



# 2020 City of Kingston Arts Fund

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## Operating Grants Guidelines

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If you require information in an alternate format, please contact the Kingston Arts Council.

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## Introduction

The City of Kingston Arts Fund (CKAF) Operating Grants Program is intended to foster sustainability among leading arts organizations by providing funding for operations and programs that support CKAF objectives. These Guidelines are a tool to assist applicants in understanding and following the grant application process.

In addition to the Guidelines, applicants are encouraged to review CKAF's objectives and other information regarding administration of this program. This information can be found on the KAC website: [www.artskingston.ca/grants](http://www.artskingston.ca/grants).

The Kingston Arts Council (KAC) administers CKAF. Applications are reviewed using a peer assessment process that engages stakeholders from across Kingston's arts community as Jury members.

The KAC is committed to equity and inclusion. We welcome applications from all eligible arts organizations and encourage anyone with accessibility concerns to contact the KAC as early in the application process as possible.

## Eligibility

New applicants to the Operating program must book a consultation with the Grants Coordinator before **18 March 2020** to be eligible for the 2020 deadline. Applicants who have previously received an Operating grant do not need to book a consultation.

In order to be eligible to apply for an Operating Grant, organizations must meet **all** of the following criteria. Applicants must:

- Be located in the City of Kingston;
- Have been incorporated for a minimum of two years by the end of the calendar year in which the grant application is made;
- Be a non-profit arts organization, whose:
  - Mandate or mission focuses on artistic endeavour (either creation or presentation) as the primary objective of the organization; and whose
  - Activities are consistent with the artistic focus of the mandate or mission.
- Exhibit high achievement in arts programming;
- Fulfill a significant role in the Kingston community through the arts;
- Demonstrate efficient planning and administrative practices, which meet professional standards;
- Be 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 submitted final reports); and

In addition, the applicant organization must be **either**:

- Incorporated as a non-profit arts organization in and of itself for a period of at least two years; **or**

- A distinct and discrete arts organization which has been in operation for at least two years within a parent institution that has been incorporated as a non-profit organization for a period of at least two years.

## Exclusions from Eligibility

The following organizations are not eligible for Operating Grants.

- Academic units of educational institutions;
- Schools, conservatories and other organizations whose primary mission is training or education;
  - Please note: the presence of education or training as an ancillary part of an organization's mandate will not result in an exclusion from eligibility
- Charitable organizations or Foundations whose primary mission is fundraising; or
- 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 Cultural Services and/or KAC permanent or 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.

## Deadline

CKAF Operating Grant applications will be accepted until **Wednesday, 22 April 2020 at 5:00 pm EST.**

- Organizations are required to submit Financial and Statistical reports, and Financial Statements through Canadian Arts Database / Canadian Arts Database / Données sur les arts au Canada (CADAC) by the deadline date and time.

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.

## Operating Applications

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**. Printed copies will not be accepted. Detailed submission instructions are included 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 disqualified 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 deadline provided. 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 Size**

Operating Grants have a \$10,000 minimum and \$75,000 maximum. The Jury has discretion with regard to the amounts awarded. Under the present Guidelines, the Jury is required to balance two requirements, which are:

- The need to allocate funding to the maximum number of eligible, high-quality applications that would be beneficial to the Kingston community; and
- The awarding of grants is sufficient to make a substantial improvement in the operations of the receiving organization.

### **Grant Stability**

CKAF endeavours to provide a measure of stability in its Operating Grant Program. Each year a minimum funding increase, based on inflation (CPI Index), can be allocated by the Jury following its assessment of all applications provided that additional funding is allocated by the City of Kingston as part of its annual support of CKAF.

A grant reduction may be made for one or more of the following reasons:

- A shortfall in available funds;
- An increase in the number of high-quality applicants; or
- Evidence of inadequate performance.

The Jury will not recommend a reduction of more than 20% of an organization’s previous year Operating Grant. Should a reduction be recommended, the Jury will provide the KAC with reasoning which will be included in the notification letter.

## Funding Period

Operating Grants are for a one-year term and organizations that have received an Operating Grant are eligible to reapply for the following year.

## Eligible Costs

CKAF Operating Grant funding may be used for:

- Artists' fees;
- Artistic production, presentation and dissemination costs; and
- Utilities, staffing, office expenses, rent, minor equipment (i.e. current expenses).

Applicants must include artist fees as part of their expenses to be eligible for CKAF.

## Exclusions from Eligible Costs

CKAF Operating 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 advantage a for-profit partner;
- Fundraising;
- Recovering the costs of 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 2020 City of Kingston Arts Fund* at a meeting of Kingston City Council (July).

## Jury and Adjudication Process

Applications are reviewed using a peer assessment process that engages stakeholders from across Kingston as Jury members. Jury members are representative of the arts, arts professionals, and 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.

## Application Assessment Criteria

CKAF Operating Grant applications are assessed based on criteria including Artistic Contribution, Community Benefit, and Quality of Administration and Financial Responsibility. The assessment uses a 5-point rating system where 5=excellent, 4=very good, 3=average, 2=fair and 1=poor.

In assessing an organization's artistic contribution, the Jury considers:

- The ability of the organization to achieve its mandate, mission and/or vision through its artistic and organizational programming and goals;
- The organization's support of Kingston artists through financial compensation, professional development and creative opportunities;
- The degree to which the organization's programming fosters innovation, collaboration and excellence in the arts;
- The potential of the organization's activities to help bring in provincial, national and international recognition to Kingston as a centre for the arts.

In assessing an organization's benefit to the community, the Jury considers:

- The level of engagement the organization's programming has with Kingston residents;
- The degree to which the organization's operations facilitate inclusion, diversity and access;
- The organization's commitment to developing audience/participants and its marketing/outreach activities and plans to develop new audience/participants;
- The ability of the organization to gain support from the wider community in the form of sponsorships, partnerships, volunteers and funding.

In assessing an organization's quality of administration and financial responsibility, the Jury considers:

- The Board's representation of the community served by the organization;
- The effectiveness of the organization's administration in fulfilling annual and long-term goals and plans;
- The effectiveness of the organization's financial management resources in sustaining and improving the organization and fulfilling annual and long-term financial goals and plans;
- The organization's demonstration of its commitment to the well-being of staff and its ability to comply with HR/employer best practices;
- A budget that shows a range of earned, private, and government revenues and a demonstration of revenue generated outside of CKAF.

Definitions have been provided for the terms access, diversity, and inclusion in 2020:

*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, or 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.

Applicants are encouraged to connect these definitions to their work for the benefit of the jurors who will be adjudicating the applications.

## Notification of Results

In July 2020, the KAC will notify all CKAF grant applicants of the results by email. Successful applicants will receive a grant package containing relevant documents by mail. 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 Operating Grant Agreement, and provide proof of \$5,000,000 liability insurance. Upon receipt of these documents, the KAC will issue a cheque for 100% of the grant amount awarded.

Further details of the conditions of CKAF Operating Grant funding are:

- Two signing officers of any organization receiving a CKAF Grant will be required to sign a contract, recognizing its obligations regarding the use of the funds and reporting requirements, prior to delivery of the grant cheque;
- Evidence 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 are to be spent during the organization's 12-month fiscal year ending prior to 31 December 2021. If the organization wishes to apply for some other fiscal period please indicate this clearly in the application;
- 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 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 can be found on the KAC website.

## Reporting

All organizations that receive a 2020 CKAF Operating Grant must submit an Interim Report to the KAC by **10 January 2021**. Reports are incomplete and will not be marked as approved if an authorized party does not sign them or if information is missing. An organization with overdue or incomplete Interim Reports will not be eligible to apply for CKAF grant funding until those reports are submitted to and accepted by the KAC.

Grant recipients may request an extension for Interim Reports. Requests must be made in writing at least five business days in advance of the deadline. Extensions will be





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granted at the discretion of the KAC Executive Director and will not exceed 30 calendar days.

For organizations applying to the Operating Grant program in 2020, the Final Report will be integrated into the 2021 application form. Organizations that choose not to apply in 2021 are required to inform the KAC and submit a Final Report.