

2020 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 programs 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. If you fail to follow the instructions and the CKAF Operating Grants: 2020 Guidelines, the jury may be unable to properly assess your application and this may affect your application's ranking in the adjudication.

Submission Instructions

Completed applications are due to the Kingston Arts Council until **Wednesday, 22 April 2020 at 5:00 pm EST.**

The application should be **submitted by email to grants@artskingston.ca**. There should be **one (1)** email with the complete application (application form, financial and statistical forms, year-end financial statements, and supplementary materials) attached. If the attachments are too large, send as a ZIP folder. **DO NOT SUBMIT THE APPLICATION IN HARD COPY.** Hard copy or printed copies are not required. **Only electronic submissions will be accepted.** If you require accommodations, please contact grants@artskingston.ca or call 613-546-2787 in advance of the deadline. Financial and statistical information must be uploaded to CADAC by the deadline following the instructions below at www.thecadac.ca.

Please keep in mind the following:

- Label the files correctly. Procedures for naming your files are outlined below. If you do not name the files properly, files could be misplaced and it may impact the status of your application.
- Late and incomplete applications are ineligible. Applications are considered incomplete if they are missing the required number of signatures and any of the required documents.
- Do not alter the application form in any way, including adding a cover or title page or including additional text. Do not attempt to submit any extra images or documents.

A complete Operating Grant application has one (1) digital copy of each of the following items:

- Application form (with signatures)
- Financial Form 2020-2021 (from CADAC)
- Statistical Form 2020-2021 (from CADAC)
- Request Year Programming List
- Previous Year Programming List
- Year-End Financial Statements
- Three (3) pieces of Supplementary material

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

Application Form Instructions

Label the file as 2020_Applicant Name_Application.

This form is in PDF fillable format. If you require the Application Form in an alternate format, contact the Kingston Arts Council. 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.

Use the enclosed checklist to verify that the application is complete.

Applications must be signed. You may use the “Fill and Sign” function on Adobe Reader or you may insert an image of the signatures directly into the signature page. **Do NOT print out the page, sign it, and scan it.** A separate signature page will not be accepted.

Do not attempt to alter this document for any reason. Do not separate the pages or insert additional text. Do not fill out the pages, print, and scan them. This will complicate the submission procedure and it may impact the eligibility of the application.

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.

Once you have completed the CADAC Financial and Statistical Forms for your organization online with CADAC, download the forms and submit them with your application by email. Label each file 2020_Applicant_CADAC_Financial and 2020_Applicant_CADAC_Statistical.

Financial Form:

- Complete and upload your CADAC Financial Form 2020-2021.
- 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 2020-2021.
- Leave blank any questions that do not apply to your organization.

Follow the instructions on the CADAC website to submit your information and a signed copy of your Financial Statements. Please contact CADAC directly if you have any technical difficulties. You may also call their help line: 1-866-249-0296.

Supplementary Material Instructions

Label the file as 2020_Applicant Name_Supplementary_Number. Each file should be numbered 1, 2, or 3 respectively.

Submit three (3) examples of Supplementary Material. These 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 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 instead that clearly displays the applicant name, video name, and link to YouTube or Vimeo.
- 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.

Programming List Instructions

Label the files as 2020_Applicant Name_Previous_Programming and 2020_Applicant Name_Request_Programming.

There are two Excel spreadsheets provided, one for the Previous Year and one for the Request Year programming. Ensure the dates of these programs align with the Request Year dates you have listed in the application.

In each spreadsheet, in chronological order, list the programming that took place in the previous or request fiscal year. Please be concise. Do not exceed 25 words per box. Enter each programming item as a new row.

There are four columns:

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, 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.

Do not attempt to add, remove, or expand the existing columns. You may add as many rows as you need. If your text exceeds the size of the column, select “wrap text”.

You may save this document as the Excel file (.xlsx) or you may export it as a PDF.

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** may submit a single copy only of the Review Engagement Report instead of an Audited Financial 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.

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 signatures. You may use the “Fill and Sign” function on Adobe Reader or you may insert an image of the signatures directly into the signature page. **Do NOT print out the page and scan it.**

- To use the Adobe function, select the signature icon on the toolbar or go to Tools and select “Fill and Sign”. Adobe will identify the signature field and prompt you. You can find step-by-step instructions here: <https://helpx.adobe.com/reader/using/sign-pdfs.html>.
- OR**
- To insert an image of a signature, create a digital signature or sign a piece of paper and scan it. Save the signature as an image file on your device first. Then, click on the signature box on the application and Adobe will prompt you to choose an image from your device.

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 2020-	

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:				

<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 accepted 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 2021.</i></p>		
<p>Total Revenue for the Grant Request Year:</p>		<p>(Line 4700 on Financial Form) \$</p>
<p>Amount Requested from CKAF: <i>Minimum \$10,000 and Maximum \$75,000</i></p>		<p>(Line 4525 on Financial Form) \$</p>
<p><i>Please ensure the above totals are reflected accurately in your attached Financial Form</i></p>		

Section 3: Organization Profile

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.

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

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

5. Describe your organization's governance and/or committee structure and how they represent your community.

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

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

Section 4: Request Year

8. Please provide the following essential statistics for your organization. These numbers must match the corresponding lines in the Financial and the Statistical CADAC form submitted with your application.

Financial Form	Last Year Actuals	Current Year Projected	Request Year
CKAF Grant (Line 4525)			
Total Revenue (Line 4700)			
Total Expense (Line 5600)			
Artist Fees (Lines 5105, 5110, 5115)			
Statistical Form			
Number of Artists Paid (Line 2350)			
Number of Staff Positions (Line 2405)			
Total Audience (Line 1705)			
Number of Volunteers (Line 2425)			
Total Number of Activities (Line 1435)			

9. List your main artistic and/or service goals as an organization for the Request Year (2020-2021).

10. Give an overview of your programming plans for your Request Year. Please describe how they were determined, i.e. successes/challenges from the current or last completed year.

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

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

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

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

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

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

17. How will you monitor and evaluate programming results?

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

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

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

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

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

23. 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

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

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

26. 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.

Section 8: Additional Documents

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

- Financial Form 2020-2021 (CADAC)
- Statistical Form 2020-2021 (CADAC)
- Year-End Financial Statements
 - Request Year Programming List
 - Previous Year Programming List

Section 9: Supplementary Materials

- Three (3) pieces of Supplementary Material