2021 CKAF Operating Grant Application

All information regarding eligibility and assessment is available in the 2021 Operating Grant Guidelines on the Kingston Arts Council website: www.artskingston.ca. 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 2021 Guidelines, the jury may be unable to properly assess your application.

Submission Instructions

Completed applications are due to the Kingston Arts Council by **Wednesday, 21 April 2021 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.

Only electronic submissions will be accepted. If you require accommodations, please contact grants@artskingston.ca in advance of the deadline. Financial and statistical information must be uploaded to CADAC at www.thecadac.ca by the deadline following the instructions below.

Please keep in mind the following:
- Label the files correctly according to the procedure below. Mislabelled 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 submit any extra images or documents.

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

Instructions for each required item are on the following two pages. If you have any questions about submitting your application, please contact the Kingston Arts Council at grants@artskingston.ca.

Application Form Instructions

Label the file as 2021_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 images of the signatures directly into the signature page.

Financial and Statistical Form 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.

- 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.
    - Label your file as 2021_Applicant Name_Financial.
- Statistical Form
    - Complete and upload your CADAC Statistical Form 2020-2021.
    - Leave blank any questions that do not apply to your organization.
    - Label the file as 2021_Applicant Name_Statistical.

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

Supplementary Material Instructions

Label the file as 2021_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:
- All text submissions combined cannot exceed 5 pages. All audio/video submissions combined cannot exceed 10 minutes.
- If your media files are too large to send by email, submit a document instead that clearly displays the applicant name, video name, and link to YouTube or Vimeo.

Year-End Financial Statements 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 Statements for the most recent fiscal year available.
- Organizations applying for Operating Grants of $30,000 or less must submit either an Audited Financial Statements or a single copy of a Review Engagement Report (instead of an Audited Financial Statements) for the most recent fiscal year available. 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 Unaudited Financial Statements or if available, a Review Engagement Report or Audited Financial Statements. Unaudited Financial Statements must be prepared using the CADAC accounting template, which is found at www.thecadac.ca/cms/en/guides.html.
- 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 this, submit the Audited/Reviewed Year-End Financial Statements of your parent organization and a separate schedule detailing your organization's own financial records as included in the Statements.

Please note: CKAF Grants must be broken out on the Financial Statements, either in the body or as a budget note. The Financial Statements must be signed by a representative from the Board of Directors.

Programming List Instructions

Label the files as 2021_Applicant Name_Previous_Programming and 2021_Applicant Name_Request_Programming. There are two Excel spreadsheets provided, one for the Previous Year and one for the Request Year programming. Dates for the Request Year must match the Request Year in your application.

In each spreadsheet, list the programming that took place or will take place in the fiscal year. Please be concise. Do not exceed 25 words per item. 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 or will take 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.

Application Checklist

Please ensure you have included every item required in your application. You will not be able to revise your application or submit any corrections after the deadline.

Completed Application Checklist

Section 1: Signatures

Section 2: Organization Identification

Section 3: Organization Profile

Section 4: Request Year

Section 5: Previous Year

Request Year Programming List

Previous Year Programming List

Year-End Financial Statements

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 images 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.
- 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; and
- Grants shall be used only for the purpose(s) outlined in the application."

Chair of Board
Of Directors:

Name	Signature	Date

Executive Director
(or equivalent):

Name	Signature	Date

The board/governing body approved this application at its meeting on:

For Kingston Arts Council office use: Application # OP 2021 –

Statement of Eligibility

Please confirm your eligibility for a CKAF Operating Grant by verifying the following statements with a checkmark:

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 cannot verify this statement, please explain:

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.

If you cannot verify this statement, please explain:

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 cannot verify this statement, please explain:

Section 2: Organization Identification

Common Name of Organization:

Legal Name of Organization:

Mailing Address: Kingston, ON
                          Street Address   Postal Code

Phone: Website:

Contact for Application:
                          Name   Email Address
Chair of Board of Directors:
                          Name   Email Address
Executive Director
(or equivalent):   Name   Email Address

Is this organization a first-time applicant to the Operating Grant Program?   Yes   No
Has this organization ever received a CKAF Operating Grant before?   Yes   No

You must create a CADAC account. Enter your CADAC ID #:

Please identify the type of organization. Check only one option and provide the identifying information.

An incorporated non-profit arts organization.

Corporation Number   Date of Incorporation

A distinct and discrete arts organization within an incorporated non-profit parent organization.

Parent Organization   Corporation Number   Date of Incorporation

Your Request Year is the organization's fiscal year ending in 2022.

Start Date of Request Year: End Date of Request Year:
                    (dd/mm/yyyy)   (dd/mm/yyyy)

Operating Grants are awarded amounts between $10,000 and $75,000. Please provide the following financial information from your CADAC Financial Form:

Total Revenue for the Request Year (Line 4700): $

Amount Request from CKAF (Line 4545): $

Section 3: Organization Profile

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

2. Describe the communities you serve, the facilities you use, and any recent changes in your mission, goals or leadership.

3. Please list the members of your organization's Board of Directors with their Board positions.

4. Briefly describe the structure of your Board or governing committee. How does the Board represent the community you serve?

5. Outline your top three organizational priorities for the Request Year. You may choose to highlight human resources, finance, board governance, marketing, volunteer management, and/or audience development.

6. Describe how you compensate your staff and how you set rates of pay. In addition to monetary compensation, describe how you attract, support, and retain staff.

7. Describe how your organization creates a supportive, safe, and respectful work environment. How do you meet the needs of diverse staff, volunteers, artists, and community partners?

Section 4: Request Year

8. Give an overview of your programming plans for the Request Year. Describe how your plans will contribute to your mission/vision and address the needs of the community you serve, and how you plan to evaluate your success.

9. Describe the partnerships and opportunities for collaboration you have built in the community. Highlight your strategy for growing new partnerships, mentorships, and/or professional development opportunities.

10. Please provide the following essential statistics for your organization. These numbers should match the line items in your Financial and Statistical CADAC forms.

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)			

11. What contingency plans do you have in place for the Request Year? Describe the successes and challenges of the previous year, specifically the impact of COVID-19, and how your organization responded. Refer to Ontario's COVID-19 framework.

12. How does your programming provide access to the arts? How does it engage Kingston residents?

13. How does your organization engage Kingston artists? Specify rates of pay and describe how they are set.

14. How does your organization engage regional, national, and international artists? Specify rates of pay and describe how they are set.

15. How do your activities facilitate inclusion and diversity? Refer to the definitions provided in the Guidelines.

16. Describe the role of volunteers in your organization. Include your current number of volunteers and how they are trained and acknowledged.

17. Please describe the financial state of your organization, including: your current revenue sources, your financial expectations for the Request Year, and your plans for handling financial risk.

Section 5: Previous Year

18. Provide a brief overview of last year's programming achievements and challenges.

19. Describe any significant changes to your activities and financial management. Explain how these changes have impacted your plans for the Request Year.

20. Provide a minimum of three (3) strong, detailed anecdotes demonstrating your organization's impact on the Kingston community and Kingston artists. Attribute anecdotes to individuals with their consent.