

2019 CKAF Operating Grant Application Instructions

The City of Kingston Arts Fund (CKAF) Operating Grants Program is intended to foster sustainability among leading arts organizations by providing funding for operations and programming that support CKAF objectives.

Guidelines for CKAF Operating Grants are available for download online at the Kingston Arts Council website: www.artskingston.ca. Please make sure you have read the Guidelines before preparing your application.

It is the responsibility of the applicant to ensure that the application is complete and that all required information is provided.

To submit your Operating Application please read and follow the instructions below:

- The Application Form is in fillable PDF format. If you require the Application Form in an alternate format, contact the Kingston Arts Council. Please print out and/or photocopy the required number of copies for submission.
- Your answers must fit in the boxes provided on the application form. Additional text will not be accepted. The form will not allow you to continue typing once the box has been filled.
- If you fail to follow the instructions and the 2019 CKAF Operating Grants Guidelines, the jury may be unable to properly assess your application and this may affect your application's ranking in the adjudication.
- Use the enclosed checklist to verify that the application is complete.
- If you have questions or require assistance, please contact the Kingston Arts Council at 613-546-2787 or email grants@artskingston.ca.

Financial and Statistical Instructions

CKAF collects Financial and Statistical data through the national database, CADAC (Canadian Arts Data / Données sur les Arts au Canada). The CADAC website is: www.thecadac.ca. There are extensive help functions on the website, including a Quick Start Guide and a Video Tutorial. You may also call their help line: 1-866-249-0296.

Financial Form:

- Complete and upload your CADAC Financial Form 2019-2020.
- In the Budget Notes section of the CADAC Financial Form, include details on revenue and expenses. In-kind contributions must be listed in the Budget Notes only.

Statistical Form:

- Complete and upload your CADAC Statistical Form 2019-2020.
- Leave blank any questions that do not apply to your organization.

Once you have completed the CADAC Financial and Statistical Forms for your organization online with CADAC please print out the forms and submit them with your application. You will also be required to submit a signed copy of your Financial Statements through CADAC.

Year-End Financial Statement Instructions

Each organization applying for funding must submit its year-end Financial Statements, according to the following parameters:

- Organizations applying for Operating Grants **in excess of \$30,000** must submit a single copy only of the Audited Financial Report for the most recent fiscal year available as part of their application package.
- Organizations applying for Operating Grants of **\$30,000 or less** must submit a single copy only of the Review Engagement Report for the most recent fiscal year available as part of their application package. A Review Engagement Report is reviewed and signed by a chartered accountant, but has not been formally audited.
- Organizations applying for Operating Grants of **\$10,000 or less** with revenues under \$100,000 must submit an Unaudited Financial Statement or if available, Review Engagement Report or Audited Financial Statement. Unaudited Financial Statements must be prepared using the CADAC accounting template, which is found at www.thecadac.ca/cms/en/guides.html along with a guide to its use.
- Organizations applying as a distinct and discrete arts organization within a parent organization, should submit their own independent Audited/Reviewed Year-End Financial Statements as specified above. If you are unable to provide these statements, but your parent organization has Audited/Reviewed Year-End Financial Statements that include the financial records of your organization, then these will be accepted. In this instance, you must also provide a separate schedule detailing your organization's own financial records as included in the Audited Statements.

Please note: CKAF Grants must be broken out on the Financial Statement, either in the body or as a budget note, and signed by representatives from the Board of Directors.

Supplementary Material Instructions

2019 CKAF Operating Grant Supplementary Material should be emailed with the electronic copy of your application. Submit three (3) examples of Supplementary Material, which can be a combination of text, video, audio or image files. Supplementary material should illustrate the artistic merit and impact of the organization.

When choosing the Supplementary Material, please be aware:

- The total submission (3 files combined) must be no more than 10MB. If your media files exceed the size limit, submit a document with a link to YouTube or Vimeo instead.
- Label each file as Organization_Name.



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- All text submissions combined cannot exceed 5 pages. All audio/video submissions combined cannot exceed 10 minutes.
- Individual images should be a maximum of 2000 x 2000 pixels.

Submission Instructions

Completed applications are due at the Kingston Arts Council office on or before **Wednesday, 17 April 2019 at 5:00 pm EST. Late submissions will not be accepted.**

Please keep in mind the following:

- No handwritten applications will be accepted. No electronic or fax submissions will be accepted. No late or incomplete applications will be accepted. Applications are considered incomplete if they are missing the required number of original signatures, supplementary materials, and financial documents.
- Please do not include a cover title page on the front of the Application Form. Do not bind your submission or place them in individual envelopes or folders. Application and copies should be individually clipped (not stapled) together, then placed in one large envelope for submission.
- Do not submit these Instructions (pages 1-4) with your application.

A complete Operating Grant application will consist of the following:

1. One (1) hard copy of:
 - a. Application Form with original signatures
 - b. Financial Form 2019-2020 (printed from CADAC)
 - c. Statistical Form 2019-2020 (printed from CADAC)
 - d. Year-End Financial Statements
2. Six (6) photocopies of the Application Form, Financial Form, and Statistical Form. **Do not** include copies of the year-end Financial Statements.
3. One (1) electronic copy of:
 - a. Application Form
 - b. Financial Form 2019-2020
 - c. Statistical Form 2019-2020
 - d. Three (3) pieces of Supplementary Material



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Submission procedure:

- Submit hard copies of applications to:
 - Felix Lee, Grants Coordinator, Kingston Arts Council, Unit 115, 370 King Street West, Kingston, Ontario, K7L 2X4
- Submit electronic copy of application to:
 - grants@artskingston.ca
 - Send only **one (1)** email with the complete electronic copy (application form, budget, letters, and supplementary material) attached. If the attachments are too large, send as a ZIP folder.
- Upload 2019-2020 Financial and Statistical information to CADAC:
 - www.thecadac.ca

If you have any questions about submitting your application please contact the Kingston Arts Council at grants@artskingston.ca or 613-546-2787.

Application Checklist

The Application Checklist page must be the first page of your CKAF application. Do not include the Instruction pages. Please ensure that the following are included in your application in the listed order:

- Completed Application Checklist
- Section 1: Signatures
- Section 2: Organization Identification
- Section 3: Organization Information
- Section 4: Request Year
- Section 5: Last Completed Year
- Section 6: Request Year Programming
- Section 7: Previous Year Programming
- Section 8: Additional Documents
- Section 9: Supplementary Material

Section 1: Signatures

Applications must be signed and dated on or before the application deadline. The Chair of the Board of Directors and Executive Director (or equivalent) of your organization must sign the application for a total of two (2) signatures.

Applications will not be accepted without original signatures.

By signing the form below you agree to the following:

“We have read and agree to all of the regulations, terms and conditions outlined in the Operating Grant Guidelines for the City of Kingston Arts Fund (CKAF) and submit this operating grant request for review. To the best of our knowledge the information provided herein is true. We understand and agree that:

- All funding decisions are final and rest with the Jury of the KAC Grants Committee as ratified by the Kingston Arts Council and Kingston City Council;
- If our organization is successful in obtaining a grant, a contract will be entered into between the applicant and the Kingston Arts Council;
- Funds will not be used to cover the cost of an organization’s existing deficit. Applicants who undertake activities prior to confirmation of funding from CKAF do so at their own risk.
- Grants shall be used only for the purpose(s) outlined in the application.”

	Name	Signature	Date (dd/mm/yyyy)
Chair of Board of Directors:			
Executive Director (or equivalent):			
The full board/governing body has approved this application at its meeting on:			
For Kingston Arts Council Office Use Only:		Application # OP 2019-	



Section 2: Organization Identification

Common Name of Organization:			
Legal Name of Organization: <i>The Legal Name of the organization is normally the name in which the organization holds a bank account.</i>			
Mailing Address of Organization:			
City:		Province:	Postal code:
Phone:		Website:	
<input type="checkbox"/>	Please check if the organization/collective is a first time applicant to CKAF Operating Grant Program.		
CADAC ID #:			
Contact Information	Name	Title	Email address
Person to be contacted about this application			
Chair of Board of Directors			
Executive Director (or equivalent)			
Applicants must meet one of the following conditions for the CKAF Operating Program. The incorporated non-profit organization must also have been incorporated for a minimum of two years. Please complete the following statement (select one): "This organization is...."			
a) <input type="checkbox"/> an incorporated non-profit arts organization."	Corporation #: Date of Incorporation:		
b) <input type="checkbox"/> a distinct and discrete arts organization within a parent organization which is incorporated as a non-profit organization."	Parent Organization Name:		
	Corporation #: Date of Incorporation:		
Please confirm your eligibility to the CKAF Operating Grant program by checking the following:			
<input type="checkbox"/>	Organization is not currently receiving funding from City of Kingston through sources other than CKAF (including City of Kingston Heritage Fund and/or Community Investment Fund projects). In-kind support is excepted.		
	If you did not check off the box above please state the reason:		



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<input type="checkbox"/>	<p>Organization is in good standing with the municipality both generally and with regard to past CKAF, City of Kingston Heritage Fund and/or Community Investment Fund projects (successful completion of projects and submitted final reports) as of this deadline date.</p> <p>If you did not check off the box above please state the reason:</p>			
<input type="checkbox"/>	<p>City of Kingston Cultural Services and/or Kingston Arts Council permanent or contract staff does not hold a primary role position with the applicant. Primary staff includes someone who occupies an executive and/or decision-making staff or board position.</p> <p>If you did not check off the box above please state the person's name and title here:</p>			
<p>Start date of Grant Request Year: (dd/mm/yyyy)</p>		<p>End date of Grant Request Year: (dd/mm/yyyy)</p>		
<p><i>The Grant Request Year is normally the organization's fiscal year, which ends in 2020.</i></p>				
<p>Total Revenue for the Grant Request Year:</p>		<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:50%; text-align:center;">(Line 4700 on Financial Form)</td> <td style="width:50%; text-align:center;">\$</td> </tr> </table>	(Line 4700 on Financial Form)	\$
(Line 4700 on Financial Form)	\$			
<p>Amount Requested from CKAF: <i>Minimum \$10,000 and Maximum \$75,000</i></p>		<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:50%; text-align:center;">(Line 4525 on Financial Form)</td> <td style="width:50%; text-align:center;">\$</td> </tr> </table>	(Line 4525 on Financial Form)	\$
(Line 4525 on Financial Form)	\$			
<p><i>Please ensure the above totals are reflected accurately in your attached Financial Form</i></p>				

Section 3: Organization Information

1. What is your organization's mission, vision, and/or mandate?

2. Provide a brief history of your organization. Include the year your organization was founded, what you're doing now, communities you serve, important milestones, and any recent changes in artistic/executive direction.



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3. Describe the qualifications of your executive, artistic, and/or administrative leaders and how their experience, background, and skills help guide your organization.

4. Describe the facilities used for your organization's operations and programming.

Section 4: Request Year

5. List your main artistic and/or service goals, as well as organizational goals for your Request Year (2019-2020).

6. Describe your important programming plans for your Request Year. Please reference how they have been determined, i.e. successes/challenges from the current and/or last completed year.



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7. Briefly highlight your long term (2-3 years) programming plans.



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8. How do your programming plans (short and long term) contribute to your mission, vision, and/or mandate?

9. How does your organization's programming enrich how Kingston residents experience and engage with the arts?

10. How does your programming facilitate inclusion, diversity, and access within the arts? Refer to the definitions provided in the Guidelines.

11. Describe partnerships you have built within the community, i.e. with other arts groups and community organizations that help support your programming.

12. How does your organization support local, regional and national artists? Include how you set rates of pay for artists.



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13. How will you monitor and evaluate programming results?

14. Outline your main organizational plans, i.e. human resources, finance, board governance, marketing, volunteer management, and audience development.

15. Explain who your audience/participants are and include how you develop them and represent your community.

16. Describe the role of your volunteers and the impact they have on your organization.

17. How do you promote your programs, events, and services to your audiences?

18. List the members of your organization's Board of Directors with titles.

19. Describe your organization's governance and/or committee structure and how it represents your community.

20. How does your organization generate revenue? Please be specific.

21. How do you plan to diversify your revenue sources and ensure continued or ongoing financial sustainability?

22. In addition to providing a salary, how do you support staff, i.e. benefits, professional development opportunities? How do you attract and retain staff?

Section 5: Last Completed Year

23. Highlight last year's programming achievements and challenges.

24. Describe any significant changes in the artistic and operational activities and financial management of the organization last year. Explain what affected these changes and how they have impacted your plans for your Request Year.

25. Provide a minimum of five strong and detailed anecdotes that demonstrate your organization's impact on 1) Kingston community, 2) Kingston artists, and 3) arts sector. Please ensure that anecdotes are attributed to individuals with their consent.



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Section 6: Request Year Programming

In chronological order, list the programming planned for the request year. Please be concise.

1. Date(s) of Activity/Event – date(s) that the activity or event will take place.
2. Title – name of the activity or event
3. Type of Activity/Event - basic description of the type of activity or event (for example Performance, or Workshop or Exhibition).
4. Key Artist(s) and Role – Name of artist in the relevant activity and role (for example Jane Smith (composer)). Please indicate each Kingston-based artist with an asterisk* after the name.

Date(s) of activity/event	Title	Type of Event/Activity	Key Artist(s) and Role



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Date(s) of activity/event	Title	Type of Event/Activity	Key Artist(s) and Role



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Date(s) of activity/event	Title	Type of Event/Activity	Key Artist(s) and Role



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Date(s) of activity/event	Title	Type of Event/Activity	Key Artist(s) and Role



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Date(s) of activity/event	Title	Type of Event/Activity	Key Artist(s) and Role

Section 7: Previous Year Programming

In chronological order, list the programming that took place in the previous fiscal year. Please be concise.

1. Date(s) of activity/event – date(s) that the activity or event took place.
2. Title – name of the activity or event
3. Type of Activity/Event - basic description of the type of activity or event (for example Performance, or Workshop or Exhibition).
4. Key Artist(s) – Name of artist in the relevant activity and role (for example Jane Smith (composer)). Please indicate each Kingston-based artist with an asterisk* after the name.

Date(s) of activity/event	Title	Type of Event/Activity	Key Artist(s) and Role

Date(s) of activity/event	Title	Type of Event/Activity	Key Artist(s) and Role

Date(s) of activity/event	Title	Type of Event/Activity	Key Artist(s) and Role



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Date(s) of activity/event	Title	Type of Event/Activity	Key Artist(s) and Role

Date(s) of activity/event	Title	Type of Event/Activity	Key Artist(s) and Role

Section 8: Additional Documents

This page must be included in your application, followed by the documents listed below:

- Financial Form 2019-2020 (CADAC)
- Statistical Form 2019-2020 (CADAC)
- Year-End Financial Statements

Section 9: Supplementary Materials

- Three (3) pieces of Supplementary Material