

2021 CKAF Project Grant Application

All information regarding eligibility and assessment is available in the 2021 Project 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.

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

- 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

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.

Budget Form Instructions

Label the file as 2021_Applicant Name_Budget.

Complete the 2021 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. Use the tabs across the bottom of the document to move between the Instructions and the Budget Form sheets.
- 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. The total of revenue minus expenses must be zero.
- 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.

Partnership Letters

Label each file as 2021_Applicant Name_Partner Name_Letter. All community partners identified in question 18 must submit a letter of agreement with the application which confirms their participation and outlines their role in the project.

Reference Letters (Collectives Applying Directly)

Label each file as 2021_Applicant Name_Reference_1 and 2. Collectives applying directly (without a sponsor) must submit two reference letters from individuals that can speak to their ability to manage and complete the project.

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 project. 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.

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

Year-End Financial Statements 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 the most recent audited year-end financial statements (reviewed by a chartered accountant) or most recent unaudited financial statements. Only submit unaudited financial statements if audited financial statements are not available.

CKAF grants must be broken out on the financial statements, either in the body or as a note to the financial statements. A representative of the board/governing body must sign the financial statements.

Please review the following exceptions to this requirement. If you have any questions about your status or the financial statements required for your organization/collective, please contact the Grants Coordinator.

- For **collectives applying directly (without a sponsor)**: If you do not have any financial statements, please ensure 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 or unaudited year-end financial statements of your sponsor. You may wish to include a single copy of the audited/reviewed or unaudited financial statements for the collective if there is one available.
- For an organization applying as a **distinct and discrete arts organization**: Include a copy of your own independent audited/reviewed year-end financial statements as described above. If you are unable to provide these statements, submit the audited/reviewed financial statements of your parent organization. If you are submitting the statements of your parent organization, you must include a separate schedule detailing your organization's own financial records.

Application Checklist

Pleasure 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/Collective Identification

Section 3: Organization/Collective Profile

Section 4: Project Details

Section 5: Recurring Projects

Budget Form

Supplementary Material

Partnership Letters

Reference Letters

Year-End Financial Statements

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 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 instructions at <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 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; and
- Grants shall be used only for the purpose(s) outlined in the application.”

Signing Officer 1:

| | | | |
|--|------|-----------|------|
| | Name | Signature | Date |
|--|------|-----------|------|

Signing Officer 2:

| | | | |
|--|------|-----------|------|
| | Name | Signature | Date |
|--|------|-----------|------|

Signing Officer 3:

| | | | |
|--|------|-----------|------|
| | Name | Signature | Date |
|--|------|-----------|------|

Sponsor Signature 1:

| | | | |
|--|------|-----------|------|
| | Name | Signature | Date |
|--|------|-----------|------|

Sponsor Signature 2:

| | | | |
|--|------|-----------|------|
| | Name | Signature | Date |
|--|------|-----------|------|

Statement of Eligibility

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

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.

If you cannot verify this statement, please explain:

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.

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/Collective Identification

Project Name:

Common Name of Organization:

Legal Name of Organization:

Mailing Address:

Kingston, ON

Street Address

Postal Code

Phone:

Website:

Contact for Application:

Name

Email Address

Is this organization/collective a first-time applicant?

Yes

No

Please select the type of application and provide the identifying information.

A collective applying directly to CKAF.

An incorporated non-profit organization.

Corporation Number

Date of Incorporation

A charitable organization registered with Canada Revenue Agency.

Charitable Registration Number

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

Parent Organization

Corporation Number

Date of Incorporation

A collective applying under the sponsorship of an incorporated non-profit and/or registered charity. Please provide the following information about your sponsor:

Legal Name of Sponsor Organization:

Corporation Number:

Date of Incorporation:

Or Charitable Registration Number:

Mailing Address:

Kingston, ON

Street Address

Postal Code

Contact for Application:

Name

Email Address

Project Grants are awarded amounts between \$5,000 and \$15,000. Please provide the following financial information from your Budget Form:

Total Project Revenue (Line 2990): \$

Amount Request from CKAF (Line 2470): \$

5. List all members of the organization/collective involved in the project. For each, provide their name, project role, and responsibilities. Clearly state if they are paid or volunteer.

6. List any other participants who will be involved in the project. For each, provide their name, project role, and responsibilities. Clearly state if they are paid or volunteer.

Section 4: Project Details

7. Provide a concise summary of the project.

8. Provide a complete overview of the project highlighting your major activities. Specify how this project is addressing community needs and how you will monitor your success, including your evaluation strategy.

9. Describe the facilities to be used in your project. Specifically address the accessibility of these spaces.

10. Please provide the estimated dates for your project.

Project Start Date:

Cannot be before 1 July 2021.

Project Completion Date:

Must be before 31 December 2022.

11. Outline a critical path for the project. List all major activities and corresponding dates.

12. Describe your contingency plan for the project, specifically addressing public health. How will your activities be adapted if movement and gathering is restricted? Refer to Ontario's COVID-19 framework: <https://www.ontario.ca/page/covid-19-response-framework-keeping-ontario-safe-and-open>.

13. Please provide the following estimated statistics for the project:

| | |
|---|--|
| Amount paid to artists (Lines 3010, 3020 from the budget): | |
| Number of artists paid: | |
| Number of audience members: | |
| 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: | |

14. How will this project provide access to the arts? How will it engage Kingston residents?

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

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

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

18. Describe your confirmed community partnerships and your strategy for growing new partnerships. Each partner must submit a partnership letter with this application.

19. Describe the role of volunteers in your project. Include your process for recruiting volunteers and how they are trained and acknowledged.

20. Please describe your financial plan for this project, including: your current revenue sources, your expectations for new revenue, and your plans for handling financial risk. How will you adjust your project if you do not receive the full requested CKAF amount?

Section 5: Recurring Project

Section 5 is **only** for applicants who previously received CKAF Project funding. **Please answer these questions for your most recent completed project with a Final Report submitted before 21 April 2021.** New applicants should write N/A.

If you received a CKAF Project grant for the first time in 2020 but you have not yet submitted a Final Report in April 2021, check the box below and leave questions 21 and 22 blank. Continue to question 23:

Organization/collective was a first-time applicant to 2020 CKAF Project Grant Program and has not yet submitted a Final Report.

21. Please provide the following financial information from your most recent final report.

| Line Item | 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) | \$ | \$ |

22. Please provide the following statistics from your most recent final report.

| Statistics | Estimated (from Application) | Actual (from the Final Report) |
|-------------------------------|------------------------------|--------------------------------|
| Number of artists paid: | | |
| Number of audience members: | | |
| Number of volunteers: | | |
| Number of volunteer hours: | | |
| Number of other participants: | | |
| Number of activities/events: | | |
| Number of new works created: | | |

23. Provide a concise summary of your most recent completed project, including activities and goals.

24. Highlight the major successes of your project and its impact on the community. Did you accomplish your goals? Describe how you responded to any challenges, including the impact of COVID-19. Address any shortfalls in funding or statistics as identified above.

25. How is your proposed 2021 CKAF project different from last year's project? Consider how you are being innovative.