

## 2021 CKAFF Adapt Grant Final Report

---

Please read this document carefully before you begin. All information regarding eligibility and assessment is available in the 2021 Adapt Grant Guidelines on the Kingston Arts Council website: [www.artskingston.ca](http://www.artskingston.ca). If you require accommodations, please contact [grants@artskingston.ca](mailto:grants@artskingston.ca) in advance of the deadline.

Your Final Report is due within 60 days of the completion date in your application and no later than **31 October 2022**. If your project will not be completed by this date, you must submit a request for extension. Extension rules and procedures can be found in the Guidelines.

Upon approval of the Final Report, the 10% holdback funds will be released. If a Final Report is not received or not approved, the KAC will withhold the remaining funds and will not accept further applications or issue grant payments until the grant is repaid or the report is approved.

### Submission Instructions

---

Submit **one (1)** digital copy of the Final Report **by email to [grants@artskingston.ca](mailto:grants@artskingston.ca)**. If the attachments are too large, send as a ZIP folder. Use the subject line: Adapt Final Report – Project Name.

This form is in PDF-fillable format. It can be completed with Adobe Reader, which is available for free at <https://get.adobe.com/reader/>. Each question has a set amount of space for your response. All text must fit in the space provided. Do not leave any questions blank. Reports must be signed. Follow the instructions on the signature page.

You must complete the Budget Form provided with Microsoft Excel. In the form, enter the numbers from your application in the first column (Estimated) and the actual revenue and expenses in the second column (Actuals). Enter budget notes for each item in the third column (Notes). Separately list any in-kind items in the space provided. Note that your ‘Administrative Salaries and Fees’ and ‘Administrative and general Expenses’ in total may not exceed 20% of the total budget. Complete instructions can be found on the second sheet of the Excel document.

A complete Adapt Grant Final Report has one (1) digital copy of each of the following. Use this checklist to ensure your report is complete:

- Final Report Form (with signatures)
- Final Report Budget Form
- 3 – 5 Digital Image, Audio, or Video Submissions
- Promotional Materials (optional)

## Section 1: Signatures

---

Reports must be signed and dated. Reports from individual artists require **one (1)** signature. Reports from non-profit arts organizations require **two (2)** signatures. Reports from collectives and ad-hoc groups require **three (3)** 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 confirm that the 2021 City of Kingston Arts Fund Adapt Grant awarded has been used to complete the project as outlined in our grant application and in this Final Report.”

Signing Officer 1:

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

Signing Officer 2:

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

Signing Officer 3:

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

## Section 2: Identifying Information

---

Project Name:

Applicant Name:

Mailing Address:

Phone:

Website:

Contact for Application:

Legal Name of Applicant:

## Section 3: Project Details

---

1. Provide the following actual statistics for your project:

Project Start Date:

Project End Date:

*(Cannot be after 30 September 2022)*

Amount paid to artists:

*(Total amount from lines 3010 and 3020 in the budget)*

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:

*The KAC gathers this information to report on the results of the CKAF grants, to the City of Kingston, the general public through the KAC's Annual Report, for advocacy, and for accountability purposes.*

2. Provide a brief overview of the project with key dates and events.

3. List the names of key people and organizations involved in the project.

4. What COVID-19 related challenge or community need did you address through this project? Did you meet your goals? How do you evaluate your success?

4. Outline any changes to the proposed activities from your application.

5. Explain any significant differences between your estimated and actual project statistics in question one.

6. Explain any significant differences between the estimated and actual budget in your Budget Form. If there is a deficit, explain why. If there is a surplus, describe how it will be used.

## **Section 4: Impact and Outreach**

---

7. Describe the audience and participants for your project. What was your outreach strategy? How did you engage the Kingston community?

8. Provide 3 – 5 brief anecdotes that speak to the success of your project. They can be from audience members, partners, and/or participants. Ensure that each one is attributed to an individual and provided with their consent.

9. How did you acknowledge CKAF's contribution to your project? Provide links to promotional materials for your project, including posters, ads, websites, and social media. List links to any media coverage with the outlet and the date. If links are not available, you may choose to attach images or PDFs to this report.

10. Provide 3 – 5 quality images, audio files, or video files of your project activities. Save each with the corresponding number. Provide a brief caption and photo credit:

- 1.
- 2.
- 3.
- 4.
- 5.