

## 2019 CKAF Project Grants Application Instructions

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The City of Kingston Arts Fund (CKAF) Project Grants Program is intended to fund the creation and presentation of arts projects that support CKAF's objectives.

Guidelines for CKAF Project Grants are available for download on the Kingston Arts Council website: [www.artskingston.ca](http://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 Project Application, please read and follow the instructions below:

- This 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 CKAF Project Grants: 2019 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](mailto:grants@artskingston.ca)

## Budget Form Instructions

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Complete the 2019 CKAF Project Grant Budget Form using the Excel document provided.

In the Budget Form, include the revenues and expenses relevant to the project for which you are applying for funding. Do not submit an operating budget for your entire organization. When completing the Budget Form section of the application, keep in mind the following details:

- Review the "Instructions and Definitions" page, which provides details and examples of items to include under each category/line item.
- Budget Notes are required. Fill in the Budget Notes column for each revenue and expense.
- The total Expenses for the project must balance with the total Revenues.
- Because adequate insurance is a prerequisite of receiving CKAF funding, all applicants are encouraged to contact an insurance agent/broker prior to submitting

their application. Applicants should budget costs associated with insuring their particular project and include the cost of this insurance in the budget.

- The combined total of “Administrative Salaries and Fees” and “Administrative and General Expenses” must not exceed 20% of total Project Expenses.
- Record cash items only.
- As part of the Budget Form, list In-kind Support where you can list items or services that have been given to support the project and their monetary value if applicable.

## **Year-End Financial Statement Instructions**

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Each organization or collective applying for funding must submit one hard copy of its Year-end Financial Statements or equivalent.

Organizations/Collectives must submit Financial Statements according to the following parameters:

- Most recent Audited Year-End Financial Statements, which have been reviewed by a Chartered Accountant **OR** most recent unaudited Financial Statements. Your organization or collective should submit unaudited Financial Statements only if audited Financial Statements are not available.
- CKAF Grants must be broken out on the Financial Statement, either in the body or as a note to the financial statements.
- Representatives of the board/governing body must sign Financial Statements.

Please review the following exceptions and comply if applicable:

- For Collectives applying directly/without a sponsor, if you do not have any Financial Statements, please ensure that your reference letters speak to your ability to manage finances.
- For Collectives applying with a Sponsor, include a single copy of the most recent audited/reviewed (preferred) or unaudited Year-End Financial Statements of the sponsor. You may also wish to include a single copy of the audited/reviewed or unaudited Year-End Financial Statements of the collective, if they are available.
- For Organizations applying as a distinct and discrete arts organization within a parent organization, include a single copy your 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.

## Supplementary Material Instructions

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2019 CKAF Project 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 project.

When choosing 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 Applicant\_Name\_Project\_Title.
- 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.

Please note: new collectives may include examples that indicate the past work of individuals in the collective.

## Submission Instructions

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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 and the required additional documents.
- 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 Project Grant application will consist of the following:**

1. One (1) hard copy of:
  - a. Application Form with original signatures
  - b. Budget Form
  - c. Partnership Letters
  - d. Reference Letters (collectives applying without a sponsor only)
  - e. Year-End Financial Statements (or equivalent)



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2. Six (6) photocopies of the Application Form, Budget Form, Partnership Letters, and Reference Letters. **Do not** include copies of the year-end Financial Statements.
  
3. One (1) electronic copy of:
  - a. Application Form
  - b. Budget Form
  - c. Partnership Letters
  - d. Reference Letters
  - e. Three (3) examples of Supplementary Material

**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
- Email electronic copy of application to:
  - [grants@artskingston.ca](mailto: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.

If you have any questions about submitting your application, please contact the Kingston Arts Council at [grants@artskingston.ca](mailto:grants@artskingston.ca) or 613-546-2787.

## Application Checklist

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

- Completed Application Checklist
- Section 1: Signatures
- Section 2: Organization/Collective Identification
- Section 3: Organization/Collective Profile
- Section 4: Project Details
- Section 5: Recurring Projects
- Section 6: Additional Documents
- Section 7: Supplementary Materials

## Section 1: Signatures

Applications must be signed and dated on or before the application deadline. Applications will not be accepted without original signatures.

- 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.

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 Project Grant Guidelines for the City of Kingston Arts Fund (CKAF) and submit this project 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/collective 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/collective'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)
Signing Officer #1			
Signing Officer #2			
Signing Officer #3 <i>(For collectives only)</i>			
Sponsor Signing Officer #1 <i>(Only for collectives with a sponsor)</i>			
Sponsor Signing Officer #2 <i>(Only for collectives with a sponsor )</i>			
For Kingston Arts Council Office Use Only:		Application # PR 2019-	

## Section 2: Organization/Collective Identification

Project Name:					
Common Name of Organization/Collective:					
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/Collective:					
City:		Province:		Postal Code:	
Phone:		Website:			
<input type="checkbox"/>	Organization/collective is a first time applicant to CKAF Project Grant Program.				
Contact Information	Name	Title	Email address		
Person to be contacted about this application					
In order to be eligible to apply for a Project Grant, applicants must be located in the City of Kingston. Please complete the following statement (select one): "This organization/collective is...."					
a) <input type="checkbox"/> an incorporated non-profit organization."		Corporation # Date of Incorporation:			
b) <input type="checkbox"/> a charitable organization registered with Canada Revenue Agency."		Charitable Registration #:			
c) <input type="checkbox"/> a distinct and discrete arts organization within a parent organization which is incorporated as a non-profit organization."					
d) <input type="checkbox"/> a collective applying directly to CKAF."					
e) <input type="checkbox"/> a collective applying under the sponsorship of an incorporated non-profit and/or registered charity."					
<b>If you answered c) or e), please fill out the required information about the parent or sponsoring organization.</b>					
Legal Name of Parent/Sponsor Organization:					
Charitable Registration #:		OR	Corporation # Date of Incorporation:		
Mailing Address:					
Website:		Phone:			
Contact Person:		Title:			
Email Address:					



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Please confirm your eligibility to the CKAF Project Grant program by checking the following:		
<input type="checkbox"/>	Organization/collective 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:	
<input type="checkbox"/>	Organization/collective 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.	
	If you did not check off the box above please state the reason:	
<input type="checkbox"/>	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.	
	If you did not check off the box above please state the person's name and title here:	
<b>Project Budget Summary:</b> Please ensure these totals are reflected accurately in your CKAF Budget Form.		
Total Project Revenues:	(Line 2990 on Budget Form)	\$
Amount Requested from CKAF: <i>The maximum award for a Project Grant is \$20,000</i>	(Line 2470 on Financial Form)	\$



### **Section 3: Organization/Collective Profile**

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

2. Provide a brief history of your organization/collective. Include the year it was founded, important milestones, and changes in artistic/executive direction. Collectives should include the reason for coming together and the artistic or community purpose you represent.

3. List all members of the organization/collective who will be involved in the project. Provide a brief bio for each, including: name, title and background, project role and responsibilities, if they are paid or volunteer.

4. List any other participants who will be involved with the project. Provide a brief bio for each, including: name, title and background, project role and responsibilities, if they are paid or volunteer.



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5. List the members of your Board of Directors with titles (applicable to organizations or sponsor organizations).

## Section 4: Project Details

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6. Provide an overview of the project. What do you plan to do and what do you hope to achieve?

7. How will this project contribute to your development or your group's overall goals?

8. Estimated Project Dates:	
<b>Project Start Date:</b> <i>Expected project start date</i> <i>(Cannot be before July 2019)</i>	
<b>Project End Date:</b> <i>Expected project end date</i>	
<b>Project Completion Date:</b> <i>Date when all elements of the project, including submission of a Final Report, are expected to be completed (Must be before Dec 31, 2020)</i>	

9. List all activities and corresponding timelines to be undertaken as part of the project.

10. Estimated Project Statistics	
Amount paid to artists ( <i>lines 3010, 3020 from the budget</i> ):	
Number of artists paid:	
Number of audience numbers:	
Number of volunteers:	
Number of volunteer hours:	
Number of other participants:	
Number of activities/events (performances, exhibitions, screenings, readings, presentations, workshops, etc):	
Number of new works created:	

11. Describe the value of your project to the Kingston community. How does your project involve and engage the Kingston community in the arts?

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

13. How does your project engage with and support local, regional and national artists? Include how you set rates of pay for artists. Also include key artist names and indicate each Kingston based artist with an asterisk\* after the name.

14. Describe confirmed partnerships you have built within the community that will support this project. Include how you will expand your project's partnerships within the community. Any confirmed partner **must** submit a partnership letter with this application.



15. Describe the role of your volunteers and the impact they will have on the project.

16. Explain who your audiences/participants are. Include how you develop your audience, provide access, and represent the community.

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

18. Describe the facilities used for your project.

19. Describe your financial management plan for this project. Be specific about plans for fundraising, generating revenue, and creating a contingency if your project does not receive the requested CKAF amount.

20. Tell us about your group and/or leadership's experience managing projects and project budgets.

21. How will you monitor and evaluate results for this project?

## Section 5: Recurring Project

Section 5 is **only** for applicants who previously received CKAF Project funding. This section should reflect the most recent **completed** year for which you have submitted a **Final Report**.

New applicants do not need to fill out this section – please put N/A as your response and move to Section 6.

If you received a CKAF Project grant for the first time in 2018 but you have not yet submitted a Final Report at the time of this application, check the box below and leave questions 22 and 23 blank. Continue to question 24.

Organization/collective was a first-time applicant to 2018 CKAF Project Grant program and has not yet submitted a Final Report.

22. Report your financial information. The actuals should be identical to those submitted in your most recent Final Report.

	Estimated (from the Application)	Actual (from the Final Report)
Total Budget ( <i>line 2990</i> )	\$	\$
CKAF Amount ( <i>line 2470</i> )	\$	\$
Total Grants ( <i>line 2490</i> )	\$	\$
Amount Paid to Artists ( <i>lines 3010, 3020</i> )	\$	\$

23. Report your project statistics. These numbers should be identical to those submitted in your most recent Final Report.

Number of artists paid:	
Number of audience numbers:	
Number of volunteers:	
Number of volunteer hours:	
Number of other participants:	
Number of activities/events (performances, exhibitions, screenings, readings, presentations, workshops, etc):	
Number of new works created:	

24. Provide an overview of last year's project.

25. Highlight 3-5 major successes and/or accomplishments your project experienced last year as a result of CKAF Project funds.

26. How is the project in this application different from last year's project? Be specific and consider innovation within the project.

27. Describe how the project in this application has diversified its funds compared to last year.

## **Section 6: Additional Documents**

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

- Budget Form
- Partnership Letters
- Reference Letters (for collectives applying without a sponsor only)
- Year-End Financial Statements or equivalent

## **Section 7: Supplementary Materials**

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- Three (3) pieces of Supplementary Material