

## **SCAA Institutional Grant**

### **Instructions for Letter of Thanks**

1. To help ensure the continued support of SaskCulture, SCAA requires that the Institution receiving the grant proceeds send a letter of thanks to the funder and its supporters.
2. The letter must be sent within one month of the completion of the project.
3. The letter must be printed on the Organizations letterhead, when available.
4. The letter should be approximately two to three paragraphs in length.
5. The letter is to be addressed to:

**Rose Gilks**

**General Manager, SaskCulture Inc**

**# 404 – 2125 11<sup>th</sup> Avenue**

**Regina, SK, S4P 3X3**

6. The letter is to be copied to:

- a. **Honourable Ken Cheveldayoff,**  
**Minister of Parks, Culture and Sport**  
**Room 315, Legislative Building**  
**2405 Legislative Drive,**  
**Regina, SK S4S 0B3**

(Or the current Minister of Parks Culture and Sport, found at -  
<http://www.saskatchewan.ca/government/government-structure/cabinet>

- b. **The MLA for your constituency (<http://www.legassembly.sk.ca/mlas/>)**
- c. **Sandy Doran**  
**Executive Director, Saskatchewan Council for Archives and Archivists**  
**202 – 1275 Broad Street**  
**Regina, SK, S4R 1Y2**

7. Please find attached a sample Letter of Thanks to guide the composition of your letter. Of course, you or your organization are encouraged to use your own words while including:

- a. Thanks to the SaskCulture and Sask Lotteries for their funding of SCAA
- b. A brief description of your project and its outcomes
- c. A brief description of your project's impacts on the local community

## Thank you Letter for Institutional Grant Funding

Rose Gilks,  
General Manager  
SaskCulture Inc  
# 404 – 2125 11<sup>th</sup> Avenue  
Regina, SK, S4P 3X3

Dear Ms. Gilks:

I am writing to thank you for your support to the Institutional Grant Program, as administered by Saskatchewan Council for Archives and Archivists (SCAA), which is the beneficiary of funding through SaskCulture and the Saskatchewan Lotteries Trust Fund.

**[Name of Your Organization]** plays a crucial role in the safeguarding of Saskatchewan's heritage. Thanks to the generous contribution we received through SCAA, our organization was able to [insert brief description]. [insert brief description of the local key impacts of your project].

As a member of the Saskatchewan Council for Archives and Archivists, we are stewards of provincial history for [community name] and work to preserve and make accessible the rich resources available in our repositories. We greatly appreciate your support to the preservation of our history.

Thank you again,

Yours sincerely,

[Your Name]

[Your Title]

[Your Organization]

Cc: Ken Cheveldayoff, Minister Parks, Culture and Sport, (or the current Minister)

[Your MLA]

[SCAA]