

Saskatchewan Music Educators Association
FUNDING POLICY
FOR
MEMBER ORGANIZATIONS

SMEA:

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The Saskatchewan Music Educator's Association's **PROVINCIAL MEMBER ORGANIZATION** Funding Program is designed to provide financial assistance to Provincial Member Organizations to assist with general operational and administration costs as well as for workshops, programs and services.

In keeping with the Saskatchewan Music Educator's 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 Educator's Association Key Result Areas, the Saskatchewan Music Educator's Association recognizes the quality, significance and provincial representation of **Provincial Member Organizations**.

POLICIES AND GUIDELINES:

1. Application for **Member Organization Status** must be completed in full and signed by two current executive officers.
2. The organization applying for Member Organization Status must have been in existence for a minimum of three years and must have a provincial representation in its membership
3. Member Organization Status may be granted by the Saskatchewan Music Educators Association's Board of Directors, after careful review of the organizational goals, provincial membership, Constitution and Bylaws and Articles of Incorporation as Registered Non Profit Corporations.
4. The organization must be a member of the Saskatchewan Music Educators Association.
5. Funding received from the Saskatchewan Music Educators Association may be used for operational purposes by the Provincial Member Organization, or used for programs and services that the organization may provide for the benefit of the music education for the province of Saskatchewan.
6. Funding from the Saskatchewan Music Educator's Association is given to the Provincial Body of the Member Organization on a global basis. Disbursement and distribution of these funds is at the discretion of the Provincial Body.
7. All Saskatchewan Music educator Association Member Funding Provincial Organizations shall file **Annual Returns** with the **Provincial Secretary** along with signed **Audit Statements** of their fiscal year's operations.

8. Funds for Member Organizations shall be disbursed in two equal payments. Disbursement of the final payment will include a request for statistical information.
9. The Saskatchewan Music Educators Association will disclose to the SAB (Saskatchewan Arts Board) and its membership the amounts of funding assistance and statistical information related to each organization. Other information received will be considered confidential.
10. Any deficit incurred by a Provincial Member Organization, either in the past or the present will not be the responsibility of the Saskatchewan Music Educator's Association.
11. Provincial Member Organizations must acknowledge the Saskatchewan Music Educator's Association and Saskatchewan Lotteries by using the respective logos on all print and promotional materials. Logos will be provided from the SMEA general office upon request.

APPLICATION FOR MEMBER ORGANIZATION STATUS

A. IDENTIFICATION:

Name of Organization: _____

Provincial or Federal Inc. Number: _____ Business Number: _____

President's Name: _____ Telephone Number: _____

Contact Person's Name
(if different from above): _____ Telephone Number: _____

Fax: _____ Email: _____

Mailing Address: _____

City/Town: _____ Prov: _____ Postal Code: _____

B. GENERAL INFORMATION:

1. Mission/Mandate of Organization:

2. Brief description of the Organization's Programs, Services, Activities:

3. Number of years organization has been in existence:

4. Number of members in organization: _____ (Please attach a provincial membership distribution summary)

5. 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 disadvantaged etc.)

Any programs/services that significantly benefits (a 'Special Needs' community impact statement)

6. Estimated number of volunteers : _____ Estimated number of volunteer hours: _____

7. Attach a copy of your Constitution and Bylaws, along with a copy of your Articles of Incorporation.

8. Attach an audited Financial Statement for your most recently completed year.

C. CERTIFICATION:

We, the undersigned, do hereby certify that all eligibility requirements for Member Organization Status have been met and that this application inclusive of Section A and B constitutes a correct and true statement. We further certify that the attached financial statement for the most recently completed fiscal year is a correct and the statement duly audited by an independent party and signed by two current executive officers.

Signed: _____ Position _____ Date: _____
(Signature of Executive Officer)

Signed: _____ Position _____ Date: _____
(Signature of Executive Officer)

If you require assistance or additional information, please contact the Saskatchewan Music Educators Association office at (306) 256-3372 Fax: (306) 256-3490 Email smea@sasktel.net

MEMBER ORGANIZATION ANNUAL FINAL REPORT

A. IDENTIFICATION:

Name of Organization: _____

Provincial or Federal Incorporation Number: _____ Business Number: _____

President's Name: _____ Telephone Number: _____

Contact Person's Name (if different from above):. _____

Telephone Number: _____ Fax: _____ Business Number _____

Email: _____

Mailing Address: _____

City/Town _____ Prov. _____ Postal Code _____

B. GENERAL INFORMATION:

1. Have any changes been made to the organizational Constitution of Bylaws in the last twelve months: _____? *If so, Please attach a copy of the amendments.*

2. Please attach a listing of the current Executive or Board of Directors of the organization:

3. Brief description of the organization's programs, services and activities which the organization may wish to share with the Saskatchewan Arts Board and/or SMEA Membership:

4. Number of members in the organization: _____ (Please attach a provincial membership distribution summary, if there has been significant change from past years)

5. Report on current year's participants and volunteers:

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)

Any programs/services that significantly benefit a 'Special Needs' community:

6. Estimated number of volunteers: _____ Estimated number of donated volunteer hours: _____

7. Recognition of funding support from SMEA and Saskatchewan Lotteries:
(Please Include samples)

8. Any other positive information, ideas, issues or concerns the organization may wish to be brought to the attention of the Board of Directors of the Saskatchewan Music Educator's Association and/or its membership:

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