

2021 CKAFF Adapt Grant Application

All information regarding eligibility and assessment is available in the 2021 Adapt 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 July 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, budget form, partnership letters, 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. Mislabeled 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 Adapt Grant application has one (1) digital copy of each of the following:

- Application Form (with signatures)
- Budget Form
- Partnership Letters
- Three (3) pieces of Supplementary Material

Instructions for each required item are on the following page. 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 Adapt Grant Budget Form using the Excel document provided. Review the “Instructions and Definitions” carefully before you begin. Keep in mind the following:

- 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.
- Budget Notes are required. You must enter a description in the Notes column for each revenue and expense item.
- Total revenue and expense must balance. You cannot submit a surplus or deficit.
- Because you are required to submit proof of insurance, you are encouraged to include an estimate of the insurance cost in the budget as an expense.
- Your combined “Administrative Salaries and Fees” and “Administrative and General Expenses” must not exceed 20% of the total budget.
- 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 14 must submit a letter of agreement with the application which confirms their participation and outlines their role in the project.

Supplementary Material Instructions

Label the file as 2021_Applicant Name_Supplementary_Number. Each file should be numbered 1, 2, or 3. 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. Please note:

- 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 and ad hoc groups may include examples that indicate the past work of individuals in the collective/group.

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: Identifying Information

Section 3: Applicant Profile

Section 4: Project Details

Section 5: Declaration of Eligibility

Budget Form

Supplementary Material

Partnership Letters

Section 1: Signatures

Applications must be signed and dated on or before the application deadline.

- Non-profit organizations require **two (2)** signatures by signing officers.
- Collectives and ad-hoc groups require **three (3)** signatures by signing officers.
- Individual artists and arts professionals require **one (1)** signature by the applicant.

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 Adapt 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 Board of Directors;
- If we are 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 applicant’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
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Signing Officer 2:

Name	Signature	Date
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Signing Officer 3:

Name	Signature	Date
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For Kingston Arts Council office use: Application # AD 2021 –

Section 2: Identifying Information

Project Name:

Applicant Name:

Mailing Address:

Phone:

Email:

Website:

Contact for Application:

Legal Name of Applicant:

Please provide the name that matches your banking information for the purpose of issuing a cheque. It may be identical to or different from the name you have given above.

Please select the type of application. You may only select one.

A professional artist or arts professional.

An artist collective or ad-hoc group of artists.

An arts non-profit organization.

Corporation Number

Date of Incorporation

An arts registered charity.

Charitable Registration Number

Adapt Grants are awarded amounts between \$4,000 and \$10,000. Please provide the following information from your budget:

Total Project Revenue (Line 2990):

Amount Requested from CKAF (Line 2470):

Section 3: Applicant Profile

1. Please provide either a brief summary of your artistic practice or a brief summary of your group's mission/vision. Individuals should address experience, training, and community involvement. Groups should highlight their experience, communities they serve, and the purpose they represent.

2. If you are a non-profit or registered charity, list your Board of Directors with titles.

3. Please list the participants in the project. For each, include their name, project role, and responsibilities. Clearly state if they are paid or volunteer. If you are a collective, ad-hoc group, or organization, indicate if they are members/staff.

Section 4: Project Details

4. Provide a concise summary of the project. Specify your goals and how you will monitor your success.

5. What COVID-19 related challenge or community need are you addressing? Describe how you have assessed this challenge or need.

6. Highlight major activities and milestones of your project and include corresponding dates.

7. Describe any facilities to be used in your project and accessibility of these spaces. If your project is digital, specify how you have addressed the accessibility of your digital materials.

8. Provide estimated start and end dates for your project.

Start Date

Cannot be before 1 September 2021.

End Date

Cannot be later than 30 September 2022.

9. Provide the following estimated statistics:

Amount paid to artists:

Number of artists paid:

Number of audience members:

Number of volunteers:

Number of volunteer hours

Number of participants:

Number of activities/events:

Number of new works created:

10. Describe how your project will comply with Ontario's COVID-19 response framework and Roadmap to Reopen. How will you continue working at different levels of public health measures?

11. How does your project engage the Kingston community? How does it address access, inclusion, and diversity as defined in the CKAF Guidelines?

12. Specify rates of pay and how you set them for artists and all employees.

13. Describe any confirmed community partnerships or strategy for growing new partnerships, if applicable. Confirmed community partners must include a letter with this application.

14. Describe your financial plan for the 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 your full CKAF request?

Section 5: Declaration of Eligibility

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

The project proposed in this application is not currently receiving funding from City of Kingston through sources other than CKAF (including City of Kingston Heritage Fund and Community Investment Fund). In-kind support is excepted. If you cannot verify this statement, please explain:

The applicant is in good standing with the municipality both generally and with regard to 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 Arts & Culture 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:

If you are receiving another CKAF grant, please declare it below.

No, I did not receive any CKAF grants in 2020 and I did not apply in 2021.

Yes, I did receive or apply to a CKAF:

Operating grant	Project grant		Resiliency grant
in the year	2020	2021	
in the amount of \$			

You are still eligible to receive Adapt Grants if you are receiving another CKAF grant. However, Adapt Grants may not be used to fund regular operations for Operating recipients and they may not be used for projects already receiving Project Grants. You must apply to fund an additional, separate activity.