

## 2021 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 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 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 **Wednesday, 21 April 2021 at 5:00 pm EST**.

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.

## Eligibility

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In order to be eligible to apply for a Project Grant, applicants must be located in the City of Kingston and be one of the following:

- An incorporated non-profit organization;
- A distinct and discrete organization within a parent organization which is incorporated as a non-profit organization;
- An unincorporated artist or community collective; or
- An unincorporated artist or community collective using an eligible sponsor.

There are two types of application: direct and sponsored. Each application must have one lead applicant (collective or organization) which meets the eligibility requirements described above. This collective or organization is responsible for managing the project, the funds and the application and reporting.

### Direct Application

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Collectives and non-profit organizations may apply directly to CKAF without a sponsor. These applications must meet the following requirements.

#### A. Collectives applying directly must:

- Establish or possess a bank account in the name of the collective. Payment will not be issued to any individual member of a collective;
- Have three members, who must be listed on and sign the application and agreement;
- 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 that collectives may be required as part of their CKAF agreement to provide additional reports to the KAC staff for sufficient accountability on use of funds.

#### B. A charitable organization or incorporated non-profit organization applying directly must:

- 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.

## **Sponsored Application**

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Collectives may apply to CKAF with a sponsor. Charitable or incorporated non-profit organizations must apply directly as described above.

The collective applying with a sponsor must:

- Have three members, who must be listed on and sign the application and agreement;
- 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 organization acting as a sponsor must:

- Be an incorporated non-profit or charitable organization in Kingston other than the KAC;
- Have two representatives 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 collective fail to provide them as required.

The sponsoring organization may apply for its own project in addition to the sponsored project in each grant cycle. Organizations receiving a CKAF Operating Grant may sponsor a collective for a Project Grant in the same year.

The sponsor may assist 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 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.

## **Ineligible Applicants**

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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 Cultural 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 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 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 success of the projects.

## Funding Period

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CKAF Project Grants are for a maximum term of 18 months from July 2021 to 31 December 2022.

## 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 2021 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 Quality of 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 organization/collective'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 organization/collective to sustain and develop its audience and participants; and
- The ability of the organization to cultivate partnerships across the broader Kingston community in the private and public sector.

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

- The viability and clarity of the application and the capacity of the organization/collective's administration to successfully execute the project;
- The potential of the budget to realistically and successfully fund the project; and
- How well the organization/collective'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 organization/collective'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 2021, 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:

- Representatives 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.

### Interim Reports

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All organizations and collectives that receive a 2021 CKAF Project Grant must submit an Interim Report to the KAC by **14 January 2022**. If the project is completed before this date, an Interim Report is not required.

Any significant changes to a project must be submitted in writing to the KAC in advance for approval and unapproved changes may result in funds being withheld at the discretion of the KAC.



## **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 2022**.

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.

## **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 2022, the organization/collective 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.