



# 2019 City of Kingston Arts Fund

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## Project Grants Guidelines

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## Table of Contents

Table of Contents .....	2
Introduction .....	3
Eligibility .....	3
Collectives .....	3
Partnerships .....	4
Joint Projects .....	4
Exclusions from Eligibility .....	5
Deadline .....	5
Project Applications .....	5
Grant Size .....	6
Funding Period .....	6
Eligible Costs .....	6
Exclusions from Eligible Costs .....	6
Jury and Adjudication of Applications .....	7
Application Assessment Criteria .....	7
Notification of Results .....	9
Conditions of Funding .....	9
Reporting .....	9

## Introduction

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. These Guidelines are a tool to assist applicants in understanding and following the grant application process.

In addition to the Guidelines, applicants are encouraged to review CKAF's objectives and other information regarding administration of this program, including conflict of interest and dispute resolution. This information can be found on the KAC website: [www.artskingston.ca/grants](http://www.artskingston.ca/grants).

The Kingston Arts Council (KAC) administers CKAF. Applicants are reviewed using a peer assessment process that engages stakeholders from across Kingston's arts community as Jury members.

The KAC is committed to equity and inclusion. We welcome applications from all eligible arts organizations and encourage anyone with accessibility concerns to contact the KAC.

## Eligibility

In order to be eligible to apply for a Project Grant, applicants must be located in the City of Kingston and be **one** of the following:

- A non-profit arts organization, whose:
  - Mandate or mission focuses on artistic endeavour (either creation or presentation) as the primary objective of the organization; and
  - Activities are consistent with the artistic focus of the mandate or mission.
- An incorporated non-profit organization;
- A distinct and discrete arts organization within a parent organization which is incorporated as a non-profit arts organization;
- An unincorporated artist or community collective; or
- An unincorporated artist or community collective using an eligible sponsor.

### Collectives

Eligible collectives include artist collectives and community collectives. A collective can apply to CKAF directly or apply with a sponsor. An artist collective is defined as a group of three or more artists who have come together for the purposes of artistic creation and presentation in a collective artistic endeavour. A community collective is defined as a group of three or more individuals who have come together for a specific purpose involving a clearly defined endeavour.

Collectives applying directly to CKAF must:

- Establish or possess a bank account in the name of the collective. Payment of the grant cheque will not be issued to any individual member within the collective;

- Have three members who will be listed on and sign the application and grant agreement; and
- Submit two letters of reference who can speak to the collective's ability to execute the proposed project as set out in the application including their ability to be fiscally responsible.

Collectives may apply with a sponsor instead. An organization that is sponsoring a collective's application to CKAF must:

- Be an incorporated non-profit or charitable organization in Kingston, other than the KAC;
- Sign the application;
- Receive and distribute project funds on behalf of the applicant; and
- Agree to file a final report if the applicant does not provide reports as required.

Please note: The sponsor may assist by securing insurance coverage. The sponsor is not permitted to gain financially from this agreement but may be reimbursed for out-of-pocket expenses directly related to the management of the CKAF Project Grant. The sponsor shares some responsibility for the successful management of the CKAF Project Grant and is expected to provide professional advice and mentorship to the applicant as needed.

The sponsor organization may apply for its own project in addition to one sponsored project in each grant cycle. Organizations receiving CKAF Operating Funds may sponsor an applicant for a Project Grant in the same year but they cannot be the lead applicant.

### Partnerships

Project partners from other organizations can support the project by providing funding or in-kind support (office space, staff supervision, equipment, etc.). Applicants with partners must attach a signed Partnership Letter from each partner that confirms their participation and indicates their role and specific contribution to the project.

If the sponsor provides support for the project through funding or in-kind support (office space, staff supervision, equipment, etc.) they must provide a Partnership Letter that indicates their role and specific contribution to the project.

### Joint Projects

Applicants can co-produce a project, for which each partner takes on a substantial amount of responsibility. Requirements for applying with a joint project:

- There must be a lead applicant and they must comply with CKAF eligibility requirements; and
- The lead applicant must attach a signed Partnership Letter from each partner that confirms their participation and indicates their role and specific contribution to the project.

As a general rule, it is expected that either the lead applicant would assume all responsibility for any surplus or deficit generated by the project, or the project partners involved would share any surplus or deficit proportional to their contributions to the project as defined in the Partnership Letter.

Please note: Organizations receiving CKAF Operating Grant funding may be part of a Joint Project, but not the lead applicant.

### **Exclusions from Eligibility**

The following organizations will not be eligible for Project Grants:

- Academic units of educational institutions;
- Schools, conservatories and other organizations the primary mission of which is training or education;
  - Please note: The presence of education or training as an ancillary part of an organization's mandate will not result in an exclusion from eligibility.
- Charitable organizations or Foundations, the primary mission of which is fundraising;
- Organizations and/or collectives currently receiving operating, project or other forms of grant funding from the City of Kingston through sources other than CKAF. In-kind support is excepted, especially as it may relate to participation in multi-partner initiatives.

In addition, City of Kingston Cultural Services and/or KAC permanent or contract staff may not hold a primary role (someone who occupies an executive and/or decision-making staff or board position) with any organization or collective applying to CKAF.

### **Deadline**

CKAF Project Grant applications will be accepted until **Wednesday, 17 April 2019 at 5:00 pm EST.**

Deadline extensions are only granted for extenuating circumstances and cannot exceed ten business days. An extension request must be made to the KAC Grants Coordinator no less than five working days in advance of the deadline date. The KAC may require documentation in some circumstances. Extensions will be granted at the discretion of the KAC Executive Director.

### **Project Applications**

Applications are available for download from the KAC website. The Application Form includes a checklist that identifies all materials required as part of a complete application.

Applications are in fillable PDF format. Please fill out the Application Form using Adobe Reader. It can be downloaded for free at: <https://get.adobe.com/reader/>

After applications are received, the KAC assesses and confirms the eligibility of each application.

Applicants will receive a notification email letting them know that their application has been received and is eligible or that they are missing required information. There will be strict time limits set for the receipt of responses to these requests.

Applications may be disqualified by the KAC if it is determined that they do not comply with the eligibility criteria as per CKAF Guidelines or if the application is incomplete and the missing information is not submitted by the deadline provided. Applicants will be notified if their application is deemed ineligible. All eligible applications will be forwarded to the Jury.

## Grant Size

The maximum award for a Project Grant is \$20,000. The Jury has discretion with regard to the amounts awarded. Under the present Guidelines, the Jury is required to balance two requirements, which are:

- The need to allocate funding to the maximum number of eligible, high quality applications that would be beneficial to the Kingston community; and
- The awarding of grants is sufficient to make a substantial improvement in the project.

## Funding Period

CKAF Project Grants are for a maximum term of 18 months from July 2019 to 31 December 2020.

Applications for recurring projects must be submitted annually and will be adjudicated based on the following:

- (i.) Success of the project in the previous year;
- (ii.) Innovation within the project; and
- (iii.) Availability of funds in the context of the priorities for funding.

## Eligible Costs

CKAF Project Grant funding may be used for:

- Artistic production, presentation and dissemination costs;
- Artists' fees; and
- Utilities, staffing, office expenses, rent, minor equipment.

Applicants must include artist fees as part of their expenses to be eligible for CKAF.

## Exclusions from Eligible Costs

CKAF Project Grant funding may not be used for:

- Major capital purposes including but not restricted to the purchase of land, equipment, fixtures or physical facilities;
- Furthering a for-profit venture or advantage a for-profit partner;
- Funding a project that appears on more than one CKAF Project Grant application in the same year and/or that identifies one CKAF Project Grant as a source of funding for another CKAF Project grant;
- Fundraising events and projects;
- Recovering the costs of a project deficit or an organization's financial deficits;
- Programs/services that are delivered by an organization aligned with any political party; and
- Paying for expenses incurred prior to the ratification of the *Report to the Kingston Arts Council Board of Directors on the Adjudication of Applications to the 2019 City of Kingston Arts Fund* at a meeting of Kingston City Council (July).

## Jury and Adjudication of Applications

Applications are reviewed using a peer assessment process that engages stakeholders from across Kingston as jury members. Jury members are representative of the arts, arts professionals, and practitioners in the City of Kingston. They are selected by the KAC for their knowledge of the arts, high standing within the arts community, awareness of the City of Kingston context and broader arts environment, and, where possible, are reflective of the gender, demographic, and cultural diversity of Kingston itself. The Jury evaluates applications based on CKAF objectives and the assessment criteria.

The Jury's decision will be forwarded to the KAC Board of Directors for ratification and then to Kingston City Council for ratification. Decisions of the Jury that have been ratified by the KAC and Kingston City Council are final.

## Application Assessment Criteria

CKAF Project Grant applications are assessed based on criteria including Artistic Contribution, Community Benefit and Quality of Administration and Financial Responsibility. The assessment uses a 5-point range rating system where 5=excellent, 4=very good, 3=average, 2=fair and 1=poor.

In assessing a project's artistic contribution, the jury considers:

- The alignment of the organization/collective's mandate, mission and/or vision to its proposed project;
- The project's support of Kingston artists through financial compensation, professional development opportunities and new work creation;
- The potential to which the project fosters innovation, collaboration and excellence in the arts; and

- The potential of the project to bring in provincial, national, and international recognition to Kingston as a centre for the arts.

In assessing a project's benefit to the community, the Jury considers:

- The level of engagement the project's activities have with Kingston residents;
- The ability of the organization/collective to sustain and develop its audience/participants; and
- The ability of the organization or collective to gain support from the wider community in the form of sponsorships, partnerships, volunteers, and funding.

In assessing the project's administration and financial responsibility, the Jury considers:

- The potential of the organization/collective's administration to successfully execute the project;
- The potential of the budget to realistically and successfully fund the project; and
- The potential of the project to successfully generate revenue outside of the City of Kingston Arts Fund.

In assessing new projects, the Jury considers:

- The degree of uniqueness and diversity of the project within the Kingston context; and
- The potential impact of the project on Kingston artists, the Kingston community, and the arts sector.

In assessing recurring projects, the Jury considers:

- The degree of innovation, growth, and sustainability of the project as compared to last year; and
- The degree of impact of the project on Kingston artists, the Kingston community, and the arts sector.

Please note that applicants have previously defined the terms "access, diversity, and inclusion" for themselves. Definitions have been provided for these terms in 2019:

Access encompasses the physical, financial, intellectual, and socio-economic accessibility of programming, events, and venues. Diversity addresses the non-material culture of the project, specifically the way in which it welcomes people of varying ability, income, language, incarceration history, cultural background, race, ethnicity, faith, gender, orientation, or education level. Inclusion refers to the removal of material or non-material barriers to participation, through policies in human resources, strategic planning, physical environment, programming, audience, community development, and budget management.

Applicants are encouraged to connect these definitions to their work for the benefit of the jurors who will be adjudicating the applications.

## Notification of Results

In July 2019, the KAC will notify all CKAF grant recipients of the results by email. Successful applicants will receive a grant package containing relevant documents by mail. The recipient will enter into an agreement with the KAC outlining the terms of the funding and reporting requirements.

CKAF recipients must agree to the Terms and Conditions of CKAF funding, sign the Project Grant Agreement, and provide proof of \$5,000,000 liability insurance. Upon receipt of these documents, the KAC will issue a cheque for 90% of the grant amount awarded. The remaining 10% will be issued upon approval of a Final Report.

Further details of the conditions of CKAF Project Grant funding are:

- Representatives of the organization/collective will be required to sign a Project Grant Agreement recognizing its obligations regarding the use of the funds and reporting requirements;
- Evidence of \$5,000,000 liability insurance coverage will be required from the applicant organization. This insurance coverage must name the Kingston Arts Council and the City of Kingston as additionally insured;
- Grants shall be used only for the purpose(s) outlined in the application. Any changes in scale, activities, key personnel, and/or timeframe must be reported immediately to the KAC;
- The Jury of the KAC Grants Committee may place conditions on the release of grants. Any specific condition associated with a grant will be contained in the letter of notification;
- As a recipient of public funds, successful applicants are required to maintain adequate and accurate financial records; and
- Grant recipients are required to acknowledge the support of the Kingston Arts Council and the City of Kingston in all publications and promotional materials. Current logos and instructions for their use for both organizations can be found on the KAC website.

## Reporting

All organizations and collectives that receive a 2019 CKAF Project Grant must submit an Interim Report to the KAC by **Tuesday, 31 December 2019**. If the project is completed before this date, an Interim Report is not required.

Any significant changes to a project must be submitted in writing to the KAC in advance for approval and unapproved changes may result in funds being withheld at the discretion of the KAC.

All grant recipients must submit a Final Report no more than 60 days after the project completion date and no later than **Tuesday, 31 December 2020**. If the Project is not



## 2019 City of Kingston Arts Fund Project Grants Guidelines



completed by this date, the organization/collective must submit a request to KAC for an extended Final Report deadline.

Reports are incomplete and will not be marked as approved if an authorized party does not sign them or if information is missing. An organization with overdue or incomplete Interim or Final Reports will not be eligible to apply for CKAF grant funding until those reports are submitted to and accepted by the KAC.

Any information submitted to the KAC through the CKAF process, including applications, Interim Reports, and Final Reports, may be shared with a jury adjudicating future applications of recurring projects at the discretion of the KAC.