

2021 CKAF Adapt Grant Guidelines

The guidelines assist applicants to the City of Kingston Arts Fund (CKAF) Adapt 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 as possible by email at grants@artskingston.ca. In addition to the guidelines and application form, more information about CKAF is available on the KAC website artskingston.ca.

Objectives

Adapt Grants support projects that address pandemic-related challenges through new ways of working. These projects include creating, presenting, or adapting artistic work, building partnerships, and creating innovative solutions for community needs. Adapt Grants are a one-time funding program supported by an investment by Kingston City Council in response to the impact of the pandemic on the arts.

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.

Applicants to the CKAF program 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

CKAF Adapt Grant applications will be accepted until **21 July 2021** at 5:00pm EST.

Extensions

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. The KAC may require documentation in some circumstances. All extensions are granted at the discretion of the KAC Executive Director.

Eligibility

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

- A professional artist or arts professional;
- An incorporated non-profit arts organization; or
- An unincorporated artist collective or ad-hoc group.

A **professional artist or arts professional** (curator, programmer) has developed skills through training and/or practice and: 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.

Artist collectives and ad-hoc groups are a group of three or more artists who have come together for the purposes of artistic creation and presentation in a collective artistic endeavour. Note that a collective has ongoing activities and will continue working together, while ad-hoc groups are formed for the purpose of a one-time project. In order to be eligible for this grant, collectives and ad-hoc groups must have a bank account in the name of the group.

Non-profit arts organizations are either non-profit organizations or registered charities with a mission or mandate focused primarily on artistic creation and presentation. These organizations must be incorporated in Ontario or federally, have a head office in Kingston, and be governed by a volunteer board of directors or an advisory board.

Applicants who receive another CKAF grant are eligible to apply for an Adapt Grant. However, organizations or collectives receiving CKAF Operating or Project Grants in 2021 must demonstrate that the activity in their Adapt Grant application is separate from their usual operations or a project funded by CKAF and is aligned with the objectives of this program. Individual artists receiving CKAF Resiliency Grants in 2021 are eligible to receive an Adapt Grant.

Additionally, applicants receiving grants from the City of Kingston other than CKAF are eligible to receive Adapt Grants. Applicants must demonstrate that their Adapt application is separate from the activities and projects funded by another City of

Kingston grant. In-kind support is excepted, especially as it may relate to participation in multi-partner initiatives.

Charitable organizations or foundations whose primary mission is fundraising are ineligible for this grant.

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 group applying to CKAF.

Submission Process

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. 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

The jury will award Adapt Grants between \$4,000 and \$10,000. When allocating and awarding funds, the jury must balance: supporting the maximum number of eligible, high-quality applications that would be beneficial to the Kingston community; ensuring applications are viable, accountable, and responsive to community needs; and awarding grant amounts that are sufficient to enable the success of the application.

Funding Period

CKAF Adapt Grants are for a maximum term of 12 months from 1 September 2021 to 30 September 2022.

Eligible Costs

Eligible expenses include:

- artist fees for the creation of new work;
- artistic production, presentation, and dissemination costs for the creation and distribution of new work;
- project administration costs (not exceeding 20% of total budget);
- marketing, promotion, audience development, and community outreach;
- venue, studio, or workspace rental;
- costs related to accessibility for Deaf artists and audiences and/or artists and audiences with disabilities; and
- minor equipment or software to upgrade the technology, workspaces, or health and safety items required to carry out the proposed project.

Ineligible Costs

CKAF Adapt 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;
- A project that is funded by the City of Kingston, through CKAF or another grant program, or that appears on more than one CKAF grant application in the same year;
- 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 grant results by the Kingston Arts Council Board of Directors (September 2021).

Adjudication Process

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 Kingston Arts Council Board of Directors will review the recommendations for funding to ensure compliance with program objectives and evaluation criteria. Decisions of the jury and the KAC Grants Committee that have been ratified by the KAC are final.

Assessment Criteria

CKAF Adapt Grant applications are assessed based on the following criteria. 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).

- How well the applicant demonstrates understanding of current pandemic-related community needs and addresses these needs through the proposed project
- How well the project demonstrates innovation through new ways of working in response to the impacts of the pandemic
- 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
- The creation of activities that engage the community and address access, diversity and inclusion as defined by the CKAF guidelines
- The ability of the applicant to cultivate partnerships across the broader Kingston community in the private and public sector
- The viability and clarity of the application and the capacity of the applicant to successfully execute the project
- The potential of the budget to realistically and successfully fund the project
- The commitment of the project to compensating all artists and employees at industry-standard rates
- How well the project's internal equity practices address the needs of diverse staff, volunteers, artists and community partners

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 Result and Funding

In September 2021, the KAC will notify all applicants of the results by email. Successful applicants will receive a grant package by email containing relevant documents. 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 Adapt 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 Adapt Grant funding are:

- The individual artist recipient or representatives of the organization, collective or ad hoc group will be required to sign an Adapt 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 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

All grant recipients must submit a Final Report no more than **60 days** after the project completion date and no later than **31 October 2022**.

Reports are incomplete and will not be approved if an authorized party does not sign them or if information is missing. A CKAF recipient with overdue or incomplete Final Reports will not be eligible to apply for CKAF grant funding until those reports are submitted to and approved by the KAC.