



2021 Network Operating Grant Application & Year End Report

Reporting Period: April 1st, 2020 – March 31st, 2021
Application Period: April 1, 2021 – March 31st, 2022

Network Operating Grant Guidelines

A maximum grant of \$600.00 is available to MAS Networks to cover their annual operating expenses.

To qualify for operating assistance Networks must be active (ie. have a Networker in place and have met at least twice within the previous 12 months) *** 2020 & 2021 are an exception to this requirement due to the pandemic.**

A separate bank account is required for the Network; a full accounting of the grant money must be recorded and submitted annually as part of the Year End Report.

Eligible expenses may include:

- Telephone
- Postage
- Travel
- Rent for meeting space/ Zoom software costs for virtual meetings
- Network Get-Togethers
- Photocopying
- Bank charges

Note: If after all network expenses are paid for a surplus exists it may be allocated for projects to be undertaken by the network in the following year.

This grant is for the MAS fiscal year April 1 to March 31.

For more information call: Em Ironstar, Community Engagement Coordinator at 306-550-3463 or 1-866-568-7386 or email: community@saskmusuems.org

Network Name: _____

Main Networker: _____

Main Networker Phone #: _____

Main Networker Mailing Address: _____

Main Networker Email: _____

Co-Networker: _____

Co-Networker Phone #: _____

Co-Networker Mailing Address: _____

Co-Networker Email: _____

Network Members:

(A list **must be attached** which includes: Museums' names, contact names, contact phone #, email address – if available)

Network Meeting Report:

Spring Meeting:

1) Date:

Location: _____

Number of People Attending: _____

Representing _____ Museums

Highlights: _____

Fall Meeting:

2) Date: _____

Location: _____

Number of People Attending: _____

Representing _____ Museums

Highlights: _____

3) Date: _____

Location: _____

Number of People Attending: _____

Representing _____ Museums

Highlights: _____

Financial Report

for April 1, 2020 - March 31, 2021

Please complete the attached statement of Income and Expenses form, be sure to include:

- Initial Balance for each year
- Year End Balance for each year
- Income (*Identity Amounts and Source*)
- Expenses (*Identity Amounts and Source Projects*)
 - ✓ Identity Difference (Surplus/Deficit)
 - ✓ Identity Network Project Funds

Note If a surplus exists after all network expenses are paid, it must be allocated for projects to be undertaken by the network in the following year. If a surplus is not allocated to a specific project, the full amount of the network grant may not be allocated for the upcoming year. *** Note – we are making an exception for the 2020 year if Networks carry a surplus due to the pandemic they will not be penalized.**

INCOME:

	Actual Income (2020 – 21)
Opening Account Balance	\$
MAS Network Operating Grant	\$
Membership Dues (if any)	\$
Workshop Fees (if any)	\$
Member Contributions to Network Projects	\$
Other Income: (Please specify)	\$
TOTAL INCOME:	\$

EXPENSES:

	Actual Expenses (2020 – 21)
Office Supplies	\$
Photocopying	\$
Postage	\$
Telephone	\$
Rent (network meetings)	\$
Travel (network meetings)	\$
Workshop costs	\$
Bank charges	\$
Network Projects	\$
Other Income: (Please specify)	\$

TOTAL EXPENSES:	\$
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Surplus/Deficit & End of Year Balance

Please Note: If a surplus exists after all network expenses are paid, it must be allocated to the Network Project Fund and designated for specific project(s) to be undertaken by the network in the following year. If a surplus is not allocated to a specific project, the full amount of the Network Operating Grant may not be allocated for the upcoming year.

	Actual Surplus/Deficit (2020 – 21)
Total Surplus/Deficit	\$
Surplus Amount Transferred to Network Project Fund	\$
TOTAL INCOME END OF YEAR BALANCE:	\$

If you have a surplus or Deficit, please indicate your plans for making your Network sustainable:

Projected Budget

for April 1, 2021 - March 31, 2022

INCOME:

	Projected Income (2021 – 2022)
Network Project Fund (2020-21 surplus)	\$
MAS Network Operating Grant	\$
Membership Dues (if any)	\$
Workshop Fees (if any)	\$
Member Contributions to Network Projects	\$
Other Income: (Please specify)	\$

TOTAL INCOME:	\$

EXPENSES:

	Projected Expenses (2021 – 2022)
Office Supplies	\$
Photocopying	\$
Postage	\$
Telephone	\$
Rent (network meetings)	\$
Travel (network meetings)	\$
Workshop costs	\$
Bank charges	\$
Network Projects	\$
Other Income: (Please specify)	\$
TOTAL EXPENSES:	\$

	Projected Surplus/Deficit (2021 – 2022)
Total Surplus/Deficit	\$

If you have a surplus or Deficit, please indicate your plans for making your Network sustainable:

Network Projects

(For additional projects please copy this page)

Please indicate:

1) Project or Activity (*brief description*):

Intended Audience:

Degree of Success: (5) very successful to (1) not successful

Total Cost: \$ _____

Funding Sources: (*who*) _____

Funding Sources: (*who*) _____

Funding Sources: (*who*) _____

of volunteers involved in carrying out project: _____

Total volunteer time: _____

Network Participation (*% of Network membership*): _____

Volunteer Time Sheet

for April 1, 2020 - March 31, 2021

Please help us more accurately track your volunteer hours by recording/estimating the number of hours you spent working as a Networker for MAS in the 2020 - 21 year:
