



2020 City of Kingston Arts Fund

Project Grants Guidelines

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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.

The Kingston Arts Council (KAC) administers CKAF. Applications 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 as early in the application process as possible.

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 whose
 - 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.

There are two types of application: *direct* and *sponsored*. Each application must have one lead applicant (collective or organization) which meets the eligibility requirements described above. This collective or organization is responsible for managing the project, the funds, and the application and reporting. The additional requirements for each type of application are as follows:

Direct Application

Collectives and non-profit organizations may apply directly to CKAF without a sponsor. These applications must meet the following requirements:

A. Collectives applying directly must:

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

- Have three members, who must be listed on and sign the application and agreement.
- Submit two letters of reference from individuals who can speak to the collective's ability to execute the proposed project as set out in the application.
- Collectives without a sponsor may be required as part of their CKAF agreement to provide additional communication reports to the KAC staff in order to provide sufficient accountability on use of funds.
- All collective types are required to satisfy the CKAF requirements, including proof of insurance and reports.

B. A charitable organization or incorporated non-profit organization applying directly must:

- Have two signing officers sign the application and agreement on behalf of the organization.
- Provide their most recent audited Year-End Financial Statements, which have been reviewed by a chartered accountant, or the most recent unaudited Financial Statement if an audited version is not available. The statement must be signed by a representative of the board or governing body.

Sponsored Application

Collectives may apply to CKAF with a sponsor. These applications must meet the following requirements:

- Collectives must have three members who sign the application. They must meet all other requirements, including proof of insurance and reports.
- A sponsor may be any incorporated non-profit or charitable organization in Kingston other than the KAC. It is the responsibility of the unincorporated collective that wishes to receive CKAF funding through the sponsor to complete this application.
- The sponsor will also sign the application and include a letter of support for the project that identifies the sponsor's support and financial agreement (if any) with the collective. The KAC may look to the sponsor for final reports on the project should the collective not provide them as required.
- The sponsoring organization may apply for its own project in addition to the sponsored project in each grant cycle. Organizations receiving CKAF Operating Funds may sponsor artist or community collectives for Project Grants in the same year.

Please note: Sponsorship is not available for charitable or incorporated non-profit organizations. They must apply directly as described above.

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.

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.

Community Partners

Projects may have community partners. These partners may be collectives, non-profit, or for-profit organizations. They must be described in the application and submit a letter of agreement confirming their participation and outlining their role in the project. They may provide in-kind support, such as office space, staff supervision, equipment, etc. There is no limit on the number of community partners.

Exclusions from Eligibility

The following organizations are not eligible for Project Grants:

- Academic units of educational institutions;
- Schools, conservatories and other organizations whose primary mission 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 whose primary mission 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.

An organization receiving a CKAF Operating Grant is not eligible to receive a CKAF Project Grant in the same year. However, an organization can apply to both grant programs: if they are successful in receiving an Operating Grant, their Project Grant application will be considered ineligible.

Deadline

CKAF Project Grant applications will be accepted until **Wednesday, 22 April 2020 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 business 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 PDF fillable format. Please fill out the Application Form using Adobe Reader. It can be downloaded for free at: <https://get.adobe.com/reader/> Applications are submitted by **email only**. Printed copies will not be accepted. Detailed submission instructions are included on the application form.

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. 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.

If an applicant realizes there is an error in their application after it is submitted, they may correct or update their application until the deadline. Once the deadline has passed, all eligible applications will be submitted to the jury “as is” without alteration or correction.

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 2020 to 31 December 2021.

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:

- Artists' fees;

- Artistic production, presentation and dissemination costs; 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 2020 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/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.

Definitions have been provided for the terms access, diversity, and inclusion in 2020:

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 2020, the KAC will notify all CKAF grant applicants 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 the organization/collective's 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 timeframes 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 2020 CKAF Project Grant must submit an Interim Report to the KAC by **10 January 2021**. 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 **31 December 2021**.

Grant recipients may request an extension for Interim or Final Reports. Requests must be made in writing at least five business days in advance of the deadline. Extensions will be granted at the discretion of the KAC Executive Director and will not exceed 30 calendar days.

If the Project will not be completed by 31 December 2021, the organization/collective must submit a request to KAC to extend the term of the project grant. Requests must be submitted before the original Final Report deadline based on the application. Requests should be made in writing to the Grants Coordinator and will be granted at the discretion of the KAC Executive Director. Extensions will not exceed 120 calendar days. If Project recipients do not submit their signed grant agreement and insurance or an extension request by the original Final Report deadline, the grant will be considered null and void and the amount will not be issued.

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.