



CREATIVE SASKATCHEWAN

Propelling Creative Entrepreneurship

General Program Guidelines

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Investment Fund Objectives and Purpose

Creative Saskatchewan was established in 2013 with a mandate to advance the commercial success of Saskatchewan's creative industries and entrepreneurs. Through focused investments to creative entrepreneurs, Creative Saskatchewan contributes to the Province's Growth Plan working to build a stronger Saskatchewan.

Creative Saskatchewan's Board of Directors have set forth the following Mission for the agency:

Creative Saskatchewan is a leader supporting collaboration, entrepreneurial capacity, innovation and convergence that maximizes leveraged resources, commercial success and market access for Saskatchewan's creative industries and producers.

The Investment Fund is the principal tool the agency uses to fulfill its mandate and deliver its mission.

The Investment Fund has four strategic priorities:

1. Provide incentive-based grant funding that enables the development and production of commercially viable creative products, ensuring market and export-readiness.
2. Invest in market access and export development initiatives such as exhibitions, touring, showcases, market presence, marketing, and promotional activities.
3. Encourage and support growth and innovation in the creative industries through research and development, and market intelligence initiatives.
4. Enhance business capacity for creative industry businesses, individuals and organizations through workforce development, business and export readiness and entrepreneurial skills development.

The intent of Creative Saskatchewan is to empower clients to realize their economic potential, within and outside the province. To that end, the following investment programs have been established.

Overview of Programs

Specific program guidelines, assessment criteria and submission details are available on each of the program pages on Creative Saskatchewan's website: www.creativesask.ca.

[Book Publishing Production Grant](#)

This grant assists eligible Saskatchewan book publishers in the production and marketing of titles intended for commercial release. There are two streams within the grant: [Author-Funded Stream](#) and [Book Publishers' Stream](#).

[Business Improvement Grant](#)

This grant supports projects that focus on professional development, increasing workforce capacity, and improving business efficiencies through technology infrastructure updates which result in growth, market expansion and improved profitability.

[Craft & Visual Arts Production Grant](#)

This grant supports craft persons and visual artists in the production of creative products intended for the commercial marketplace.

[Digital Game Development Grant](#)

This investment program provides eligible Saskatchewan applicants with funding to support the production of innovative and original digital games and eLearning properties.

[Feature Film & Television Production Grant](#)

This grant provides financial support to eligible applicants for feature film and television productions that have secured a relevant market trigger or distribution agreement of fair market value. There are two streams within this grant: the Saskatchewan Stream and the Service Production Stream.

[Film & Television Development Grant](#)

This grant assists qualified Saskatchewan production companies with undertaking the development of eligible projects and bringing productions to fruition. There are three different streams within the grant: First Draft, Final Draft, and Slate Development.

[Filmmaker's Grant](#)

This grant supports emerging Saskatchewan filmmakers with mentorship and production funds to produce content under 10 minutes intended to build the filmmakers' professional portfolio.

[Live Performing Arts Production and Performance Grant](#)

This grant assists eligible Saskatchewan individuals and companies in the production of a series of performances intended for paying audiences.

Marketing Grant

This grant provides support to individuals and businesses for market access and market development opportunities intended to improve visibility and generate sales. There are two different streams within the grant: Major and Micro.

Showcase or Sell Travel Grant

This grant provides support to individuals and businesses to attend markets and industry events

Sound Recording Grant

This grant supports the production of commercially viable sound recordings for commercial release. There are two different streams within the grant: Single or Extended Play (EP) and Full-Length (LP).

Tour Support Grant

This grant supports commercially viable touring opportunities for eligible Saskatchewan musicians touring in Canada and abroad.

General Eligibility

The terms of eligibility for all grants. These may be superseded by specific statements under each specific grant criteria.

Creative Saskatchewan is mandated through Legislation ("[The Creative Saskatchewan Act](#)") and Regulations ("[The Creative Saskatchewan Regulations](#)"). If there is a conflict between these guidelines and the Legislation and/or Regulations, the Legislation and Regulations will prevail.

These general guidelines apply to all programs, unless otherwise stated under the specific grant.

I. Eligible Applicants

1. The applicant must be an active practitioner in one of the creative industries identified under [The Creative Saskatchewan Act \(2013\)](#):
 - a. Book Publishing
 - b. Craft, Visual Arts, and Commercial Art Galleries
 - c. Digital Game Development

- d. Film and Television
 - e.
 - f. Live Performing Arts
 - g. I
 - h. Music
2. The following industry associations are supported by Creative Saskatchewan. They can also provide assistance with your application.
- a. [Saskatchewan Craft Council](#)
 - b. [SaskBooks](#)
 - c. [SaskGalleries](#)
 - d. [SaskInteractive](#)
 - e. [SaskMusic](#)
 - f. [Saskatchewan Association of Theatre Professionals](#)
 - g. [ScreenSask](#)
3. The applicant must demonstrate commercial intent within their project in one of the creative industries supported by Creative Saskatchewan, as well as their ambition to grow their business beyond their current status.
4. The applicant must be in good standing^{1[OBJ]} with Creative Saskatchewan in all respects.
5. An applicant may be a corporation or an individual.
- a. Corporations, as defined in [The Creative Saskatchewan Regulations](#):

A Corporation

- That is incorporated or continued pursuant to an Act or is registered pursuant to an Act to carry on business in Saskatchewan;
- The majority of whose outstanding voting shares are owned by Saskatchewan residents;
- That has a permanent establishment in Saskatchewan; and

¹ "In good standing" is defined in the Glossary

- That filed an income tax return respecting income earned in Saskatchewan for its taxation year preceding the year in which it applies for financial support.
- b. A Group of recording/performing musicians, A Non-Profit, or A Collective
- The majority of whose outstanding voting shares are owned by Saskatchewan residents;
 - That has a permanent establishment in Saskatchewan; and
 - That filed an income tax return respecting income earned in Saskatchewan for its taxation year preceding the year in which it applies for financial support.
- c. Individuals, as defined in [The Creative Saskatchewan Regulations](#):

An individual

- Who filed an income tax return respecting income earned in Saskatchewan in the year preceding the year in which they apply for financial support.
 - For individuals who have moved back to Saskatchewan recently but have not yet filed income taxes, they can provide a current Saskatchewan driver's license or a Saskatchewan photo identification card via SGI.
6. Applicants may not apply on behalf of:
- a. A political organization or party
 - b. A religious organization
 - c. Organizations that discriminate based on culture, gender, sexual orientation, race, language, ethnic origin, economic status, religion, political, or other conscientiously held beliefs.
 - d. Organizations advocating for political or religious beliefs.

Note: Creative Saskatchewan requires applicants to provide an annual [Notice of Assessment](#) from the Canada Revenue Agency to confirm taxation in the Province of Saskatchewan as an individual or business.

II. Project and Expense Eligibility

1. Projects must be aligned with Creative Saskatchewan's Mission, as outlined under the 'Investment Fund Objectives and Purpose' section of these guidelines. The primary purpose of the project must be commercial intent and is limited to the creative industry sectors outlined in section I(2).
2. The project must demonstrate market potential, viability and demand, as well as a demonstrable economic benefit to Saskatchewan.
3. The project must adhere to all relevant federal and provincial laws.
4. Project expenses must be incurred primarily in Saskatchewan (unless demonstrated as infeasible).
5. Project expenses must be directly attributable to the project as described in the application.
6. If ineligible expenses exceed 50% of the project budget, the application will be deemed ineligible.

7. Project expenses must be incurred during the project timeline, specifically, after the date the application was received by Creative Saskatchewan (The Application Receipt Date) and before the declared end of the project as stated in the grant application (unless otherwise specified by program-specific guidelines).
 8. The use of artificial intelligence (AI) technology to prepare content for the application and supporting documents must be disclosed.
 9. The use of AI in the creation of project content or otherwise must be disclosed.
 10. The applicant must ensure all projects and applications utilizing AI have access to all underlying rights including content that is created with AI technology.
 11. The labour of Saskatchewan residents is an eligible expense but must be in accordance with industry standards. An applicant's own or staff labour directly attributed to the project described in the application is eligible as long as a breakdown of hours and rationale for rate is provided. The applicant will also be asked to provide documentation of project payment for self and/or staff in their final report.
 12. Administration expenses capped at 15% of the proposed budget or \$5,000 (whichever is the lesser) are eligible. The cost of contracted services directly attributable to the project described in the application, and in accordance with industry standard rates, is an eligible expense.
 13. Travel, per diems, and accommodation expenses (if applicable to the activities of the program) are limited to Saskatchewan residents unless otherwise stated.
 14. Travel expenses must be in accordance with Creative Saskatchewan's [Travel Policy](#).
- 15.** All sales taxes other than GST (Goods and Services Tax) or HST (Harmonized Sales Tax).

Ineligible Projects and Expenses

1. Activities receiving funding from [SK Arts](#) or [SaskCulture](#).
2. Activities prior to the date that Creative Saskatchewan receives the application (unless otherwise stated by program-specific guidelines).
3. Applications in support of venues or festivals who present third-party creative content.
4. Capital expenditures, with the exception of technology infrastructure (hardware and software) that improves business efficiencies and expands workforce readiness.
5. In-kind expenses or services, donations, and/or deferrals,
6. Childcare expenses (unless otherwise indicated by program-specific guidelines).

7. Dry cleaning, prescriptions, health-related items, or toiletries.
8. Expenses related to the purchase, gift, or consumption of alcohol.
9. Fees for traffic violations.
10. GST (Goods and Services Tax) or HST (Harmonized Sales Tax).
11. Instructional video projects.
12. Manufacturing of merchandise for sale.
13. Motivational speaking and life coaching tools and tours.
14. Ongoing core operations beyond the allowable administration fee as described in the Project and Expense Eligibility section above, and only if allowable under the specific grant criteria.
15. Projects that, in the opinion of Creative Saskatchewan, may be contrary to the public interest to approve for financial assistance.
16. Material that is hate propaganda, obscene or child pornography, or any other illegal material, as defined in the [Criminal Code](#).
17. Student projects produced for any educational or training institution.
18. Travel expenses for non-Saskatchewan residents (unless otherwise stated by program-specific guidelines).
19. Expenses during non-travel days and non-work days.
- 20.
21. Income from your project (such as ticket sales or product sales) cannot be listed as a project expense or project financing (money you will pay towards the project).
22. Expenses that are already included in another Creative Saskatchewan grant.
23. Applicants must obtain prior approval from Creative Saskatchewan throughout the life of the project regarding any material changes to the project, including financial variances in excess of 25% of the approved budget and/or any changes in budgeted key personnel. Creative Saskatchewan retains the right to revoke any outstanding funding and require that all funds previously provided be returned should this permission not be obtained.

III. Financial Participation

1. Funding is in the form of a grant (unless otherwise described in the specific program guidelines).
2. The ratio of matching funds is defined in the specific program guidelines. Applicants are responsible for reading the specific program guidelines that specify the terms and conditions for each grant.
3. There is always a 'hold-back' on the awarded amount. This is disbursed upon acceptance and approval of a Final Report on the project. If an application is approved, the pay schedule and amount of the 'hold-back' will be defined in the Letter of Commitment.
4. Reward points may be used towards travel expenses such as flights and accommodations. If reward points are to count towards the applicant's contribution to the project financial structure, the applicant must include the following at the time of application:
 - a. Proof of redemption with airfare or accommodation booking confirmation; and
 - b. Evidence of the original price (the lowest price) of the expense before reward points were redeemed (projects cannot be overfinanced.)

IV. Assessment

1. An initial review of applications is conducted by Creative Saskatchewan program staff to ensure that the project and applicant meet eligibility requirements of the specific program and that the application is complete. The program staff performing this initial review will determine the Application Receipt Date for purposes of determining the start date for eligible expenses.
2. Funding is limited; therefore, applications will be assessed by a process as defined in the guidelines and processes for the specific program. These could include:
 - An assessment process with a specific deadline, as posted on the [Creative Saskatchewan website](#) and referencing the specific grants involved;
 - A standing assessment panel for rolling intake programs; or
 - Internally assessed against criteria as published.
3. Applications are assessed by the process defined on the Creative Saskatchewan website (www.creativesask.ca) under the grant program being applied for.

4. Using the criteria as well as the specific requirements contained in the specific program guidelines, the reviewers, whether assessment panel members or program staff, will make a recommendation to Creative Saskatchewan. A final review against Creative Saskatchewan's governing legislation is made to reach a final determination respecting each application.

V. Application Submissions and Deadlines

1. Applications must be submitted using the Creative Saskatchewan online [Grant Management System \(GMS\)](#). Applications must use the templates provided for the current fiscal year. Failure to do so will result in the application being deemed incomplete.
2. All required documents must be submitted to be considered complete. Only complete applications will be reviewed. Additional material will not be considered.
3. For grants with specific deadlines, applications and revisions to applications will NOT be accepted after the deadline.
4. The "Application Receipt Date" of an application is only assigned when the Program Advisor determines that the application is complete and accepted. This date determines the beginning date for recognizing eligible expenses.
5. In the event that Creative Saskatchewan agrees to fund a project, the applicant will receive written notification in the form of a Letter of Commitment (LOC) that will detail any and all terms and conditions. There is a formal process to complete the awarding of the grant.
 - a. The LOC may contain pre-conditions that must be met. For example, Creative Saskatchewan may request additional documentation. Additionally, there may be a time limit placed on meeting the pre-conditions.
 - b. The LOC must be signed by both parties to constitute a formal agreement.
 - c. The recipient must issue an invoice for the agreed-upon amount of the first payment as stated in the LOC.
 - d. Creative Saskatchewan cannot fund a project until a formal agreement is executed and all pre-conditions are met to the satisfaction of Creative Saskatchewan within the timeframe specified in the LOC. [Feature Film and Television Production grants](#) require a long-form agreement.

6. Creative Saskatchewan reserves the right to request copies of agreements between all parties relating to the project, including financial agreements.
7. In the event that Creative Saskatchewan does not approve an applicant's submission for funding, the applicant will receive written notification of the decision. Proposals and supporting materials received by Creative Saskatchewan will not be returned to the applicant.
8. Except with the approval of the Lieutenant Governor in Council, the maximum amount of financial support that Creative Saskatchewan may provide to any applicant is \$750,000 per fiscal year, or in the case of the [Feature Film and Television Production Grant](#), Creative Saskatchewan may approve that the applicant is granted monies not exceeding \$5,000,000.
9. Receiving confirmation that your application is complete does not mean your project has been approved for funding.

VI. Required Acknowledgements

1. Recipients of Creative Saskatchewan's Grants must include the agency's logo on all materials related to the marketing and communications collaterals of the supported project.
2. [Successful recipients will acknowledge receipt of the grant on their professional social media platforms.](#) Creative Saskatchewan's acknowledgment and credit shall be commensurate with that received by other financial participants in the project.
3. The Creative Saskatchewan logo with guidelines for acknowledgment are found on the Creative Saskatchewan website [here](#).

VII. Confidentiality

1. The personal, business, and confidential information that the applicant provides in the application is collected, used and disclosed in accordance with the provisions of [The Freedom of Information and Protection of Privacy Act](#), as well as the [Personal Information Protection and Electronic Documents Acts](#). Creative Saskatchewan will respond appropriately to any inquiries regarding the privacy policies and procedures, including requests to access the applicant's personal information.
2. Only information required to process applications will be collected.
3. Only the names of successful applicants, a description of the project, and the amount of funding received is made publicly available.

General Reporting Requirements

Your obligations to report to Creative Saskatchewan during the timeline of the project and as a Final Report.

1. A final report is required at the end of each awarded investment.
2. The due date for the final report is specified in the LOC. It is typically the end date of the project as stated in the application plus one to three months for the collection of information and the writing of the report.
3. Approved projects require semi-annual follow-up reporting for a minimum of two years following the submission and approval of the Final Report. Follow-up reporting provides grant recipients with the opportunity to communicate additional revenues generated and outcomes achieved by undertaking this project. The final report template is available online using the Creative Saskatchewan online [Grant Management System \(GMS\)](#). All requested documents must be provided.
4. Incomplete Final Reports will not be processed.
5. Applicants must obtain prior approval from Creative Saskatchewan throughout the life of the project regarding any material financial variances in excess of 25% from the original budget submitted and/or any changes in budgeted key personnel. Creative Saskatchewan retains the right to revoke any outstanding funding and require that all funds previously provided be returned should this permission not be obtained.
6. Interim reports are encouraged if the milestones of the project cannot be met.
7. Final reports typically require submission of:

- A signed Cost Declaration
- A completed travel itinerary (if applicable)
- Proof of payment for expenses over \$500, a statutory declaration, or an audit
- Questions regarding grant impact
- Project-specific deliverables

Reference your funding agreement or contact your [Program Advisor](#) to determine which reporting documents are required for your specific project.

8. Expenses without documentation (if requested) will not be accepted for final payment and deducted from the budget.
9. Reporting requirements include a variance report outlining changes in budgeted expenses which exceed 10% of the respective budgeted amount. Creative Saskatchewan will use its discretion when considering whether the increased cost will be accepted.
10. Near term impacts should be detailed. Impacts that are expected in the future should be explained.
11. Once the final spend has been accepted, the remainder of the approved funds will be released (if there is money owing back). Recipients are asked to allow at least 60 days from the date Creative Saskatchewan receives their Final Report for the final disbursement of funds to occur.
12. If the total eligible amount is less than what has already been paid out, the recipient will be invoiced for the difference, which must be paid back to Creative Saskatchewan.
13. Upon meeting all necessary requirements outlined in these guidelines (including acceptance of the Final Report, budget documentation, supplementary materials related to the initiative, and proof that Creative Saskatchewan has been properly acknowledged), the file will be closed.
14. Grant recipients that received \$500 or more from Creative Saskatchewan are to utilize their formal contract with Creative Saskatchewan (Letter of Commitment or LOC) as a means of income verification for the tax year. There is a section in any tax preparation software that allows for "other income". If you are unsure on how to file your taxes using the grant agreement, please seek out advice from a tax account.

Important Notes

General Considerations

1. Each successful applicant is required to enter into a separate funding agreement with Creative Saskatchewan. The respective application will be attached as a schedule to that agreement and becomes part of the obligation of the applicant to deliver.
2. It is the applicant's responsibility to ensure that the application complies with the program guidelines that are current at the time of submission.
3. Creative Saskatchewan reserves the right to cancel or amend any of its programs at any time.
4. Creative Saskatchewan retains the right to assist in any initiatives or investments it supports.
5. Creative Saskatchewan reserves the right to refuse any application for any reason, or to propose modifications to the budgets submitted.
6. The applicant must accurately disclose any financial assistance from any government agency or source, from [SK Arts](#) or [SaskCulture](#) that pertain to the activities of the application, from corporate investment and/or revenue that the applicant has or will receive which is related to the project.
7. Successful applicants must acknowledge Creative Saskatchewan for funding received through these programs and this acknowledgement will form part of the agreement with approved applicants.
8. Approved projects must be completed by the project completion date indicated on the application form. Recipients may request a reasonable extension from Creative Saskatchewan prior to the initial completion date.
9. By applying to any program offered by Creative Saskatchewan, the applicant expressly agrees and authorizes that any and all information outlined in its application form and/or subsequent required project documentation, for the purposes of [The Freedom of Information and Protection of Privacy Act](#), may be disclosed by Creative Saskatchewan to the Government of Saskatchewan and/or [SK Arts](#) or [SaskCulture](#) or other funders in order to ensure an efficient utilization of any funding provided by Creative Saskatchewan. Similarly, every applicant also acknowledges and agrees that Creative Saskatchewan may request and receive similar information from the organizations and institutions listed herein.

Glossary

Specific definitions of words, terms and phrases found in this document and in the grant applications.

Artificial Intelligence

Software or systems that use machine learning or generative algorithms to simulate human intelligence, such as creating content, analyzing data, or enhancing creative workflows. This includes tools like ChatGPT, Copilot, or DALL·E used in the application process or within the funded project. Basic automation (e.g., Excel formulas or spellcheck) is not considered AI.

Admin Fee

An Admin Fee is extra funds an applicant is entitled to request for administrating their own grant. Think of it as paid time to manage the grant requirements like tracking and keeping records of expenses, and preparing the final report. This money can be paid to yourself, the applicant company, or to a third-party who is doing this work. Applicants are eligible to request up to 15% of your total budget as an admin fee.

Application Receipt Date

The Application Receipt Date is determined by the Program Advisor after their review to determine that the grant application is both eligible and complete. This date then determines the beginning date for eligible expenses. Below is a description of the application process. The Application Receipt Date is equivalent to the system status of “Under Review”.

An online application can have different statuses:

- Draft – you are still gathering and inputting information in the online forms.
- Submitted – you have determined that all the information you wish to put into your application is in the system. Once you change the status to “submitted”, no further changes can be made to the application without the support of a Program Advisor.
- Information Required – you need to provide more information for your application to move forward.
- Under Review – The Program Advisor is reviewing the application for eligibility and completeness but has not yet made a determination. The Advisor may contact the applicant for further information or clarification.
- Approved – the assessment panel has made a favorable recommendation, or the application meets the program criteria and Creative Saskatchewan has finished its final review against Creative Saskatchewan’s governing legislation.

- Conditionally Approved – your application is conditionally approved but applicant must provide additional documents.
- Not Approved – your application was not approved or did not meet the program criteria.
- Withdrawn – you have withdrawn your application.
- Complete – grant activities and final report received and approved.

Budget Line Support Documentation

Quotes or detailed estimates from companies, vendors, or people who will be providing goods and/or services for the project. This may include but is not limited to:

- Formal quotes or invoices
- Formal estimates
- Screenshots of service provider price menu
- Text message or email correspondence confirming nature of goods and/or services and expected cost

Chain of Title

A mapping of the intellectual property ownership from the owner of the initial concept and product to the owner at a specific date – in this instance, the date of grant award.

Commercial

To be considered a commercial entity or project, the primary interest of the individual or corporation is financial return rather than artistic.

Corporation

Corporations, as defined in the Creative Saskatchewan Regulations:

- Incorporated or continued pursuant to an Act or is registered pursuant to an Act to carry;
- On business in Saskatchewan;
- Majority of whose outstanding voting shares are owned by Saskatchewan residents;
- Has a permanent establishment in Saskatchewan; and
- Filed an income tax return respecting income earned in Saskatchewan for its taxation year proceeding the year in which it applies for financial support.

Default

Applicants/funding recipients – which can include an affiliated or associated legal entity, or the individual who has primary managerial control of the project – that are “In Default” regarding contractual obligations to Creative Saskatchewan (the “Agency”) will be deemed as “Not in Good Standing” with the Agency and will not be considered for future funding or other programs/services offered by the Agency until the issues which resulted in the “In Default” status have been resolved.

Any applicant who is found to be In Default will not have access to further funding, and is deemed ineligible to apply for further funding, until Creative Saskatchewan has declared the default remedied. No funds will be advanced to applicants having outstanding reports or repayments, or who have failed to provide such reports, statements, or repayments, as specified by Creative Saskatchewan.

An assessment of gravity of default will be undertaken by Creative Saskatchewan. Creative Saskatchewan will take into account the history, frequency and severity of the applicant’s events of default at which time sanctions may be made against the applicant by Creative Saskatchewan.

Examples of events of default and sanctions include, but are not limited to, the following:

Event of Default	Sanction
Insolvency or bankruptcy	Ineligible for funding until discharged from bankruptcy.
Fraud and/or misrepresentation	Ineligible for future funding in perpetuity. Applicants might be required to repay funds previously advanced by Creative Saskatchewan and forfeit any outstanding payments. Furthermore, legal action may be undertaken by the Government of Saskatchewan through the Ministry of Justice against the applicant.
Failure to notify Creative Saskatchewan of material change to project or corporate information	Suspension until resolved. Applicants will be required to provide Creative Saskatchewan with documentation necessary to determine the eligibility of the applicant and of the project activities. Applicants might be required to repay funds previously advanced by Creative Saskatchewan and forfeit any outstanding payments.
Failure to fulfill a request for information or documentation within 30 days	Suspension until resolved within 90 days of request for information. Applicants with unfulfilled requests for information or documentation past 90 days will be considered to have failed to remit reporting and are subject to the corresponding sanction.
Failure to remit reporting	Applicants with reporting overdue past 90 days might receive a five-year suspension. Suspension is only lifted after the duration of the suspension has passed and applicants submit a request to be reinstated as "In Good Standing" to Creative Saskatchewan. Applicants might be required to repay funds previously advanced by Creative Saskatchewan and forfeit any outstanding payments.
Failure to remit payments to Creative Saskatchewan	If not paid within 90 days of payment due date, suspension until resolved.
Failure to acknowledge Creative Saskatchewan's support	Should a client continuously fail to acknowledge Creative Saskatchewan's funding, a funding delay will be applied where 100% of funding is payable upon receipt and approval of their final report which contains proof of acknowledgement. If the client is unable to acknowledge the funding, or provide a post-

	production acknowledgement, the funding commitment from Creative Saskatchewan will be withdrawn.
Abusive behavior towards Creative Saskatchewan staff or board members	1st offense: Five business day no contact order (individual) and no application order (individual and company). Upon receipt of a written acknowledgement of the policy and willingness to adhere to it, the client may proceed with communications respectfully. 2nd offense: 30 business day no contact order (individual) and no application order (individual and company). Upon receipt of a written acknowledgement of the policy and willingness to adhere to it, the client may proceed with communications respectfully. 3rd offense: Permanent no contact order or application (individual) and 60 day no application order (company). Upon receipt of a written acknowledgement of the policy and willingness to adhere to it, a different company representative may proceed with communications respectfully. Creative Saskatchewan values long-term relationships with its clients and understands that people are human. If two fiscal years have passed without incident, Creative Saskatchewan may elect to forgive past offences.

Deferrals

The postponement of payment or the receipt of payment until a future point in time. Typically, a point in time when the company is in a more financially stable position.

Fast Tracked

An application for specific grants may be “fast tracked”. This process bypasses the assessment panel system in that funding is triggered by either (a) receiving funding from a qualified source, or (b) invitations from identified entities (see the details in specific grants that offer fast tracking for these organizations). Creative Saskatchewan considers these to have met our standards of due diligence because of the third party’s standard and rigorous methods for vetting qualified clients. However, Creative Saskatchewan will review all “fast tracked” applications to ensure that they meet the criteria for the specific grant program.

Fiscal Year

Creative Saskatchewan’s fiscal year begins April 1 and ends March 31. For example, the 2026-27 fiscal year begins April 1, 2026, and ends March 31, 2027.

Hold-back

Retention of a portion of the total grant award until such time as the Final Report has been submitted and approved by Creative Saskatchewan, and the file considered closed.

In Good Standing

Not in default. Further, Creative Saskatchewan will always extend professional behavior and courtesy to applicants, clients, and partners. We expect professionalism in all dealings with Creative Saskatchewan. For example, abusive language will not be tolerated and may cause the applicant, client, or partner to be removed from “in good standing”. Please see our [Respectful Treatment Policy](#) for details.

Individual or Corporation

Applicants can be an Individual or a Corporation. Non-individual applicants would be a Business, Band, Organization, Non-Profit, Collective, or Corporation.

In-House

In-House is activity that is executed within applicant's own business, organization, or group. Examples of In-House activities would be applicant or salaried staff labour outside of day-to-day operations, or a musician/band/actor’s performance fees.

Intellectual Property (IP)

The result of one's intellect and ideation. Can be referred to as:

- Copyright – written property.
- Patents – as granted by a federal or national regulatory body.
- Trade Secret – property guarded solely by keeping it confidential, typically a manufacturing production process or technique.

Interaction (Digital Game Development Grant)

Interactive media is a method of communication in which the digital creation's outputs depend upon the user's inputs, and the user's inputs in turn affect the digital creation's outputs. There must be a meaningful participatory experience for the user.

Minimum Viable Product/MVP (Digital Game Development Grant)

Minimum Viable Product is a version of the game with only the essential, core mechanics and features. Its purpose is to be a basic, playable version that can be released to gather user feedback early in the development cycle, helping to test the core concept and guide future improvements. This approach saves time and resources by focusing on the foundational gameplay before building out all of the extra, less essential features.

Key Personnel/Team Member

A key team member is defined as a someone who has significant influence over the creative, production, marketing plan and/or business plan and is compensated in the project budget at \$500 or more.

Key Personnel/Team Members must be an eligible Saskatchewan resident to qualify for certain assessment criteria points. See the program-specific Assessment Criteria for more information.

Northern Saskatchewan residents

Those residing in Prince Albert and north of Prince Albert, Saskatchewan.

Related Party Transactions

All applicants who intend to utilize any products or services supplied by a related party must complete a Related Party Transactions form, obtained on the Grant Management System at creativesask.smartsimple.ca, and provide that form to Creative Saskatchewan concurrently with the respective application. Related parties exist when one party has the ability to exercise, directly or indirectly, control, joint control or significant influence over the other. Two or more parties are related when they are subject to common control, joint control or common significant influence.

Expenses incurred pursuant to a related party transaction must be for fair value in accordance with industry standards and evidenced by a proof of payment of each specific transaction.

A **Related Party Transaction** is a transfer of economic resources or obligations between parties that are related prior to the application, or the provision of services by one party to a related party, regardless of whether any consideration is exchanged. When the relationship arises as a result of the application, the transaction is not one between related parties.

A **Related Party** is a person or entity that is related to the applicant as follows:

(a) A person or a close member of that person's family is related to an applicant if that person:

- (i) Has control or joint control of the applicant;
- (ii) Has significant influence over the applicant; or
- (iii) Is a member of the key management personnel of the applicant or of a parent of the applicant.

(b) An entity is related to an applicant if any of the following conditions applies:

- (i) The entity and the applicant are members of the same group (which means that each parent, subsidiary and fellow subsidiary is related to the others);
- (ii) One entity is an associate or joint venture of the other entity (or an associate or joint venture of a member of a group of which the other entity is a member);
- (iii) Both entities are joint ventures of the same third party;
- (iv) One entity is a joint venture of a third entity, and the other entity is an associate of the third entity;
- (v) The entity is controlled or jointly controlled by a person identified in (a);
- (vi) A person identified in (a)(i) has significant influence over the entity or is a member of the key management personnel of the entity (or of a parent of the entity)

Close members of the family of a person are those family members who may be expected to influence, or be influenced by, that person in their dealings with the applicant and include:

- (i) That person's parents, children and spouse or domestic partner;
- (ii) Children of that person's spouse or domestic partner; and
- (iii) Dependents of that person or that person's spouse or domestic partner.

Key management personnel are those persons having authority and responsibility for planning, directing and controlling the activities of the applicant, directly or indirectly, including any director (whether executive or otherwise) of the applicant.

Control of an enterprise is the continuing power to determine its strategic operating, investing and financing policies without the cooperation of others.

Joint control of an economic activity is the contractually agreed sharing of the continuing power to determine its strategic, operating, investing and financing policies.

Significant influence over an enterprise is the ability to affect the strategic operating, investing, and financing policies of the enterprise.

Rural Residents

Those residing a minimum of 50 KM outside Regina and Saskatoon, Saskatchewan.

Self-produced shows (Tour Support - Music)

A performance which the artist rents/secures the venue themselves, promotes themselves and assumes all financial risk. Venue rental confirmation and a strong audience or market development rationale must be included in the application.

Stakeholder

A stakeholder is a person with an interest in the business who owns shares and benefits from success or profit.

Stakeholder Structure

A stakeholder structure demonstrates ownership by listing the members who make up the business, band, organization, non-profit, collective, or corporation, and share in the profits. To evidence the shareholder structure, an ISC Profile Report can be provided, or a document outlining the percentage of shares owned by each stakeholder/member and members' proof of residence. (Notice of Assessment(s) are requested).

Third-Party

A third-party is a supplier or service provider that hired by the applicant and not affiliated with the applicant.

Third-Party Financing

The third party must have a standard and rigorous due diligence process to determine the commercial potential and viability of the project.