

## SCAA Professional Development Grant

### Instructions for Letter of Thanks

1. To help ensure the continued support of SaskCulture, SCAA requires that the individual recipient of 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.gov.sk.ca/cabinet/> )

- b. The MLA for your constituency - found at <http://www.elections.sk.ca>
- 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

## Sample Thank you Letter for Professional Development 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 Professional Development 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.

Archivists play a crucial role in the safeguarding of Saskatchewan's heritage. Thanks to the generous contribution I received through SCAA funding I was able to attend [name of workshop]. [insert brief description of the key impacts of the workshop].

As members of the Saskatchewan Council for Archives and Archivists, we are stewards of provincial history and work to preserve and make accessible the rich resources available in our repositories. I 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]