

2020 CKAF Project Grant Final Report

Please ensure you read this document carefully before you begin. If you require assistance, contact the Kingston Arts Council at grants@artskingston.ca. Your Final Report is due within 60 days of the Project Completion Date in your application and no later than **December 31, 2021**.

If the project will not be completed by December 31, 2021, the organization must submit a request to the Kingston Arts Council for an extension. Upon approval of the Final Report, the 10% holdback of funds will be released. If a Final Report is not received, the KAC will withhold the remaining funds and will not accept further applications or issue grant payments until the grant is repaid or a report is approved.

The KAC is committed to providing accessible services. Deaf persons and persons with disabilities who require accommodation (e.g. assistance, alternate formats) are encouraged to contact us as soon as possible.

Submission Instructions

Submit ONE digital copy of the Final Report. Reports must be submitted electronically to grants@artskingston.ca with the subject: Final Report 2020 - Project Name.

This form is a fillable PDF and it must be completed using Adobe Reader. Adobe Reader can be downloaded for free at: <https://get.adobe.com/reader/>. Each question in the Final Report has a set amount of space for your response. All text must fit in the box provided. Do not leave any questions blank.

Complete the Budget Form using the Excel document provided. In the form, enter the proposed budget from your application in the first column (Estimated) and the actual revenues and expenses in the second column (Actuals). Enter budget notes describing each line item in the third column. Separately list any in-kind items or services in the space provided. Note that your “Administrative Salaries and Fees” and “Administrative and General Expenses” in total may not exceed 20% of your total budget. Complete instructions and definitions can be found on the second sheet of the Excel document.

If this project is recurring and you plan to apply to CKAF again, please note that you will be asked about the information you submit in this report in your future applications.

Final Report Checklist

Use the following checklist to verify that the Final Report is complete:

- Final Report Form
- Final Report Budget Form
- 3 – 5 Digital Images
- Promotional Materials (Optional)

Section 1: Signatures

Reports must be signed and dated on or before your Final Report deadline, which is 60 days after your Project Completion Date as stated in your CKAF Application and no later than December 31, 2021.

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.

You may use the “Fill and Sign” function on Adobe Reader or you may insert an image of the signatures directly into the signature page.

By signing below, you are stating and agreeing to the following:

“We confirm that the 2020 City of Kingston Arts Fund Project Grant awarded has been used to complete the project as outlined in our grant application and in this Final Report.”

Project Name			
Organization/ Collective Name			
Signatures	Name	Signature	Date (dd/mm/yyyy)
Signing Officer #1			
Signing Officer #2			
Signing Officer #3 <i>(For collectives only)</i>			
Sponsor Signing Officer #1 <i>(For collectives with a Sponsor only)</i>			
Sponsor Signing Officer #2 <i>(For collectives with a Sponsor only)</i>			

Section 2: Grant Recipient Information

Project Name:			
Organization/Collective Name:			
Mailing Address:			
Contact Person:		Title:	
Phone:		Mobile:	
Email:		Website:	

If the Organization/Collective was sponsored by another organization for the purposes of applying to the CKAF, please provide the following information:

Sponsor Name:	
Sponsor Mailing Address:	
Sponsor Contact Person:	

Section 3: Project Details

1. Actual Project Statistics	
Project Start Date	
Project End Date	
Project Completion Date <i>Date when all elements of the project were completed (Cannot be after Dec 31, 2021)</i>	
Amount paid to artists (<i>lines 3010, 3020 from the budget</i>):	
Number of artists paid:	
Number of audience numbers:	
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:	

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. Outline any changes to the proposed activities from your CKAF application. How did COVID-19 impact your project?

5. Explain any significant differences between estimated and actual project statistics.

6. Explain any significant differences between the Proposed Budget and the Actual Budget in your Budget Form. If there is a surplus/deficit, explain why.

7. Describe how you evaluated the success of your project and what the results were. What challenges did you face in completing this project? How did you overcome them?

Section 4: Impact

8. Describe the audience and participants for your project. What was your outreach strategy?

9. Describe the value of your project to the arts sector and the Kingston community. You may choose to highlight: fostering creativity within the community, enriching residents experience, engagement with the arts, stimulating economic development and tourism, and/or bringing recognition to Kingston as a centre for the arts and culture.

10. Provide 3 - 5 brief anecdotes/quotes that speak to the successes of your project. They can be from audience members, partners and/or participants. Ensure that each anecdote is attributed to an individual and provided here with their consent.

Section 5: Supplementary Material

11. Provide a summary of how you publicized the project and how the CKAF's contribution was acknowledged in publicity.

12. List links to media coverage of your project (also include outlet, date).

13. Provide links to promotional materials for your project, including but not limited to posters, ads, flyers, programs, website links, and social media links. If links are not available, please attach PDFs of promotional material with your submission.

14. Provide 3-5 quality images in jpg format of your events and activities. Save image files with the corresponding numbers.

No.	Caption, briefly describe what is happening and photo credit.
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1.)

2.)

3.)

4.)

5.)