

## 2018 CKAF Project Grant Final Report Instructions

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**Please ensure you read this document carefully and in full before you begin.** If you require assistance, contact the Kingston Arts Council at 613-546-2787 or [grants@artskingston.ca](mailto:grants@artskingston.ca).

- Your Final Report is due within 60 days of the Project Completion Date in your application and no later than December 31, 2019.
- If a funded project is not completed by December 31, 2019, the organization must submit a request in advance to the Kingston Arts Council for an extended Final Report deadline.
- Submit ONE digital copy of the Final Report. Scanned or digital signatures are acceptable. Reports must be submitted electronically to [grants@artskingston.ca](mailto:grants@artskingston.ca) with the subject: Final Report 2018 - Project Name.
- Upon successful submission of the Final Report, the 10% hold back of approved funds will be released. If a Final Report is not received when due, the KAC will withhold the remaining funds and will not accept any further applications from or issue any grant payments to the organization until the grant is repaid or an acceptable report is submitted.
- This form is a fillable PDF and it must be completed using Adobe Reader. Adobe Reader can be downloaded for free at: <https://get.adobe.com/reader/>.
- Each question in the Final Report has a set amount of space for your response. All text must fit in the box provided.
- The KAC is committed to providing accessible services. Deaf persons and persons with disabilities who require accommodation (e.g. assistance, alternate formats) are encouraged to contact us as soon as possible.

## Final Report Checklist

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Use the checklist provided to verify that the Final Report is complete. The following must be included in your submission in the listed order:

- Final Report Form with Sections 1 – 6 (PDF)
- Final Report Budget Form (Excel)
- 3 – 5 Digital Images/Photographs (Jpg)
- Promotional Materials (PDF)

## Section 1: Signatures

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Reports must be signed and dated on or before your Final Report deadline, which is 60 days after your Project Completion Date as stated in your CKAF Application and no later than December 31, 2019.

- If applying as an organization, two (2) signatures by signing officers of your organization are required.
- If applying as a collective, three (3) signatures by signing officers of the collective are required.
- If applying as a collective with a sponsor, five (5) signatures are required: two (2) signatures by signing officers of the sponsor organization and three (3) signatures by signing officers of the collective

Reports with electronic signatures or scanned signatures are acceptable.

By signing below, you are stating and agreeing to the following:

“We confirm that the 2018 City of Kingston Arts Fund Project Grant awarded has been used to complete the project as outlined in our grant application and in this Final Report.”

Project Name			
Organization/ Collective Name			
Signatures	Name	Signature	Date (dd/mm/yyyy)
Signing Officer #1			
Signing Officer #2			
Signing Officer #3 <i>(For collectives only)</i>			
Sponsor Signing Officer #1 <i>(For collectives with a Sponsor only)</i>			
Sponsor Signing Officer #2 <i>(For collectives with a Sponsor only)</i>			

## Section 2: Grant Recipient Information

Project Name:			
Organization/Collective Name:			
Mailing Address:			
Contact Person:		Title:	
Phone:		Mobile:	
Email:		Website:	

*If Organization/Collective is being sponsored by another organization for the purposes of applying to the CKAF, please provide the following information:*

Sponsor Name:	
Sponsor Mailing Address:	
Sponsor Contact Person:	

## Section 3: Project Details

1. Project Statistics			
Project Preparation Start Date <i>Active project preparation start date</i>			
Project Start Date			
Project End Date			
Project Completion Date <i>Date when all elements of the project were completed (Cannot be after Dec 31, 2019)</i>			
Number of artists paid:		Audience numbers:	
Amount paid to artists ( <i>Total of line 3010 and 3020 of Budget Form</i> )	\$	# Other participants:	
Number of volunteers:		Number of volunteer hours:	
Number of activities/events (performances, exhibitions, screenings, readings, presentations, workshops etc.)			
Number of new works created:			

*The KAC gathers this information to report on the results of the CKAF grants, to the City of Kingston, the general public through the KAC's Annual Report, for advocacy, and for accountability purposes.*

2. Provide a brief overview of the project.

3. Note and explain any significant differences between estimated and actual project statistics (i.e. number of artists paid, amount paid to artists, audience numbers, volunteers, etc.)

4. Outline any changes to the proposed activities from your CKAF application.

5. Share the names of key people and organizations involved in the project.

6. Describe the audience for your project. What was your outreach and audience development strategy?

7. Provide a summary of how you publicized the project and how the CKAF's contribution was acknowledged in publicity.

8. Describe how you evaluated the success of your project and what the results were. What challenges did you face in completing this project? How did you overcome them?

9. Explain any significant differences between the Proposed Budget and Actual Budget in your Budget Form. If there is a surplus/deficit, explain why.

## Section 4: Impact of the CKAF Grant

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10. Describe the value of your project to the Kingston community. The value may include fostering creativity within the community, enriching residents' experience or engagement with the arts, stimulating economic development and tourism, and/or bringing recognition to Kingston as a centre for the arts and culture.

11. Describe how your project made an impact on the arts sector.



12. Provide 3 - 5 anecdotes/quotes that speak to the experience and successes of your project. They can be from an audience member, partner and/or participant. Ensure that each anecdote is attributed to an individual and with their consent.

## **Section 5: Additional Documents**

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13. List links to media coverage of your project (also include outlet, date).

14. Provide links to promotional materials for your project, including but not limited to posters, ads, flyers, programs, website links, social media links. If links are not available please attach PDFs of promotional material with your submission.

15. Provide 3-5 quality images in jpg format of your events and activities. All images should be submitted as attachments (compressed if necessary) with a minimum resolution of 1024 x 1536. Save image files with the corresponding numbers.

No.	Caption, briefly describe what is happening and photo credit.
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## Section 6: Budget Form Instructions

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### Using the CKAF Project Budget Form:

1. Complete the first column, showing data from the Proposed Project budget (from your original application).
2. Complete the second column, showing the Actual Project revenue and expenses.
3. Mandatory: Complete the Budget Notes section to explain the details of each revenue and expense line item. Include a list of in-kind items or services and their monetary value. Do not include in-kind donations within the Budget Form.

The form is in Microsoft Excel format and available at <http://www.artskingston.ca/city-of-kingston-arts-fund/>

### Important:

- Instructions and Definitions can be found in the second sheet of the Budget Form Excel document, this sheet includes instructions for completing the budget form as well a list of definitions for each line item in the budget.
- The combined total of “Administrative Salaries and Fees” and “Administrative and General Expenses” must not exceed 20% of total Project Expenses

If this project is recurring and you plan to apply to CKAF again in 2019, please note that you will have to report on the financial and statistical information you have submitted in previous years.