

To request Access support, contact any SaskCulture Program Consultant. When you contact a Program Consultant, you can expect to be invited to have a phone call, or meeting, to discuss your request or to be asked to send responses to questions via email. Below you will find a sample phone conversation and email template.



### SAMPLE PHONE CONVERSATION

**SaskCulture:** Hello, my name is Tara. How can I help you today?

**You:** Hello, my name is \_\_\_\_\_, and I would like to apply for a grant. I need some assistance and would like to know if I can use the accessibility fund.

**SaskCulture:** Thank you for calling. I have a couple of questions to determine if your organization is eligible. Is it okay if I go ahead and ask you those questions now?

**You:** Yes, please go ahead.

*\*OR\* YOU: COULD YOU SEND THE QUESTIONS TO ME VIA EMAIL? THAT WOULD BE EASIER FOR ME TO ANSWER.*

**SaskCulture:** Can you share a little about the organization that wants to apply for a grant?

**You:** Provide some details about the organization, including its name and whether it is a non-profit, a First Nation band, a Municipality, etc. Describe the organization's purpose.

**SaskCulture:** Can you tell me about what you want grant funding for?

**You:** Share information about the project you are planning or if it is for operational funding.

**SaskCulture:** Thanks, sounds like a great project and you would be eligible to apply for \_\_\_\_\_ grant. Can you share with me what barrier you are experiencing that you need support for?

**You:** Share your barrier to using the online grant platform, writing a grant or following up with a grant report. (You do not need to disclose specific health diagnoses).

*\*OR IF YOUR ORGANIZATION OR PROJECT IS NOT ELIGIBLE\**

**SaskCulture:** Thank you for sharing the project details with me. Unfortunately, we do not have any funding programs that fit. (The SaskCulture Consultant may give you some ideas of where else you might get funding)



## **SAMPLE VOICEMAIL**

Hello, my name is \_\_\_\_\_ and I work/volunteer with (name of organization) and I want to apply for a grant and need help. I would like to see if I can use the Accessibility Fund. Can you call me back at (your phone number or share the best way to communicate with you).



## **SAMPLE EMAIL**

Subject: Request for Assistance

Dear [Consultant Name]

I hope this message finds you well. My name is [Your Name], and I am reaching out to request assistance from you.

I am looking at applying for a grant and would like to use the accessibility fund. Here are some details about my request:

- Nature of Assistance Needed: [Describe the type of help you need, setting up a profile on the online grant platform, submitting a grant application, completing a follow up form]
- Organization information: [describe your organization — name and purpose and structure (non-profit, municipality, First Nation, Métis local)]
- Project information: [Provide details about the project that you want to apply for grant funding for]

Please, let me know the next steps or if there is any additional information you require from me. Thank you very much for your time and consideration.

Best regards,

[Your Name]

[Your Contact Information]