

2020 CKAF Project Grants Application Instructions

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. 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 Project 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, budget, letters, 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.

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 Project Grant application has one (1) digital copy of each of the following items:

- Application form (with signatures)
- Budget Form
- Partnership letters
- Two (2) Reference Letters (for collectives applying without a sponsor only)
- Year-End Financial Statements (or equivalent)
- 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 and scan it.** Separate signature pages 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.

Budget Form Instructions

Label the file as 2020_Applicant Name_Budget.

Complete the 2020 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 details 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 including items or services that have been given to support the project and their monetary value if applicable.

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 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 PDF 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.

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

Year End Financial Statement Instructions

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 only should submit unaudited Financial Statements 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 the 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 Statement

Application Checklist

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. Organizations require **two (2)** signatures by signing officers. Collectives require **three (3)** signatures by signing officers. Collectives with a sponsor require **five (5)** signatures: two (2) from signing officers of the sponsor organization and three (3) from signing officers of the collective.

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 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>(For collectives with a sponsor only)</i>			
Sponsor Signing Officer #2 <i>(For collectives with a sponsor only)</i>			
For Kingston Arts Council Office Use Only:		Application # PR 2020-	

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."					
If you answered c) or e), please fill out the required information about the parent or sponsoring organization.					
Legal Name of Parent/Sponsor Organization:					
Charitable Registration #:		OR	Corporation # Date of Incorporation:		
Mailing Address:					
Website:		Phone:			
Contact Person:		Title:			
Email Address:					



**2020 City of Kingston Arts Fund
Project Grants Application Form**



Please confirm your eligibility to the CKAF Project Grant program by checking the following:

<input type="checkbox"/>	<p>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.</p> <p>If you did not check off the box above please state the reason:</p>
<input type="checkbox"/>	<p>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 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>

Project Budget Summary: 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

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

4. 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.



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5. 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.

Section 4: Project Details

6. Provide a concise summary of the project, including your activities and goals.

7. Provide a complete overview of the project. What do you plan to do and what do you hope to achieve? Address the goals of this project for your group and the larger community.

8. Estimated Project Dates:	
Project Start Date: <i>Expected project start date</i> <i>(Cannot be before July 2020)</i>	
Project End Date: <i>Expected project end date</i>	
Project Completion Date: <i>Date when all elements of the project, including submission of a Final Report, are expected to be completed (Must be before Dec 31, 2021)</i>	

9. Provide a critical path, listing 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.



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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.



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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 2019 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 2019 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 (line 2990)	\$	\$
CKAF (line 2470)	\$	\$
Total Grants (line 2490)	\$	\$
Amount Paid to Artists (lines 3010, 3020)	\$	\$

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

	Estimated (from Application)	Actual (from the 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:		
Number of new works created:		

24. Provide a concise summary of last year's project, including activities and goals.

25. Highlight the major successes or accomplishments of your project. Did you accomplish your goals? Explain any shortfalls in funding or statistics from questions 22 and 23.

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

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

- Three (3) pieces of Supplementary Material