventory, accidental injury, will be obtained and kept current by the Saskatchewan Music Educators Association's general office.
- 18 The Saskatchewan Music Educators Association will disclose to the Saskatchewan Arts Board, SaskCulture Inc and its membership the amounts of funding allocated to each Provincial Member Funding recipient.

# REGIONAL WORKSHOPS APPLICATION

## A. IDENTIFICATION:

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Name of Workshop: \_\_\_\_\_

Location of Workshop: \_\_\_\_\_ Date of Workshop: \_\_\_\_\_

Coordinators Name(s): \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City/Town: \_\_\_\_\_ Prov: \_\_\_\_\_ Postal Code: \_\_\_\_\_

## B. GENERAL INFORMATION:

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Objective(s) of the Workshop \_\_\_\_\_

Estimated number of participants: \_\_\_\_\_

Name of Regional Director: \_\_\_\_\_

Signature of Regional Director: \_\_\_\_\_

Telephone : \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City/Town: \_\_\_\_\_ Prov: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Mail Application to:

The Saskatchewan Music Educators Association, Box 519, Cudworth, SK S0K 1B0

**C. PROPOSED BUDGET:**

**EXPENDITURES:**

Clinician Costs: (Please refer to Suggested Guidelines attached to form)

Fees:	Professional	_____
	Student	_____
	Volunteer	_____

Total Clinician Fees: \_\_\_\_\_

Travel: \_\_\_\_\_

Accommodation: \_\_\_\_\_

Total Clinician Costs: \_\_\_\_\_

Meals and Refreshments: \_\_\_\_\_

Facility Costs: (Include value if facility is donated) \_\_\_\_\_

Administration Costs:

Promotional/Printing \_\_\_\_\_

Telephone \_\_\_\_\_

Supplies \_\_\_\_\_

Other \_\_\_\_\_

Total Administration Costs: \_\_\_\_\_

Other Costs: \_\_\_\_\_

**TOTAL EXPENDITURES:** \_\_\_\_\_

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**INCOME:**

Registration and Fees:(Please refer to Suggested Guidelines attached to form)

Student \_\_\_\_\_

Adult \_\_\_\_\_

Total Registration and Fees: \_\_\_\_\_

Grants:

Parent Association \_\_\_\_\_

School Division \_\_\_\_\_

Other \_\_\_\_\_

Total Grants: \_\_\_\_\_

Donations:

Facilities \_\_\_\_\_

Clinician \_\_\_\_\_

Supplies \_\_\_\_\_

Other \_\_\_\_\_

Total Donations \_\_\_\_\_

Other Income: \_\_\_\_\_

SELF-GENERATED INCOME \_\_\_\_\_

REQUEST FROM SMEA \_\_\_\_\_

**TOTAL INCOME** \_\_\_\_\_

**D. CERTIFICATION:**

I (we) hereby affirm that I (we) are members of SMEA in good standing and agree to abide by the eligibility criteria, recommended funding guidelines and procedures as detailed in the Provincial Member Funding Assistance Program Policy for the Regional Workshops. We agree to use the SMEA logo and the Saskatchewan Lottery logo on all promotional materials.

Signed: \_\_\_\_\_  
\_\_\_\_\_

Date \_\_\_\_\_

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**SUGGESTED FEE GUIDELINES**

*Clinician Fees: Professional Clinicians - \$150.00/day plus expenses  
Student Clinicians - \$50.00 - \$100.00/day plus expenses  
Professional Development - \$75.00/session - max. \$300.00/day plus expenses*

*Registration Fees: Student Fees per project - \$10.00  
Adult/Teacher Fee per project - \$20.00*

**ELIGIBILITY CRITERIA AND GUIDELINES**

The following is a list of procedures and responsibilities that the workshop coordinator MUST follow in order to be eligible for funding from SMEA. These guidelines have been put into a check-list format to ensure that all criteria has been met. **The Regional Director will review this criteria with the coordinator(s).**

- |   |        |
|---|--------|
|   | Yes/No |
| 1). Is it feasible for this workshop to include participants from the entire region?<br><i>(Note: you must consider your limit for the number of participants and the deadline for registration)</i>  | _____  |
| If yes, has the workshop been advertised regionally?  | _____  |
| 2). Have you requested information regarding SMEA to be available at the workshop?<br><i>(The information such as SMEA Membership Brochures and SMEA Promotional signs are available from your Regional Director and must be displayed at the workshop)</i> | _____  |
| 3). Did you recognize support from SMEA and Sask Lotteries by identification on posters or brochures or verbally if print items are not being used?   | _____  |
| 4). Would you like your workshop to be advertised?<br><b>(Please submit workshop information to your Regional Director as soon as possible)</b>   | _____  |
| 5). Has there been any significant change in the workshop format since your workshop has been approved.<br><i>( if yes, SMEA must be notified and may request that a new application be completed/approved)</i>   | _____  |

# REGIONAL WORKSHOPS FOLLOW-UP FORM

## A. IDENTIFICATION:

Name of Workshop: \_\_\_\_\_

Location of Workshop: \_\_\_\_\_ Date of Workshop: \_\_\_\_\_

Coordinator's Name(s): \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City/Town: \_\_\_\_\_ Prov: \_\_\_\_\_ Postal Code: \_\_\_\_\_

## B. GENERAL INFORMATION:

Evaluation of Objective(s) and benefits derived from the Workshop:

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Total number of program/service participants: \_\_\_\_\_

Approximate number of participants \_\_\_\_\_ Youth (19 & under)

Approximate number of participants \_\_\_\_\_ Adult (20-54)

Approximate number of participants \_\_\_\_\_ Seniors (55+)

Approximate number of 'Special Needs' participants \_\_\_\_\_ (seniors, youth at risk, economically disadvantaged, visible minorities, single parents, geographically disadvantages, etc)

Approximate number of volunteers: \_\_\_\_\_

3. Name of Regional Director: \_\_\_\_\_

Signature of Regional Director: \_\_\_\_\_

**C. ACTUAL BUDGET:**

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**EXPENDITURES:** *(Attach a copy of **all** receipts)*

Clinician Costs:

Fees:	Professional	_____
	Student	_____
	Volunteer	_____

Total Clinician Fees: \_\_\_\_\_

Travel: \_\_\_\_\_

Accommodation: \_\_\_\_\_

Total Clinician Costs: \_\_\_\_\_

Meals and Refreshments: \_\_\_\_\_

Facility Costs: (Include value if facility is donated) \_\_\_\_\_

Administration Costs:

Promotional/Printing \_\_\_\_\_

Telephone \_\_\_\_\_

Supplies \_\_\_\_\_

Other \_\_\_\_\_

Total Administration Costs: \_\_\_\_\_

Other Costs: \_\_\_\_\_

**TOTAL EXPENDITURES:** \_\_\_\_\_

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**INCOME:** *(Attach a copy of **all** receipts)*

Registration and Fees:

Student \_\_\_\_\_

Adult \_\_\_\_\_

Total Registration and Fees: \_\_\_\_\_

Grants:

Parent Association \_\_\_\_\_

School Division \_\_\_\_\_

Other \_\_\_\_\_

Total Grants: \_\_\_\_\_

Donations:

Facilities \_\_\_\_\_

Clinician \_\_\_\_\_

Supplies \_\_\_\_\_

Other \_\_\_\_\_

Total Donations \_\_\_\_\_

Other Income: \_\_\_\_\_

SELF-GENERATED INCOME \_\_\_\_\_

SMEA APPROVED FUNDING \_\_\_\_\_

**TOTAL INCOME:** \_\_\_\_\_

**D. CERTIFICATION:**

I (we), the undersigned, do hereby certify that all eligibility requirements for Provincial Member Funding Assistance for Regional Workshops have been met and that this follow-up report inclusive of Section A, B and C constitutes a correct and true statement. We further certify that all of the receipts have been attached and the SMEA logo and Saskatchewan Lottery logo were used on all promotional materials.

Signed: \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_

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*FOLLOW - UP REPORT GUIDELINES*

*Complete the Follow-up Report in the same manner as the application. Use the Regional Workshop Application Guide to complete the Follow-up Report. When filling in items concerning numbers of participants or budget information, use actual numbers in place of estimates.*

*Remember to include receipts and copies of cheques along with your form!*

**OBJECTIVES:**

*Your achieved objectives must be stated in writing.*

*Any special needs or interest groups should be identified i.e. First Nations individuals, persons with disabilities, minority groups, youth at risk, etc. State the number of these individuals.*

*The information requested in the Follow-up Report is information that SMEA is required to submit to Sask Lotteries.*