

## 2023 CKAF Project Grant Guidelines

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The guidelines assist applicants to the City of Kingston Arts Fund (CKAF) Project Grant, which is administered by the Kingston Arts Council (KAC) and reviewed by a jury of peers. The KAC is committed to equity and inclusion. We welcome applications from all eligible applicants and encourage anyone with accessibility concerns to contact the KAC as early in the application process as possible by email at [grants@artskingston.ca](mailto:grants@artskingston.ca).

In addition to the guidelines and application form, more information about CKAF is available on the KAC website: [artskingston.ca](http://artskingston.ca).

### Objectives

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The Project Grant program funds the creation and presentation of art projects that meet the CKAF objectives. Projects must demonstrate engagement with the Kingston community and engage professional artists and pay artist fees.

The objectives of CKAF are to nurture the capacity of the arts, artists and the arts sector in Kingston while fostering creativity, encouraging social cohesion, enhancing the quality of life and stimulating economic development through direct investment.

CKAF Project Grant recipients must meet the following objectives:

- i. Engage Kingston artists with professional opportunities and industry-standard compensation;
- ii. Nurture creativity and arts engagement for all Kingston residents;
- iii. Address current needs in the Kingston community;
- iv. Strengthen and expand access to the arts;
- v. Create inclusive activities and equity practices that reflect the diversity of artists, arts communities and audiences in Kingston;
- vi. Foster collaboration between emerging and established artists and arts organizations across disciplines;
- vii. Build capacity in the arts and culture sector through professional development, mentorship and investment in sustainable, relevant, high-quality artistic work; and
- viii. Cultivate community partnerships across private and public sectors.

### Deadline

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CKAF Project Grant applications will be accepted until **Thursday, 13 April 2023 at 5:00 pm EST**.

## **Deadline Extensions**

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Deadline extensions are only granted for extenuating circumstances and cannot exceed ten business days. An extension request must be made to the KAC 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.

## **Eligible Applicants**

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Applicants must meet all eligibility criteria and be located in the City of Kingston. There are three types of eligible applicants:

- **Individual professional artist**, who has developed skills through training and/or practice; is recognized as such by artists working in the same artistic traditions; has a history of public presentation or publications; seeks payment for their work; and actively practices their art.
- **Collective**, a group of three or more artists and/or community members who have come together for the purposes of artistic creation and presentation in a collective artistic endeavour. Collectives are not legally incorporated.
- **Incorporated non-profit organization**, which may be incorporated as a non-profit organization, a registered charity, or a distinct and discrete organization within an incorporated non-profit parent organization.

Each CKAF application must have one lead applicant which meets the eligibility requirements. This lead applicant is responsible for managing the project, the funds and the application and reporting.

An individual, collective, or organization may apply for only one Project Grant each year. Applicants must be in good standing with the municipality both generally and with regard to past CKAF, City of Kingston Heritage Fund (CKHF) and/or Community Investment Fund projects.

All proposed projects **must** have a presentation or community engagement element. Projects with the sole purpose of creating new artistic work are not eligible for CKAF Project grants.

## **Application Process and Eligibility Criteria**

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Individuals and collectives may choose to apply directly to CKAF or with a sponsor. Non-profit organizations must apply directly to CKAF. They cannot submit a sponsored application.

### **Applying Directly as an Individual Artist**

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An individual artist applying directly must meet the following criteria:

- Establish or possess a bank account in their own name; payment of the grant cheque must be made to the applicant signing the application and grant agreement;
- Submit two letters of reference from individuals who can speak to their ability to execute the proposed project as set out in the application; and
- Satisfy the additional CKAF requirements for receiving funds, including proof of insurance and the provision of reports.

Please note: applicants without a sponsor may be required as part of their CKAF agreement to provide additional reports to provide sufficient accountability on the use of funds.

### **Applying Directly as a Collective**

A collective applying directly must meet the following criteria:

- Establish or possess a bank account in the name of the collective. Payment will not be issued to any individual member of a collective;
- 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; and
- Satisfy the additional CKAF requirements for receiving funds, including proof of insurance and the provision of reports.

Please note: applicants without a sponsor may be required as part of their CKAF agreement to provide additional reports to provide sufficient accountability on the use of funds.

### **Applying as an Individual or Collective with a Sponsor**

Individual artists or collectives applying with a sponsor must meet the following criteria:

- Complete the application form and prepare all application materials; and
- Satisfy the additional CKAF requirements for receiving funds, including proof of insurance and the provision of reports.

The sponsor shares responsibility for the successful management of the CKAF Project Grant and is expected to provide professional advice and mentorship to the applicant as needed. The sponsor may also assist with costs 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 may also receive a CKAF Operating or Project grant in the same year as the sponsored application.

The organization acts as a sponsor must:

- Be an incorporated non-profit or charitable organization in Kingston other than the KAC;
- Have a representative sign the application;
- Submit a letter of support for the project with the application that identifies the sponsor's support and financial agreement (if any) with the collective; and
- Provide final reports for the project should the individual/collective fail to provide them as required.

### **Applying Directly as a Non-Profit Organization**

A non-profit organization applying directly must meet the following criteria:

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

### **Ineligible Applicants**

Projects with the sole purpose of creating new artistic work, without a presentation and community engagement component, are not eligible for a CKAF Project grant.

Academic units of educational institutions and/or schools, conservatories, or other organizations with a primary mission of training or education are ineligible for funding. However, the presence of education or training as an ancillary part of an organization's mandate will not exclude it from eligibility. Charitable organizations or foundations whose primary mission is fundraising are ineligible.

Organizations receiving operating, project or other forms of grant funding from the City of Kingston through sources other than CKAF are deemed ineligible to receive funding through CKAF for the duration of the applicable agreement. In-kind support is excepted, especially as it may relate to participation in multi-partner initiatives. In addition, City of Kingston Arts & Culture Services and KAC permanent and contract staff may not hold a primary role (someone who occupies an executive and/or decision-making staff or board position) with any organization 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.

## Community Partners

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Projects may have community partners. These partners may be collectives, non-profit or for-profit organizations. They must be described in the application and each community partner must submit a letter of agreement with the application which confirms their participation and outlines 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.

## Submission Process

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Applications are available for download on 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** to [grants@artskingston.ca](mailto:grants@artskingston.ca). Printed copies will not be accepted. **Detailed submission instructions are 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 deemed ineligible 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 application deadline. 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 Amounts and Allocation

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The jury will award Project grants between \$5,000 and \$15,000. When allocating and awarding funds, the jury must balance: supporting the maximum number of eligible, high-quality projects that would be beneficial to the Kingston community; ensuring project plans are viable, accountable and responsive to community needs; and awarding grant amounts that are sufficient to enable the success of the projects.

## Funding Period

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CKAF Project Grants are for a maximum term of 18 months from July 2023 to 31 December 2024.

## Eligible Costs

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CKAF Project Grant funding may be used for:

- Artists' fees;
- Artistic production, presentation and dissemination costs and project administration costs;
- Marketing, promotion, audience development and community engagement activities;
- Venue or studio rentals;
- Costs related to accessibility for Deaf artists and audiences and/or artists and audiences with disabilities; and
- Minor equipment or software purchases to upgrade technology, workspaces or health and safety items required to carry out the proposed project.

Applicants **must** include artists' fees in their expenses to be eligible for CKAF.

## Ineligible Costs

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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 to 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 2023 City of Kingston Arts Fund at a meeting of Kingston City Council (July).

## Adjudication Process

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Applications are reviewed using a peer assessment process that engages jurors who are representatives of the arts, arts professionals and arts 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 decisions will be forwarded to the KAC Board of Directors for ratification and then to Kingston City Council for ratification. Decisions of the jury and the KAC Grants Committee that have been ratified by the KAC and Kingston City Council are final.

## Assessment Criteria

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CKAF Project Grant applications are assessed based on criteria including Artistic Contribution, Community Benefit, and Administration and Viability. The jurors assign each of the assessment criteria below a score on a scale of 1 to 5: 1 (poor), 2 (fair), 3 (average), 4 (very good), and 5 (excellent).

In assessing a project's artistic contribution, the jury considers:

- The alignment of the applicant's mandate, mission and/or vision to its proposed project;
- The commitment of the project to hiring Kingston artists and compensating all artists and employees at industry-standard rates;
- The potential for collaboration between emerging and established artists and organizations, and the potential to build capacity in the arts sector through mentorship and professional development opportunities; and
- The creation of sustainable, relevant, and high-quality artistic work.

In assessing a project's benefit to the community, the jury considers:

- How well the organization/collective demonstrates understanding of current community needs and addresses these needs through the proposed project;
- The creation of activities and programming that engage the community and address access, diversity and inclusion as defined by the CKAF guidelines;
- The effectiveness of the applicant to sustain and develop its audience and participants; and
- The ability of the applicant to cultivate partnerships across the broader Kingston community in the private and public sectors.

In assessing the project's viability, the jury considers:

- The viability and clarity of the application and the capacity of the applicant's administration to successfully execute the project, and the degree of success in previous years (if applicable);
- The potential of the budget to fund the project realistically and successfully; and
- How well the applicant's internal equity practices address the needs of diverse staff, volunteers, artists and community partners.

In assessing new projects, the jury considers:

- The degree of uniqueness and innovation 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 success in the previous year's project, including community impact and the applicant's management of the project's financial resources; and
- The degree of innovation and growth as expressed in the current year's proposed project.

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

- *Access* encompasses the physical, financial, intellectual, and socio-economic accessibility of programming, events and venues.
- *Diversity* addresses the non-material culture of the organization, specifically the way in which it welcomes people of varying ability, income, language, incarceration history, cultural background, race, ethnicity, faith, gender, orientation and 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.

## Grant Results and Funding

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In July 2023, the KAC will notify all CKAF grant applicants of the results by email. Successful applicants will receive a grant package containing relevant documents by email. 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:

- The lead applicant 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, prior to delivery of the initial grant cheque;

- **Either** a quote for **or** proof of \$5,000,000 liability insurance coverage will be required from the applicant organization before any funds are released. 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 timeframe must be reported immediately to the KAC;
- The jury may place conditions on the release of grants. Any specific condition(s) 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

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All grant recipients must submit an Interim Report during the grant period and a Final Report once their project has been completed. In addition to these reports, significant changes to a project must be submitted in writing to the KAC in advance for approval. Unapproved changes may result in funds being withheld at the discretion of the KAC or a withdrawal of funding. Modification requests must be made before the original Final Report deadline, or grant may be considered null and void and the amount may not be issued.

### Interim Reports

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All organizations and collectives that receive a 2023 CKAF Project Grant must submit an Interim Report to the KAC by **15 January 2024**. If the project is completed before this date, an Interim Report is not required.

### Final Reports

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All grant recipients must submit a Final Report no more than **60 days** after the project completion date and no later than **31 December 2024**.

Reports are incomplete and will not be 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 approved 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.

## **Report Extensions**

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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 2024, the recipient 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 Grant 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.