



Pilot Committee Operations Manual 2011

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The Creative Kids Program

The Creative Kids program is a charitable giving program designed to reduce financial barriers for children and youth 19 and under to participate in arts and cultural programming. Started by dedicated volunteers and supported by SaskCulture, Creative Kids emerged as the first program of its kind in Canada. Modeled after the success of KidSport™, Creative Kids will help ensure all kids have a chance to participate in activities that provide opportunities for creative expression.

Vision

All children and youth in Saskatchewan will have opportunities to participate and access creative activities

Mission

- Increase participation by children and youth in creative activities;
- Assist children and youth and their families to overcome financial and social barriers which prevent or limit their participation in creative activities; and
- Develop community and family capacity to support children and youth to participate in creative activities

Program Goals

- Identify new and existing opportunities for children and youth with financial and social barriers to participate in a meaningful way through creative programs
- Secure on-going, long-term funding through corporate sponsorship, private donation, grants, government support and fundraising activities
- Provide support to volunteer committees in every Creative Kids community

Integrity

The integrity of the Creative Kids program is vital to the success of each community, and its ability to continue to earn the trust of sponsors, donors and partners. Integrity is the foundation of the program, and critical to the success of our legal and government obligations. The highest level of integrity will be observed through all levels of Creative Kids, including the committees, staff and administrators.

Creative Kids Structure

Creative Kids receives operational funding and program support from SaskCulture – the provincial office and staff is located in Regina. Creative Kids is governed by a Provincial Advisory Committee which assists with program governance, and Local Committees are responsible for administering and raising funds.

Provincial Advisory Committee: This committee will be responsible for overseeing the Creative Kids program from a strategic perspective. This includes assisting with governance, fundraising strategies, communications and marketing, public relations activities and overall program strategies. The provincial committee will also receive, adjudicate and allocate applications that are received from communities that are not represented by a local committee.

Local Committee: Each community will have an opportunity to form a local committee to administer the funds available and adjudicate the applications. The local committees will receive guidance and fundraising support from the Creative Kids Program Coordinator. Similar to KidSport™, local and/or regional committees must be accredited through the provincial organization. The local committees serve three main purposes:

- to distribute, receive, adjudicate and allocate funds to local applicants;
- to communicate and market the creative kids program in their community, and
- initiative fundraising activities at the local level

Give Kids a Chance Charity Inc: Creative Kids is operated as a program of Give Kids a Chance Charity Inc. The charitable registration number for the Give Kids a Chance Charity Inc. is #80411 8677 RR0001.

Creative Kids Program Coordinator: The Creative Kids Program Coordinator is the full-time staff person devoted to the Creative Kids program. The Program Coordinator works directly with SaskCulture, is the primary contact for the sponsors, provides support to the Provincial and Local Committees, and is responsible for overseeing the administration of the Creative Kids Program. Christie Nenson is the current Program Coordinator and can be reached at cnenson@saskculture.sk.ca or 306-780-9469.

Creative Kids Program Support: The Program Support staff person provides administrative support to the Creative Kids program and the Program Coordinator. Mei Shan Wan is the current Creative Kids Program Support staff, and can be reached at mshwan@saskculture.sk.ca. General inquires can be sent to info@creativekidsask.ca.

Funds Allocation

Children and youth wishing to apply to the Creative Kids program will need to fill out an application form. The application form will include the nature of the activity they wish to participate in (dance, theatre, language lessons, etc.), the cost of the program/activity, the length of the program/activity, and how much funding they are requesting (up to a maximum annual amount of \$750 per child). The form will also need to be endorsed by an adult that can verify the family/child

is in need of financial support. An adult endorser can be a school teacher, physician, social worker, religious faith leader, etc. The endorser cannot be a family member or the activity service provider.

Once a completed application form is received by the Local Committee, that committee will review all applications and award funds based on funding available and needs identified. Funds are released to the local committee once the Provincial Creative Kids office has received a copy of the allocation minutes. Once the local committee receives the funds from the provincial office, the committee can distribute the funding directly to the organization/instructor offering the program/activity. All fees must be paid by cheque.

At the end of the year the committee is responsible for submitting an annual financial report accounting for all funds raised, received, and allocated, as well as all relevant statistics (number of children supported, types of activities, etc.). The Provincial Committee and all Local Creative Kids Committees must manage the local Creative Kids Program in accordance with the guidelines and policies established by Give Kids A Chance Charity Inc.(charitable number # 80411 8677 RR0001). Committees are also required to report their activities to the Provincial Creative Kids on an annual basis, or as requested.

Local Committees

Structure

Local Creative Kids committees are comprised of volunteers who have an interest in actively implementing the Creative Kids program in their community. Local committees may consider including members of their arts and culture communities, youth or social agency representatives, local clergy, school system representatives, or anyone who is interested in promoting creative opportunities for local children and youth.

Total size of the committee will have a minimum of three members, and while there is no maximum, it is suggested to have no more than 12 committee members total. Within the larger committee, sub-committees may be formed. For example, one local committee might have three sub-committees: one for grant allocations, one for fundraising activities, and one for community engagement activities.

Each committee will be required to have a Chair, Treasurer and Secretary. Other positions on the committees may include Vice President, Fundraising Chair, Marketing Chair or Grant Allocation Chair. Outside of the role of President, Treasurer and Secretary, the committee structure and positions are up to the discretion of the local committees.

Roles and Responsibilities

Chairperson:

- chair meetings
- ensure provincial Creative Kids granting guidelines are being met
- ensure recruitment of committee members as needed
- ensure the committee adheres to the proper administrative procedures and financial accountability
- liaison with the Provincial Creative Kids office
- provide leadership and direction to the committee

Secretary:

- maintenance of meeting minutes, correspondence and official documentation for reporting purposes
- distribution of promotional material

Treasurer:

- ensure financial integrity of the Creative Kids program by complying with all minimum financial standards laid out in this manual
- ensure compliance with administrative procedures and financial accountability
- maintain records of receipts and grant allocations
- report financial results to Committee at each meeting
- complete year-end summaries (appendix)
- Provide all forms and reports required to the Provincial Creative Kids office at the end of each year. A specific reporting deadline will be communicated by the provincial office and communicated to the Treasurer of each local committee on an annual basis. This deadline must be observed.

Grant Allocation Chairperson:

- establish Grant Allocation sub-committee
- distribute grant application forms
- acknowledge receipt of grant applications within two weeks
- receive and review all application forms with sub-committee
- notify all approved and declined applicants

Fundraising Chairperson:

- establish Funds Development sub-committee
- organize local Creative Kids fundraising events
- support and assist in coordinating participation in provincial fundraising events

Community Engagement Chairperson:

- establish a community engagement sub-committee
- coordinate year-round local engagement strategy and events for Creative Kids awareness
- support provincial engagement strategy
- coordinate public relations and marketing strategies to support local and provincial fundraising efforts
- establish community partnerships with local service groups and providers

Fundraising

Local committees are expected to plan activities that will raise funds to be granted to Creative Kids applicants. Fundraising could include bake sales, 50/50 draws, bottle drives, etc. Fundraising could also include special events to raise money, such as benefit concerts or golf tournaments. All fundraising activities that include issuance of charitable tax receipts need to be approved through the Give Kids a Chance Charity Inc. office. All tax rules and regulations must be applied to all fundraising activities.

Subject to availability, funds raised provincially will be made available to all active Creative Kids committees. Funds will be distributed according to a formula that takes many factors into consideration, including community population, average income levels of applicants, poverty statistics and the success of the community's fundraising efforts. Details of the funding amount available will be sent to local committees shortly after the start of each new fiscal year.

Start up assistance – Pilot Phase

A one-time start-up grant (minimum of \$1,000; this amount varies per location and committee) will be provided for new Creative Kids committees once they have received official accreditation. This money is specifically for costs associated with administration, such as bank fees, meeting expenses, printing costs, etc. Any left over funds from this \$1,000 may be used for granting purposes. All costs associated with administering the committees must be accounted for and reported at the end of the year. Receipts may be requested. The provincial Creative Kids Coordinator will be available for all new committee start-up questions, and will attend an initial meeting with the new committee and provide the start-up assistance funding at that time.

Reporting

Accurate reporting is a requirement of all local Creative Kids Committees. All required financial and program data needs to be reported to the Provincial Office no later than January 31st each year. All forms required to be submitted are included in the back of this manual as appendices.

Insurance

The operations of Local Creative Kids Committees in Saskatchewan are endorsed under the Give Kids A Chance Charity Inc. insurance policy, which includes all regular fundraising activities. The program is insured for five million dollars (\$5,000,000) which includes commercial general liability, participant's liability, and directors and officer's liability.

Bonding

Bonding insures associations or groups up to \$100,000 and reimburses them for larceny, theft, embezzlement, forgery or misappropriation of funds by a bonded person. It is mandatory for each accredited Creative Kids committee to bond three (3) committee members with responsibilities pertaining to money. There is no cost to the committee for bonding members. Which local Creative Kids committee members are bonded is information to be provided to the provincial Creative Kids office.

Dissolving a Committee

Upon dissolution of an accredited Creative Kids committee, all property and assets shall, after the payment of all liabilities, be transferred to the Creative Kids provincial office. The provincial Creative Kids committee will determine how these funds will be best allocated and/or distributed back to the program.

Provincial Committee

The Provincial Creative Kids committee is responsible for providing strategic direction to the Creative Kids program and its strategy. The Provincial Committee supports the fundraising strategies, program governance, communications and marketing, public relations activities and overall program strategies. The provincial committee will also receive, adjudicate and allocate applications that are received from communities that are not represented by a local committee.

The primary responsibilities are:

1. Provide input and guidance to the Creative Kids program and annual business plan
2. Review and approve/decline Local Committee accreditation applications
3. To provide funds development guidance through a fundraising sub-committee
4. To receive, adjudicate, and allocate funds for applications from participants who live outside a community with an active Creative Kids local committee
5. To monitor activities of the local Creative Kids committees to ensure compliance with policies and procedures. If necessary, the provincial committee may remove the accreditation of a local Creative Kids committee

Sport, Culture and Recreation Districts

The Sport, Culture and Recreation Districts may assist the provincial or local Creative Kids committees to coordinate the efficient and effective delivery of the Creative Kids program at the District level in the following manner:

1. To operate as ambassadors for Creative Kids
2. To operate as an official Creative Kids committee when necessary or appropriate
3. To assist with the identification and start up of local Creative Kids committees
4. To provide assistance to local committees as required
5. To coordinate district-wide local Creative Kids committee meetings
6. To assist with fundraising efforts

Sport, Culture and Recreation Rural District Contact information: (primary contacts)

South East

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Parkland Valley

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Prairie Central

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Rivers West

Donna Johnson-Genest, Executive Director
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Lakeland

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Program Granting Guidelines

The Creative Kids program is intended to increase access to professional, quality instruction to children facing social and financial barriers to participating in creative activities. In order to receive funding from the Creative Kids program, applicants:

1. Must be 19 years old or younger at time of application.
2. Availability of funding is limited. Some applications may be only partially funded or declined.
3. May receive funding up to a maximum of \$750 per calendar year
4. Applicants may apply to the program more than once throughout a calendar year.
5. Applicants younger than 16 must have a parent or guardian apply to the Creative Kids program on their behalf
6. Applicants must be endorsed by a recognized adult third party who is not a relative, and is able to verify the financial need of the applicant
7. Application forms must be complete in order to be considered.
8. Applications must be received a minimum of 30 days prior to the start date of the activity and meet the local and/or provincial committee deadlines
9. Applications must include a description of the creative, artistic and/or cultural elements of the activity for which funding is being requested.
10. Funds will be dispersed directly to the organization or instructor providing the program or activity
11. Costs associated with participation including equipment, supplies, festival costs, etc. are eligible for funding.
12. Priority funding may be given to payment of participation/registration fees

Donations

Donations:

All funds received must be deposited into the Local Committee's bank account. Expenses should not be taken from the proceeds of events prior to deposit. Expenses should be paid by cheque from the bank account.

Disbursements may only be made as directed and documented by a Local Creative Kids Committee in accordance with the mission and procedures documented in this manual.

Tax Deductible Donations:

A donor may be issued a tax receipt if their donation meets all the following requirements:

- a transfer of property (cash or goods-NOT services) must be made
- the donation is in the amount of \$20.00 or more.
- the donation is a gift and is given voluntarily
- the donation is made without any expectation of consideration in return (benefit to the donor and/or his/her immediate family)

All tax receipts will be prepared by Give Kids a Chance Charity Inc. and sent directly to the donors at the end of the fiscal year end. The local committee must keep accurate records of donations and forward an annual report to the provincial office. The report must contain a list of all donations received that required tax receipts. Tax receipts must be issued for donations made during a specific calendar year. For example, a donation made on January 2, 2009 will get a tax receipt for the 2009 calendar year. It is important that all donations pertaining to a specific calendar year be submitted to the provincial office no later than the date communicated by the Program Coordinator to the local committee. Typically, this date falls within the first two weeks of the new calendar year.

Administrative Procedures

Each Creative Kids Committee is responsible to keep adequate records, including a detailed account of all applications received, declined and funded, as well as all fundraising and marketing initiatives. Minutes are required at each meeting, and copies of all minutes must be provided to the provincial office. The provincial office will release the funds awarded to applicants once the minutes have been received. Committees will receive guidance from the Program Coordinator on how to properly administrate the Creative Kids program. Copies of the forms required are attached to this document as appendices.

Financial Accountability

Banking:

Each Local Creative Kids Committee will have a bank account set up for them by the Give Kids a Chance Charity. The committee will have administrative control over the account and must comply with the following:

- can only include activities related to Creative Kids
- all financial transactions of the program must go through the account
- must have two signatures on all cheques
- no cash withdrawals may be made
- all disbursements are to be made by cheque
- no debit or credit cards are allowed

The committee must report the account information and who the signing authorities are to the Creative Kids Program Coordinator prior to the account being opened. Any subsequent changes in signing authorities must be reported within 30 days of the change being made.

Signing authorities are not empowered to approve distributions. Approval of distributions is the responsibility of the local Creative Kids committee.

Should accreditation of a Local Committee be withdrawn or the Committee dissolved, the bank account administration will be taken over by the Provincial Creative Kids office.

Creative Kids Logo and Graphic Standards

The Creative Kids logo represents the program, both locally and provincially. The Local Committees are encouraged to use the Creative Kids logo with the understanding that the logo cannot be altered in anyway. This includes stretching, skewing or separating the image or text, or adjusting the colours. Visual identity guidelines are available upon request.

Appendices

Appendix 1

FORM A	Donations (tax receipt issued/requested)
FORM B	Fundraising Report
FORM C	Grant Summary
FORM D	Participant Summary
FORM E	Bank Reconciliation
FORM F	Financial Statement (year end)
FORM G	Allocation Meeting Minutes
FORM H	Certification

Appendix 2

Tax Receipting Guidelines