



Institutional Grant Program (IGP) Final Reporting & Requirements

If your project received additional funding from another source and a final report has been submitted to that body, you may submit a copy of that final report to the SCAA in lieu of points 1 to 4 below. However, you must include in your submission to SCAA the information asked for in points 5 to 7 below along with the third-party report. If IGP funding was the sole source of revenue you must complete this report in its entirety.

Name of Institution: _____

Project Title: _____

Project Year(s): _____ - _____

Contact Name: _____

Email: _____ Tel: _____

Prepare a short-written report, maximum 4 pages, that includes the following:

1. Names of other individuals/organizations involved in carrying out the project.
2. Start and end dates of the project.
3. A brief description of the work that was completed.
4. A brief statement on the impact/value of the grant for your institution.
5. A brief statement indicating how your institution recognized/acknowledged the financial support from SaskCulture, Sask Lotteries, and the SCAA.
6. Complete the attached financial table.
7. Attach a copy of one of your letters of thanks.
 - a. Letters of thanks should be sent to the Minister of Parks, Culture, and Sport, your local Member of the Legislative Assembly (MLA), and the CEO/General Manager of SaskCulture.

Please return your completed report by 31 May following the project year to both:

Cameron Hart, Archives Advisor, SCAA
scaa.advisor@sasktel.net

Gloria Bearss, Executive Director, SCAA
scaa@sasktel.net

Or to:
SCAA Institutional Grants Program
PO Box 31122 RPO Normanview
Regina, SK
S4R 8R6



Financial Table

Include copies of receipts from supplies, equipment, or contractors with this report.

Revenue

Institutional Grant Received	\$
Applicant's Contribution	\$
Other (Specify)	\$
Revenue Total:	\$

Expenses

Wages	\$
Professional & Consultant Fees	\$
Supplies	\$
Equipment	\$
Marketing & Communications	\$
Other (Specify)	\$
Expense Total:	\$

Budget Balancing

Revenue		Expenses		
\$ _____	-	\$ _____	=	\$0.00

Letters of Thanks

To help ensure the continued support of SaskCulture the SCAA requires that the members receiving IGP funding grants send a letter of thanks to our funder and its supporters.

- The letters must be sent within one month of the completion of the project.
- The letters are printed on the organizations letterhead, where available.
- The letters should be approximately two to three paragraphs in length.
- The letters are addressed to:
 1. _____
CEO/General Manager, SaskCulture Inc
404 – 2125 11th Avenue
Regina, Saskatchewan, Canada S4P 3X3
 - *The current CEO/General Manager of SaskCulture can be found here: <https://www.saskculture.ca/about/our-people/staff>.*
 2. Honourable _____
Minister of Parks, Culture and Sport
Legislative Building
2405 Legislative Drive
Regina, Saskatchewan, Canada S4S 0B3
 - *The current Minister of Parks Culture and Sport, can be found here: <http://www.saskatchewan.ca/government/government-structure/cabinet>.*
 3. The MLA for your constituency.
 - *Your MLA can be found here: <http://www.legassembly.sk.ca/mlas/>.*
 4. Gloria Bearss
Executive Director, SCAA
PO Box 31122 RPO Normanview
Regina, Saskatchewan, Canada S4R 8R6
- A sample letter of thanks follows this list. Members are encouraged to write their own should they wish as long as it contains the following:
 - Thanks to the SaskCulture and Sask Lotteries for their funding of SCAA.
 - A brief description of your project and its outcomes.
 - A brief description of your project's impact on the local community.

Sample Letter of Thanks

Dean Kush,
General Manager
SaskCulture Inc
404 – 2125 11th Avenue
Regina, SK, S4P 3X3

Dear Mr. Kush:

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]