

## 2021 CKAF Project Grant Final Report

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Please read this document carefully before you begin. All information regarding eligibility and assessment is available in the 2021 Project Grant Guidelines on the Kingston Arts Council website: [www.artskingston.ca](http://www.artskingston.ca). If you require accommodations, please contact [grants@artskingston.ca](mailto:grants@artskingston.ca) in advance of the deadline.

Your Final Report is due within 60 days of the completion date in your application and no later than **31 December 2022**. If your project will not be completed by this date, you must submit a request for extension. Extension rules and procedures can be found in the Guidelines.

Upon approval of the Final Report, the 10% holdback funds will be released. If a Final Report is not received or not approved, the KAC will withhold the remaining funds and will not accept further applications or issue grant payments until the grant is repaid or the report is approved.

### Submission Instructions

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Submit **one (1)** digital copy of the Final Report **by email to** [grants@artskingston.ca](mailto:grants@artskingston.ca). If the attachments are too large, send as a ZIP folder. Use the subject line: Project Final Report – Project Name.

This form is in PDF-fillable format. It can be completed with Adobe Reader, which is available for free at <https://get.adobe.com/reader/>. Each question has a set amount of space for your response. All text must fit in the space provided. Do not leave any questions blank. Reports must be signed. Follow the instructions on the signature page.

You must complete the Budget Form provided with Microsoft Excel. In the form, enter the numbers from your application in the first column (Estimated) and the actual revenue and expenses in the second column (Actuals). Enter budget notes for each item in the third column (Notes). Separately list any in-kind items in the space provided. Note that your ‘Administrative Salaries and Fees’ and ‘Administrative and general Expenses’ in total may not exceed 20% of the total budget. Complete instructions can be found on the second sheet of the Excel document.

A complete Project Grant Final Report has one (1) digital copy of each of the following. Use this checklist to ensure your report is complete:

- Final Report Form (with signatures)
- Final Report Budget Form
- 3 – 5 Digital Image, Audio, or Video Submissions
- Promotional Materials (optional)

## Section 1: Signatures

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Reports must be signed and dated. 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 the sponsor organization and three (3) from the collective.

You may use the “Fill and Sign” function on Adobe Reader or you may insert images of the signatures directly into the signature page. Do NOT print out the page and scan it.

- To use the Adobe function, select the signature icon on the toolbar or go to Tools and select “Fill and Sign”. Adobe will prompt you. You can find instructions [here](#).
- To insert an image of a signature, create a digital signature or sign a piece of paper and scan it. Save the signature as an image file on your device first. Then, click on the signature box on the application and Adobe will prompt you to choose an image from your device.

By signing the form below you agree to the following: “We confirm that the 2021 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.”

Signing Officer 1:

	Name	Signature	Date
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Signing Officer 2:

	Name	Signature	Date
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Signing Officer 3:

	Name	Signature	Date
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Sponsor Signature 1:

	Name	Signature	Date
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Sponsor Signature 2:

	Name	Signature	Date
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## Section 2: Identifying Information

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Project Name:

Applicant Name:

Sponsor Organization (if applicable):

Mailing Address:

Kingston, ON

Street Address

Postal Code

Phone:

Website:

Contact for Application:

Name

Email Address

### Section 3: Project Details

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1. Please provide the following actual statistics for the project:

Project Start Date <i>(cannot be before 1 July 2021)</i>	
Project Completion Date <i>(cannot be after 31 December 2022)</i>	
Amount paid to artists <i>(Lines 3010, 3020 from the budget)</i>	
Number of artists paid	
Number of audience members	
Number of volunteers	
Number of volunteer hours	
Number of other participants	
Number of activities/events <i>(performances, exhibitions, screenings, readings, presentations, workshops, etc)</i>	
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.



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

#### **Section 4: Impact and Outreach**

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8. Describe the audience and participants for your project. What was your outreach strategy? How did you engage the Kingston community?

9. Describe your project's impact on the Kingston community and the value of the project to the arts sector. Refer to the CKAF objectives in the Project Grant Guidelines.

10. Provide 3 – 5 brief anecdotes that speak to the success of the project. They can be from audience members, partners, or participants. Ensure that the anecdote is attributed to an individual and provided with their consent.

11. How did you acknowledge CKAF's contribution to your project? Provide links to promotional materials for your project, including posters, ads, websites, and social media. List links to any media coverage with the outlet and the date. If links are not available, you may choose to attach images or PDFs to this report.

12. Provide 3 – 5 quality images, audio files, or video files of your project activities. Save each with the corresponding number. Provide a brief caption and photo credit:

- 1.
- 2.
- 3.
- 4.
- 5.