



COMMUNITY PARTNERSHIPS REQUESTS 26-27

SaskMusic is dedicated to developing the vibrant music community in Saskatchewan. We recognize the significance of live music performances and educational music programming in our province and occasionally offer support or partnerships to festivals, organizations, and presenters that showcase Saskatchewan music or offer education for the Saskatchewan music industry in their programming.

The primary ways we are able to support are through expertise/planning guidance; marketing/promotional assistance; curation (artist submission calls, playlists, etc) and provision of expert speakers/moderators. Examples of past partnerships include co-presenting music industry workshops, assisting with artist submissions and programming, promoting fundraising events for music charities, facilitating SaskMusic's participation as speakers at an event, and supporting events that promote underrepresented cultural groups or music genres. **Stand-alone concerts, festivals, and artist tours are generally not eligible for support.**

Please note that SaskMusic is a non-profit organization and **primarily provides non-monetary support. We are not a funding agency.** Our ability to offer financial assistance is extremely limited, and we encourage applicants to explore funding opportunities offered by provincial and federal agencies.

If you or your organization are interested in partnering with SaskMusic or seeking support for an event or initiative, please provide the following details:

- Times and location of the event
- Target audience
- Project outline
- Description of the type of involvement you'd like from SaskMusic
- Indication of how SaskMusic will be credited (e.g., signage, social media, verbal mentions). This sponsor recognition would become part of the agreement should your request be approved.
- For financial requests: send a sponsorship package with budget outline, indicating shortfall and dollar request. For projects where any level of financial contribution is approved, a final report must be provided to SaskMusic within 30 days following the event, including event description, attendance, budget summary, sponsor recognition, invoice, and photos suitable for publication. Failure to provide timely final reports will render future financial requests ineligible. Please see attached for more information on final reports.

SaskMusic supports projects that prioritize gender equity in curation and provide fair compensation to artists and speakers. These points are not negotiable.

Proposals are considered on a case-by-case basis. You may wish to send us an email of inquiry before preparing a proposal, well in advance of your event. Submissions received close to your event date will not be considered.

Proposals and/or questions may be directed to: info@saskmusic.org
with subject: Community Partnerships
Telephone 1-800-347-0676 (toll-free in Saskatchewan)

FINAL REPORT GUIDELINES

This page provide guidance on what would typically be included in your final report to SaskMusic, and is similar to what is commonly required by other funders/sponsors. The exact content of your report will vary on what type of event it was and what data you have available to share, but you can generally create one final report that will work for all supporters, including SaskMusic.

1. Your report narrative will ideally include:

- The name, date, and place of the event(s)
- Attendance numbers for event
- Volunteers numbers for event, if applicable
- Agenda or schedule of the event
- A list of speakers, performers, and other presenters/participants (DJs, dignitaries who spoke, etc)
- What elements of the event our financial support was used for (if applicable – e.g. ‘went towards artist fees’)
- Who were other major sponsors of the event
- A general description of how the event went – including any highlights, and whether anything changed drastically from the initial pitch provided (for example, ‘the event ended early due to rain’)
- Social media numbers are greatly appreciated if possible. For example, if you posted a shout out to sponsors where we were tagged, how many impressions did it achieve? (For our purposes, one total across all socials is fine.)
- How were sponsors (in this case, SaskMusic) thanked? List all. For example if logo was included on website; if social media posts were made thanking sponsor (how many and total reach, as noted above); was the sponsor logo included on poster/graphics promoting the event, and if so attach examples; was verbal thanks provided at the event or a scripted paragraph read out; and any other logo visibility or thank yous that were provided.

2. A final budget showing event income and expenses is generally appreciated by sponsors, and is generally mandatory to provide to funders. For SaskMusic, we generally don’t need your overall final budget, but would appreciate a breakdown in cases where we contributed a specific cost (e.g. ‘total artist performance fees paid out was \$3000; SaskMusic provided \$500.’)

3. A few high-resolution photographs from the event overall and specific performers.

4. A list of media interviews/news articles about the event, if applicable.

5. Any positive quotes or feedback received from artists or attendees about the event.