

**Kingston Arts Council Plan for Administration of Arts Funding
for the Corporation of the City of Kingston in 2023**



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Administration of Arts Funding for the
Corporation of the City of Kingston in 2023**

Approved by:

Kingston Arts Council Board of Directors
20 October 2022

Arts Advisory Committee
10 November 2022

Arts, Recreation and Community Policies Committee
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Kingston City Council
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A. Introduction and Overview - The City of Kingston Arts Fund

The City of Kingston through the City of Kingston Arts Fund (hereafter known as CKAF) provides grants to local arts organizations and projects through Operating and Project Grants to foster creativity at all levels and enrich how Kingston residents experience and engage with the arts. Since its inception in 2007, CKAF has provided a mechanism for the City to invest in the arts and arts organizations and to-date, the City has invested close to \$8.6 million to support a combination of both operational and project funding.

CKAF is an investment in Kingston's cultural capital that aims to foster cultural vitality, increase the capacity of the arts community to create and produce artistic work, engage residents and enhance our city's cultural economy, and promote financial stability and sustainability. CKAF is administered by the Kingston Arts Council (hereafter known as the KAC) to ensure that the Fund supports and nurtures the capacity of Kingston's artists and the arts sector. As Kingston's umbrella arts service organization, the KAC has the necessary expertise, understanding of, contacts and connections within the arts community to carry out the administration successfully. Annually, the KAC submits a Plan for Administration (hereafter known as the Plan for Admin), as part of a Service Level Agreement with the City of Kingston, through the Arts & Culture Services Department.

The City and the Kingston Arts Council continue to recognize the impact of the COVID-19 pandemic on artists and arts organizations. The KAC has worked closely with grant recipients to ensure the viability and sustainability of the funding during the past three years, and also administered one-time relief funding of \$200,000 in 2021 through Resiliency Grants for individual artists and Adapt Grants for projects addressing the challenges of the pandemic.

Each year, a committee consisting of organizations, collectives, professional artists, jurors, community members, the KAC, and City of Kingston staff reviews the Plan for Admin in a process called the Annual Review. The Plan for Admin is presented to and approved by the KAC Board of Directors, the Arts Advisory Committee, the Arts, Recreation and Community Policies Committee, and Kingston City Council.

This document is the revised Plan for Admin 2023 for the City of Kingston Arts Fund, Operating and Project Grants.

Following approval of the Plan for Admin, the KAC oversees the open application process and manages the intake of applications, adjudication, and distribution of grant funds. All CKAF applicants must strive to offer services that respect the independence, dignity, integration and equal opportunity of individuals of all backgrounds and abilities.

While CKAF is administered by the KAC, the applications are reviewed using a peer assessment process that engages stakeholders from across Kingston as jury members.

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Jury members are themselves representative of the arts, arts professionals, and practitioners in the City of Kingston and are selected for their knowledge of the arts, high standing within the arts community, awareness of the City of Kingston context and the broader arts environment and, where possible, are reflective of the gender, demographic and cultural diversity of Kingston itself.

Please find the following:

- The KAC Plan for the Administration of Arts Funding for the Corporation of the City of Kingston in 2023;
- Appendix A: Policy Statement Regarding Non-Profit Eligibility (Operating);
- Appendix B: Policy Statement Regarding Non-Profit Eligibility (Project);
- Appendix C: Glossary of Terms (Note – Terms that appear in *italics* in this document are defined in the Glossary).

B. Objectives of The City of Kingston Arts Fund

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.

Through CKAF, the City of Kingston seeks to enrich the way Kingston residents experience and engage with the arts; to leverage arts and culture to assert Kingston's distinctives and stimulate economic development and tourism; to ensure arts funding aligns with comparable municipalities; and to bring provincial, national and international recognition to Kingston as a centre for the arts and culture.

The objectives for CKAF-funded operations and projects ensure accountability, viability and sustainability for organizations and collectives.

CKAF-funded operations and projects 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.

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C. Scope - Categories of Funding

The annual CKAF program is comprised of two funding categories: Operating Grants and Project Grants. Both streams will support grant recipients to continue to work, to participate in the arts community, and to respond to community needs. Operations and projects must demonstrate sustainability, viability, and accountability and will engage and provide payment to local artists, provide access to the arts, and strengthen Kingston's arts sector.

C.1. Operating Grants Program

The amount allocated to this pool is normally 70% of total available funds.

C.1.a. Purpose of Operating Grants Program

The Operating Grants Program is intended to foster sustainability among leading arts organizations by providing funding for operations and programming that support CKAF objectives.

C.1.b. Term of Operating Grants

Operating Grants are for a one-year term. Organizations that have received an Operating Grant are eligible to reapply for the following year. Access to multi-year Operating Grants may be available in the future (see C.1.h below).

C.1.c. Eligibility

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

- i. Be located in the City of Kingston;
- ii. Be a *non-profit arts organization* (see Appendix A);
- iii. Have been incorporated for a minimum of two years by the end of the calendar year in which the grant application is made;
- iv. Exhibit high achievement in arts programming;
- v. Fulfill a significant role in the Kingston community through the arts;
- vi. Demonstrate efficient planning and administrative practices, which meet professional standards, and;
- vii. 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).

First-time applicants to the Operating program must book a consultation with the Grants Coordinator before 17 March 2023 to be eligible. Applicants who do not book a consultation will not be eligible in 2023.

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C.1.d. Exclusions from Eligibility

The following organizations will not be eligible for Operating Grants.

- i. Academic units of educational institutions;
- ii. Schools, conservatories and other organizations the primary mission of which is training or education;
 - a. The presence of education or training as an ancillary part of an organization's mandate will not result in an exclusion from eligibility
- iii. Charitable organizations or Foundations, the primary mission of which is fundraising.

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 Arts & Culture Services and/or Kingston Arts Council permanent or contract staff may not hold a *primary role* with any organization applying to CKAF.

C.1.e. Eligible Costs

CKAF funding may be used for:

- i. Artists' fees (mandatory to be eligible);
- ii. Artistic production, presentation and dissemination costs;
- iii. Utilities, staffing, office expenses, and rent
- iv. Costs related to accessibility for Deaf artists and audiences and/or artists and audiences with disabilities; and
- v. Minor equipment or software purchases to upgrade technology, workspaces or health and safety items to support operations and programming.

C.1.f Exclusions from Eligible Costs

CKAF funding may not be used for:

- i. Major capital purposes including but not restricted to the purchase of land, equipment, fixtures or physical facilities;
- ii. Furthering a profit venture or to advantage a *for-profit partner*;
- iii. Fundraising;
- iv. Recovering the costs of an organization's financial *deficits*;
- v. Programs/services that are delivered by an organization aligned with any political party; and
- vi. 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 City of

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Kingston Arts Fund (hereafter known as KAC CKAF Board Report) at a meeting of Kingston City Council.

C.1.g. 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 the following requirements when allocating and awarding funding, which are to:

- i. Support the maximum number of organizations that provide high-quality services and programming that would be beneficial to the Kingston community;
- ii. Make a substantial improvement in the operations of the receiving organization; and
- iii. Ensure the operations of the recipients are sustainable, viable, and accountable.

C.1.h. 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:

- (i.) A shortfall in available funds;
- (ii.) An increase in the number of high-quality applicants;
- (iii.) Evidence of inadequate performance;
- (iv.) Inability to demonstrate viability and/or the capacity to deliver on the proposal; or
- (v.) Failure to meet the CKAF objectives.

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 reasoning in the notification letter.

C.1.i. Reporting Requirements

- i. All organizations receiving Operating Grant funding from CKAF will be required to submit an Interim Report by 15 January 2024;
- ii. For organizations that receive a CKAF Operating Grant in any year and reapply to the Operating Grant program the following year, the Final Report will be integrated as part of the subsequent application form; and
- iii. Organizations that receive a CKAF Operating Grant in any year and choose not to reapply to the Operating Grant program the following year will be required to

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indicate those intentions and submit a Final Report no later than the following year's application deadline.

C.2. Project Grants

The amount allocated to this pool is normally 30% of total available funds.

C.2.a. Purpose of the Project Grants Program

The Project Grant program funds the creation and presentation of arts projects that meet the CKAF objectives. Projects must demonstrate engagement with the Kingston community and engage professional artists and pay artist fees. Applicants are evaluated on artistic contribution, benefit to community, viability, and innovation.

C.2.b. Term of Project Grants

Project Grants are awarded once a year for a term of eighteen months.

Applications for recurring projects must be submitted annually and will be adjudicated based on the project grant adjudication criteria in addition to the following:

- i. Success of the project in the previous year, including a financial report;
- ii. Innovation within the project to reflect community needs and viability; and
- iii. Availability of funds in the context of the program objectives.

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 recurring projects and/or operating grant applications at the discretion of the KAC.

The term of Project grants may be extended according to the procedure described in F.7. Extensions. All extensions are granted at the discretion of the KAC Executive Director.

C.2.c. Eligibility

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:

- I. An individual professional artist meeting the conditions of C.2.d.;
- II. An unincorporated collective meeting the conditions of C.2.d.;
- III. An individual or unincorporated collective using an eligible sponsor meeting the conditions of C.2.e.; or
- IV. An incorporated non-profit organization or registered charity (see Appendix B) meeting the conditions of C.2.d.

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Applicants must also be in good standing with the municipality both generally and with regard to past CKAF, City of Kingston Heritage Fund (CKHF) and/or Community Investment Fund projects (successful completion of projects and submitted final reports).

An individual, collective, or organization may apply for only one Project Grant each year.

C.2.d. Direct Application

Individual artists, collectives, and non-profit organizations may apply directly to CKAF **without** a *sponsor*. These applications must meet the following requirements:

- i. Individuals applying directly must:
 - a. Establish or possess a bank account in their own name; payment of the grant cheque must be made to the applicant signing the application and grant agreement.
 - b. Be professional artists, who have 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.
 - c. Submit two letters of reference from individuals who can speak to their ability to execute the proposed project as set out in the application.
 - d. Individuals without a sponsor may be required as part of their CKAF agreement to provide additional reports to provide sufficient accountability on the use of funds.
 - e. All individuals are required to satisfy the CKAF requirements including proof of insurance and reports (see Funding Section H.6 for details on proof of insurance and reports).
- ii. Collectives applying directly must:
 - a. Establish or possess a bank account in the name of the collective. Payment of the grant cheque will not be issued to any individual member within the collective.
 - b. Have three members, who must be listed on and sign the application and grant agreement.
 - c. 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.
 - d. Collectives without a sponsor may be required as part of their CKAF agreement to provide additional reports to provide sufficient accountability on the use of funds.
 - e. All collective types are required to satisfy the CKAF requirements including proof of insurance and reports (see Funding Section H.6 for details on proof of insurance and reports).
- iii. An incorporated non-profit organization or registered charity applying directly must:

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- a. Have two members sign the application and grant agreement on behalf of the organization.
- b. Provide their most recent audited Year-End Financial Statements, which have been reviewed by a chartered accountant or the most recent unaudited Financial Statement if an audited version is not available. The statement must be signed by representative of the board or governing body.
- iv. Each application must have one *lead applicant* (an individual, collective or organization) which meets the requirements in C.2.c. Eligibility. This individual, collective or organization is responsible for managing the project, the funds, and the application and reporting.
- v. Projects may have *community partners*. These partners may be collectives, non-profit, or for-profit organizations. They must be described in the application and submit a letter of agreement outlining their role in the project. They may make donations in-kind, but there cannot be an exchange of funds. There is no limit on the number of community partners.

C.2.e. Sponsored Application

Individual professional artists and collectives may apply to CKAF with a *sponsor*. These applications must meet the following requirements:

- i. Individuals must be professional artists as described in C.2.d. They must meet all other requirements, including proof of insurance and reports.
- ii. Collectives must have three members as described in C.2.d. They must meet all other requirements, including proof of insurance and reports.
- iii. A sponsor may be any incorporated non-profit or charitable organization in Kingston, other than the KAC. It is the responsibility of the unincorporated collective that wishes to receive CKAF funding through this sponsor to complete the application.
- iv. The Sponsor will also sign the application and include a letter of support for the project that identifies the Sponsor's support and financial agreement if any, with the collective. The KAC may look to the partnering sponsor for final reports on the project should the collective not provide them as required.
- v. The sponsoring organization may apply for its own project in addition to one sponsored project in each grant cycle. Organizations receiving CKAF Operating Funds may sponsor artist or community collectives for Project Grants in the same year.

Sponsorship is not available for charitable or incorporated non-profit organizations. They must apply directly as described in C.2.d.

C.2.f. Exclusions from Eligibility

The following organizations will not be eligible for Project Grants.

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- i. Academic units of educational institutions;
- ii. Schools, conservatories and other organizations the primary mission of which is training or education;
 - a. The presence of education or training as an ancillary part of an organization's mandate will not result in an exclusion from eligibility.
- iii. Charitable organizations or Foundations, the primary mission of which is fundraising.

Projects with the sole purpose of creating new artistic work, without a presentation and community engagement component as described in C.2.a., are not eligible for a CKAF Project grant. Applicants are evaluated on artistic contribution, benefit to community, viability, and innovation.

Organizations and/or collectives 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 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 Arts & Culture Services and/or Kingston Arts Council permanent or contract staff may not hold a primary role with any organization or collective applying to CKAF.

C.2.g. Eligible Costs

CKAF funding may be used for:

- i. Artist's fees (mandatory to be eligible);
- ii. Artistic production, presentation and dissemination costs, and project administration costs;
- iii. Marketing, promotion, audience development, community engagement activities;
- iv. Venue or studio rentals;
- v. Costs related to accessibility for Deaf artists and audiences and/or artists and audiences with disabilities; and
- vi. Minor equipment or software purchases to upgrade technology, workspaces or health and safety items required to carry out the proposed project.

C.2.h. Exclusions from Eligible Costs

CKAF Project funding may not be used for:

- i. Major capital purposes including but not restricted to the purchase of land, equipment, fixtures or physical facilities;
- ii. Furthering a profit venture or to advantage a for-profit partner;

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- iii. 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;
- iv. Fundraising events and projects;
- v. Recovering the costs of a project deficit or an organization's financial deficits;
- vi. Programs/services that are delivered by an organization aligned with any political party;
- vii. Paying for expenses incurred prior to the ratification of KAC CKAF Board Report;
- viii. No more than 20% of the project budget can be for administrative/ overhead costs (this includes administrative salaries and fees).

Organizations receiving CKAF Operating Funds in any given year are **not** eligible for Project Grants in the same year. However, organizations may apply for both.

C.2.i. Individual Artist Grants

Individual professional artists may apply to CKAF Project Grants as individuals or by forming a collective. Eligibility requirements for application are described in C.2.d and C.2.e. There are no other grant opportunities for individuals at this time.

C.2.j. Grant Size

The maximum award for a Project Grant is \$15,000 and the minimum award is \$5,000. The Jury has discretion with regard to the amounts awarded. Under the present guidelines the Jury is required to balance the following requirements, when allocating and awarding funding, which are to:

- i. Support the maximum number of eligible, high quality projects that would be beneficial to the Kingston community;
- ii. Ensure project plans are viable, accountable, and responsive to community needs; and
- iii. Award grant amounts that are sufficient to enable success of the projects.

C.2.k. Reporting Requirements

- i. For all grant recipients in the 2023 CKAF Project Grant Program, a Final Report is required 60 days after project completion and no later than 31 December 2024. A hold back totaling 10% of total funding awarded will be released upon successful submission of the Final Report;
- ii. Applicants must file an extension request if the project will not be completed by the original Final Report deadline based on the application. Extension requests must be submitted following the procedure in F.7. Extension Requests.
- iii. If the project completion date is after 31 December 2023, grant recipients are required to provide an Interim Report no later than 15 January 2024.
- iv. Any 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

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discretion of the KAC or a withdrawal of funding following the procedure in F.1.h. Modification requests must be made before the original Final Report deadline, or grant may be considered null and void and the amount may not be issued.

- v. If a CKAF grant recipient has overdue Interim or Final reports, it will not be eligible to apply for further CKAF grants or to receive funds for grants subsequently awarded until such time as those reports are submitted to and accepted by the KAC;
- vi. Recurring projects will be required to report on the project as part of their next year's application.

D. Adjudication Criteria

D. 1. Operating Grant Program

The Jury will consider the degree to which the organization demonstrates:

- i. Compatibility of the organization's objectives with those of CKAF;
- ii. Ability of the organization to achieve its mission, mandate and objectives through viable operational, program, and activity plans;
- iii. Artistic merit and quality of work and programs;
- iv. Strength of administration and financial planning, including professional practices in the management of artists and staff;
- v. Demonstration of innovation and effective use of CKAF funds to benefit the community;
- vi. The ability to measure and report on the success of its activities and programs on an ongoing basis;
- vii. A commitment to hire local, professional artists; and
- viii. A commitment to compensate artists and other employees at industry-standard rates.

D. 2. Project Grant Program

The Jury will consider the degree to which the proposed project demonstrates:

- i. Compatibility of the project's objectives with those of CKAF;
- ii. Clarity of the project objectives and plan;
- iii. The viability of the proposed project and the capacity of the applicant to deliver the project;
- iv. Artistic merit and the quality of work and programs;
- v. Demonstration of innovation and effective use CKAF funds to benefit the community;
- vi. A commitment to hire local, professional artists; and
- vii. A commitment to compensate artists and other employees at industry-standard rates.

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D. 3. Other Adjudication Criteria

As part of CKAF, it is important that applicants ensure that operations, programs and projects foster inclusion, diversity and access within the arts. Please see the definitions for these words as provided; applicants are required to connect these definitions to their work for the benefit of the jurors who will be adjudicating the applications.

Access encompasses the physical, financial, intellectual, and socio-economic accessibility of programming, events, and venues. Diversity addresses the non-material culture of the project or 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.

E. Procedures

- E.1. Each year's grant allocation of CKAF is subject to approval annually by City Council through its budget process and will be provided for distribution purposes to the KAC on approval of the annual budget.
- E.2. To be considered for funding, individual artists, organizations, or collectives must submit a grant application to be received at the KAC office by or before the appropriate published deadline.
- E.3. The KAC will provide a CKAF Board Report to the City of Kingston Arts & Culture Services Department following the distribution of funds. This Report will identify successful applicants, their request for funding, the dollar value of each of the requests received and details of all allocations. The Report will also specify the number of unsuccessful applicants and the total amount of funds requested. This Report is brought forward to City Council as part of the City's annual budget process.
- E.4. The KAC staff in consultation with the KAC Board of Directors will determine the application form, submission process and dates.

F. Responsibilities of the Kingston Arts Council

F.1. General Principles

The KAC will be responsible for the overall administration of the CKAF, subject to the approval of the City of Kingston. This will include the following tasks:

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- F.1.a. Ensuring that the administration and adjudication of applications are consistent with the CKAF's objectives.
- F.1.b. Developing the application submission process, application forms, dates and administrative criteria including, but not limited to:
- i. Determining and confirming terms of eligibility for the CKAF;
 - ii. Assessing and confirming the eligibility of applications. Applications may be rejected by the KAC if it appears that they do not fit the eligibility criteria as per CKAF Guidelines;
 - iii. Advising and providing an update on decisions made regarding eligibility to the City of Kingston Director of Arts & Culture Services; and
 - iv. Establishing a complaints review process.
- F.1.c. Appointing the peer assessment Jury for the purpose of adjudicating applications and allocating the CKAF.
- F.1.d. Enacting and overseeing compliance with the terms of reference for the KAC Grants Committee including, but not limited to:
- i. The number of Jury members;
 - ii. Representation on and composition of the Jury;
 - iii. Rules pertaining to conflict of interest;
 - iv. Length of service; and
 - v. Reporting requirements of the Grants Committee to the KAC Board.
- F.1.e. Acting as Chair of the Adjudication meetings for the Operating and Project Grant programs. The Executive Director of the KAC will act as Chair, unless they are unable, in which case the Grants and Programs Coordinator will act as Chair.
- F.1.f. Providing administrative support to the Grants Committee by hiring administrative staff.
- F.1.g. Awarding honoraria to CKAF jurors in recognition of their work on the program.
- F.1.h. Enforcing the decisions of the jury. The KAC has discretion to decide if changes to an application after the adjudication require a review for potential withdrawal of funds. An application may be reviewed for eligibility according to program eligibility requirements or it may be reviewed to evaluate whether changes are so significant that it is no longer the application endorsed by the jury. In such case, the KAC Board of Directors and a representative of the City of Kingston will approve the KAC's recommendation to withdraw funds.
- F.1.i. Distributing funding to successful applicants.

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- F.1.j Receiving and assessing Interim and Final Reports to ensure funds are being used for the applicants approved activities.
- F.1.k. Reviewing CKAF annually and formulating recommendations to improve and develop the program.

F.2. Time Frame for Establishing the Grants Committee

The KAC will establish the Grants Committee, made up of the Jury, City of Kingston Councillors, City of Kingston staff, and KAC staff, annually with reference to the deadlines for receipt of grant applications.

F.3. Governance

- F.3.a. As Chair, the KAC Executive Director will receive administrative support from the KAC Grants and Programs Coordinator.
- F.3.b. The KAC will facilitate the selection of Jury members for the Grants Committee in accordance with the outline for membership contained in Section G.
- F.3.c. The KAC will be responsible for implementing the guidelines and terms for the allocation of funds pursuant to the CKAF.
- F.3.d. The KAC will be responsible for ensuring that all members of the Grants Committee are aware of the terms of the Plan for Admin and adhere to the rules and guidelines for adjudicating applications and allocating funds.
- F.3.e. The KAC will not be involved with the decision-making function of the Jury.
- F.3.f. The KAC Staff will report to the KAC Board of Directors on an ongoing basis.
- F.3.g. The KAC Staff will present the proposed distribution of funds, including final rankings for each application, which will be kept strictly confidential, and a Report on the Adjudication of Applications to the CKAF for ratification to the KAC Board of Directors.
- F.3.h. Application forms and guidelines are established by the KAC in accordance with the principles described in this document.
- F.3.i. Decisions of the Jury are final. The KAC Staff when requested by the designated contact person for the applicant will provide discretionary feedback concerning Grants Committee comments on applications.

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- F.3.j. It is understood that, in order to respect the decisions of the Jurors, the KAC Board of Directors will support decisions made by the Jurors so long as they comply with the current KAC Plan for Administration of Arts Funding for the Corporation of the City of Kingston.

F.4. Dispute Resolution

- F.4.a. All complaints and concerns relating to the adjudication, guidelines and criteria for the allocation of funds pursuant to the CKAF should be addressed to the Executive Director of the KAC. The KAC will develop and forward a written report with respect to such complaints and concerns to the KAC Board of Directors.
- F.4.b. In the event that a complaint specifically involves/implicates the Chair, that complaint may be addressed directly to the Chair of the KAC Board of Directors.
- F.4.c. Any concerns or complaints regarding a potential undeclared conflict of interest of a member of the Grants Committee shall be made in writing to the Executive Director of the KAC.
- F.4.d. The City of Kingston will be notified by the KAC of all concerns and complaints received.

F.5. Monitoring and Reporting Requirements of the KAC

- F.5.a. Once approved by Kingston City Council, the KAC CKAF Board Report will be a matter of public record and available through the KAC. Prior to that approval, the KAC CKAF Board Report is confidential.
- F.5.b. The KAC CKAF Board Report is subject to the provisions of the applicable Municipal Freedom of Information and Protection of Privacy legislation. Any application pursuant to the applicable Municipal Freedom of Information and Protection of Privacy legislation will be restricted to information pertaining to the specific applicant.

F.6. Application Periods and Receipt of Applications

There will be one application deadline for both the Operating Grant and Project Grant Streams in April. Applications will be submitted by email to the Grants Coordinator. All applications will be date stamped and numbered when received. Applicants will receive a notification that their application has been received and will be forwarded to the jury. A file copy of this notification will also be retained in the KAC Grants Department files. If applicants realize there is an error in the 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.

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F. 7. Extension Requests

Extensions may be requested in three contexts: for the application deadline, for reporting deadlines, and for the term of project grants. Extensions will only be granted if the request is filed through the procedure described below. The KAC has the authority to approve or deny an extension request.

F.7.a. Application Deadline

Potential applicants must submit an extension request no less than five business days in advance of the posted deadline. Requests are made directly to the Grants Coordinator in writing. Requests are reviewed and approved at the discretion of the KAC Executive Director. Deadline extensions are only granted for extenuating circumstances and cannot exceed ten business days. The KAC may require documentation in support of some circumstances.

F.7.b. Reporting Deadline

Grant recipients may request extensions 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. Extensions for Interim or Final Reports will not exceed 30 calendar days.

F.7.c. Term of Project Grants

Project grants have a term of 18 months and activities must take place between July 2023 and 31 December 2024. Project grant recipients must submit extension requests for the term of the grant in writing before the original Final Report deadline from their application. Requests should be made in writing to the Grants and Programs Coordinator and will be granted at the discretion of the KAC Executive Director.

Extensions to the term of Project grants generally will not exceed 120 calendar days, however further extensions may be granted as a result of unforeseen circumstances at the discretion of the KAC Executive Director. If Project recipients do not submit their signed grant agreement and proof of insurance or an extension request by the original Final Report deadline, the grant may be considered null and void and the amount may not be issued.

G. Grants Committee

G.1 General Principles for Fund Allocation

G.1.a. As a general principle, all sectors of the arts should be funded through CKAF to ensure that the grants portfolio is balanced at the end of each year.

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However there will not be any specific allocation percentage made to each sector of the arts, as the quality and range of the applications received will also influence this element of the Jury's decision-making process.

G.1.b. A Jury may decide, in exceptional circumstances, not to award all the monies available for the Operating or Project Grant Program.

G.1.c. Any unawarded grant funds or grant funds returned to the KAC will be allocated to the following year's grants programs at the discretion of the KAC staff. Unawarded funds from the Operating stream may be allocated to the Project stream in the same year.

G.2. Grants Committee Membership

There are two categories of membership in the Grants Committee, Jury members and Ex-Officio members.

G.2.a. Jury members

The Jury is responsible for adjudicating the applications and allocating funding in accordance with CKAF guidelines and criteria and includes:

- Five Jurors appointed by the KAC

These members are responsible for becoming familiar with the CKAF grant program and its assessment criteria, reading all the applications, reviewing supplementary materials, and making notes about each application based on the assessment criteria and granting program objectives.

For both the Operating and Project grant programs, the Jury is required to complete an initial round of scoring of each application before the meeting. At the meeting, based on the results of pre-scoring, the Jury will:

- Discuss in detail each application based on its Artistic Contribution, Community Benefit and Quality of Administration and Financial Responsibility;
- Conduct a second round of scoring based on the discussion; and
- Determine and allocate funds.

G.2.b. Ex-Officio members

There are two categories of Ex-Officio members as follows:

- City of Kingston representative:
 - The Director, Arts & Culture Services of the City of Kingston and/or their delegate; and

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- Two City of Kingston Councilors, one per jury.

These members of the Grants Committee may attend the meeting as a resource for the jurors. They provide, upon request, broader community perspectives and information on the City of Kingston objectives for the CKAF program. They are not jurors and do not participate in the evaluation of applications or contribute to funding decisions. They are present to ensure transparency and fairness in the process.

- KAC Staff

The KAC Staff including the Executive Director and Grants Coordinator are present to Chair the meetings, facilitate discussion, and ensure that each applicant is treated equitably and without prejudice. KAC Staff are also responsible for ensuring that there are no direct conflicts of interest, that indirect conflicts of interest are declared, and appropriate procedures are followed.

Additional responsibilities of the KAC are to remind the Jury of program priorities and the budget context, ensure that the Jury shares a common understanding of the assessment criteria, serve as resource persons and provide information and historical context in the CKAF programs, as well as overseeing and recording the rating/ranking process.

G.3. Grants Committee Meetings

There will be two separate Grants Committee meetings, one for Operating Grant applications and one for Project Grant applications. The Jurors will be different for each meeting. Each Grants Committee meeting will take place over a single full day.

G.3.a. Quorum

A quorum shall consist of a majority of the Jury members. A schedule of meetings will be established for the Grants Committees at the beginning of the adjudication process. There must be at least a 48-hour notice of changes of meeting dates to all members of the Grants Committee.

G.3.b. Confidentiality and Conflicts of Interest

Each member of the Grants Committee is required to fill out and sign:

- i. A Confidentiality Form, acknowledging that they have read, understand, and agree to the rules of Confidentiality as described later in this document; and
- ii. A Conflict of Interest Declaration Form, in which they disclose the applications with which they have any direct or indirect conflict of interest. This form is the basis upon which the KAC will require members of the Grants Committee to

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conform to the Conflict of Interest Rules and Procedures as described in sections G.7. below.

G.3.c. Decisions

The Jury is required to assess applications in accordance with CKAF objectives, the application guidelines and assessment forms provided. After discussion within the Grants Committee, the Jury will decide on the allocation of grant funding. Thus the decisions are at arms-length from the KAC and the City and are adjudicated by independent peer assessment.

Decisions of the Jury together with a report of the meetings will be brought forward to the KAC Board of Directors for ratification. Thereafter a report listing successful applications and details of amounts awarded will be forwarded to city staff, to be ratified by Kingston City Council.

G.4. Selection of Grants Committee Members

G.4.a. All members of the Grants Committee will:

- i. Have an understanding, interest and appreciation of the arts and their diversity;
- ii. Bring vision, open-mindedness and generosity of spirit to the deliberations;
- iii. Declare conflicts of interest; and
- iv. Provide fair and objective opinions in their assessment of applications in accordance with the CKAF Objectives.

G.4.b. City Council appoints Ex-Officio members representing the City.

G.4.b. Jurors are chosen and appointed from a list of potential jurors by KAC staff.

G.4.c. Potential Jurors: to be included on the list of potential jurors all interested parties will be asked to submit an Expression of Interest Form and a CV to the KAC staff which will review these to ensure that those selected meet the juror eligibility requirements.

G.5. Criteria for Eligibility to be Appointed as a Jury member

Jury members must be:

G.5.a. Artists, professionals, and/or persons who are knowledgeable in the arts with high standing within the arts community; representative of a wide range of artistic disciplines; knowledgeable and experienced in the arts, arts organizations and related issues;

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- G.5.b. Knowledgeable about the City of Kingston context and the broader arts environment beyond their area of expertise;
- G.5.c. Able to articulate their opinions, and work in a group decision-making environment; good communicators;
- G.5.d. As much as possible, be reflective of Kingston's gender, demographic and cultural diversity.

G.6. Terms of Appointment of Grants Committee Members

- G.6.a. Terms of appointments of the City of Kingston representatives are at the discretion of City Council;
- G.6.b. Appointment of a Jury member is for a term of 1 or 2 years. Each successive Jury should have at least two new members (i.e. jurors who have not served on the previous Jury) in order to ensure that diverse perspectives are brought into play over time. To provide continuity, ideally, at least two and not more than three members should continue on a Jury for a second year.

G.7. Conflict of Interest Rules for Members of the Grants Committee

There are two types of conflict of interest – direct and indirect. There are also two kinds of direct conflict of interest – financial and private.

G.7.a. Jury Conflict of Interest Rules

- i. A juror is in a **direct** conflict of interest with a particular application if he or she, or a member of the Juror's immediate family (spouse or equivalent, son or daughter, parent, sibling or member of the immediate household) has a financial interest in the success or failure of the application.
- ii. A juror is also in a direct conflict of interest with a particular application if he or she has a private interest in the success or failure of the application. Staff or board members of the organization applying for funds, or members of their immediate families (spouse or equivalent, son or daughter, parent, sibling or member of the immediate household) would be in direct conflict. For such applications a private interest also includes affiliations or activities that compromise or unduly influence decision-making.
- iii. Any reason that makes it difficult for a juror to evaluate an application objectively may create an **indirect** conflict of interest. For example, an indirect conflict of interest may arise when a juror's record includes previous participation with an applicant.
- iv. All jurors are asked to sign forms to identify direct and/or indirect conflicts of interest as a means of documenting the integrity of the process. At the jury

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meeting, the KAC staff may answer any questions, facilitate a discussion on the juror's impartiality and decides how the situation will be managed.

- v. To prevent conflicts of interest and ensure the arms-length character of the peer jury, members of the Board of Directors and staff of the Kingston Arts Council and those employed by or under contract with the City of Kingston will not serve on the Jury.
- vi. Immediate family members of Kingston Arts Council and City of Kingston staff (spouse or equivalent, son or daughter, parent, sibling or member of the immediate household) serving as Jurors must declare an indirect conflict of interest.

G.7.b. Ex-Officio Conflict of Interest Rules

- i. City of Kingston members are subject to the same conflict of interest rules as the jury members. They are not permitted to take part in adjudication discussions (except as specified in section G.2.b.i. above).
- ii. KAC Staff are subject to the same conflict of interest rules as the jury members. They are not permitted to take part in adjudication discussions and in addition they have in their employment contracts the following clause(s):
 - a. That you will not take any action to either favour or prejudice any applications submitted to the CKAF (see Note 1 below);
 - b. That you will not participate in the writing of any application to the CKAF for another party (see Note 1 below);
 - c. That you will not hold a *primary role* with any organization applying to CKAF;
 - d. That you will not profit financially in any way from a successful CKAF application, Operation or Project Funding;
 - e. That you will bring to the attention of the KAC Board of Directors any potential conflicts of interest arising from activities of the Kingston Arts Council.

In addition, City of Kingston members and KAC Staff may not be associated with any organization applying to or receiving funds from CKAF as board members, committee members, or in a paid consultancy role. However, other associations, such as being a member or volunteer, may be allowed.

Note 1: As part of the grant management process, providing information or clarification of application guidelines to applicants or potential applicants do not constitute participation in the writing of grant applications.

G.7.c. Procedures with respect to Conflict of Interest Issues

- i. All members of the Grants Committee must abide by the Conflict of Interest Rules set out in this document and as amended from time to time.
- ii. All potential disclosures of conflicts of interest must be submitted in writing to the KAC and will be retained as part of CKAF records.

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- iii. Individuals who are in direct conflict of interest with any of the applications being assessed cannot serve on the Grants Committee. If a direct conflict of interest becomes apparent at any time before or during the assessment process, the jury member will be immediately released from their duties.
- iv. Individuals who have an indirect conflict of interest with any of the applications are managed based on their ability to remain objective in assessing the application. Individuals who declare an indirect conflict of interest that makes it difficult for them to evaluate an application objectively will be asked to leave the room.
- v. If any conflict of interest becomes apparent during the discussion of the relevant application, the Chair will ask the juror to leave the room immediately for the remainder of that discussion.
- vi. If a member of the Grants Committee failed to make proper prior disclosure of his or her conflict(s) of interest and that omission resulted in a profit or benefit to the member or member's family, the Executive Committee of the KAC shall review the circumstances and if satisfied that the member failed to comply with the applicable Conflict of Interest Rules, then the member may be required to compensate the KAC for the profit or benefit improperly realized.
- vii. The Chair will oversee compliance with conflict of interest rules pertaining to the Grants Committee adjudication meetings.
- viii. Any concerns or complaints regarding a potential conflict of interest of a member of the Grants Committee shall be made in writing to the Chair of the KAC Board of Directors.

G.8. Confidentiality

- G.8.a. No Grants Committee member may divulge to any person or use in any way not directly related to the activities of the KAC the information contained in the applications for funding, unless an applicant has given express written consent to such disclosure.
- G.8.b. Any information pertaining to the CKAF obtained during a meeting of the Grants Committee, or a meeting of the KAC Board of Directors or Executive Committee, or from reading any minutes of a meeting of the KAC Board of Directors, Executive Committee, or Grants Committee, is considered confidential.
- G.8.c. Communication of Jury results and relevant Jury comments will be made through the KAC Office.
- G.8.d. Prior to the ratification by Kingston City Council, results are confidential.
- G.8.e. In order to maintain independence in decision-making, Jury members of the Grants Committee shall not disclose that they have been selected until their names are published when Kingston City Council ratifies the decisions regarding the allocation of funds.

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H. Funding

- H.1. The KAC Board of Directors anticipates that the amount allocated by the City of Kingston pursuant to the CKAF will increase to \$5.00 per capita as recommended in the Kingston Culture Plan and pending council approval.
- H.2. The Fee for Service for administration of the fund is accounted for as part of the Service Level Agreement between the City and the KAC. Based on the recommendations contained in the Kingston Cultural Plan it is anticipated that the Fee for Service will increase by 2% per year, pending Council approval on an annual basis.
- H.3. The funds received from the City of Kingston for allocation pursuant to the CKAF will be deposited and managed in a separate bank account from which the allocations will be made. Withdrawals from this account must be supported by approved applications for funding and must bear the signatures of two signing officers of the KAC. See below for details regarding financial arrangements.
- H.4. Allocations of funds are decided by the Grants Committee Juries. After ratification by the KAC, the KAC CKAF Board Report will be forwarded to City Council for ratification of the distribution of CKAF funds in July. Unallocated funds from the current year will be added to the fund for the next CKAF year.
- H.5. Upon City Council ratification of the KAC CKAF Board Report, the KAC will draw up an agreement with each recipient organization/collective of the 2023 CKAF as decided by the Grants Committee.
- H.6. The lead applicant identified on the application will become the grant recipient, who, upon entering into an agreement with KAC, will be responsible for managing the project, the funds, and the reporting. Grants will only be issued to the grant recipient or the recipient's sponsor as identified on the grant agreement. If the grant recipient can no longer meet the eligibility requirements, the grant may be considered null and void and the amount may not be issued.
- H.7. The grant recipient will be required to sign an agreement, recognizing their obligations regarding the use of the funds, reporting requirements and conditions. Evidence of \$5 million liability insurance coverage per occurrence naming the Kingston Arts Council and the City of Kingston as additional insured's will be required from the recipient before the funds are released.
- H. 8. The signed grant agreement and evidence of \$5 million liability insurance or a request for extension must be received by the KAC in advance of the project dates as listed in the application.

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H.9. After the agreements have been signed by both KAC and the recipient, conditions are met and evidence of adequate insurance is received, the KAC will issue a cheque for the organization or collective's grant. For organizations receiving a CKAF Operating Grant the KAC will issue a cheque for 100% of their grant.

For CKAF Project Grants, the KAC will issue a cheque for 90% of their grant and a 10% hold back will be released upon successful submission of the Final Report.

H.10. Applicants will not be eligible to receive further CKAF funding until all required reports have been submitted to and accepted by the KAC.

H.11. A grant recipient in default of its grant agreement may be required to return funds to the KAC and may be judged to be ineligible for future grants.

I. Financial Plan of the KAC for CKAF administration

I.1. Responsibility for the financial arrangements rests with the elected Treasurer of the KAC.

I.2. A separate bank account shall be set up at Scotiabank in the name of the Kingston Arts Council and be designated as the City of Kingston Arts Fund (CKAF) Account and used solely for receiving and disbursing grant funds.

I.3. The signing officers on the CKAF Account shall be the same as for the existing KAC Operating and Bingo accounts and will normally be the Chair of the KAC Board of Directors, the Treasurer, the Executive Director and one other director of the KAC Board of Directors. Two signatures shall be required on all grant cheques.

I.4. The KAC Operating Grant and the Fee for Service, paid by the City of Kingston under the terms of their Service Level Agreement, shall be deposited in the KAC Operating Account, to be used at the discretion of the KAC Treasurer and Board.

I.5. Cheques shall be written on the authority of the KAC Executive Director, based on the decisions of the Juries and upon approval of the KAC Board and City Council.

I.6. The KAC bookkeeper will be the bookkeeper for the CKAF Account, and along with the Executive Director of the KAC will keep records and provide reports for the Treasurer.

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- I.7. Cheques on the CKAF Account will be commercially printed and the details written directly from the accounting software.
- I.8. KAC will submit quarterly reports, including Financial Reports to Cultural Services, City of Kingston.
- I.9. Applicants will not be eligible to apply for further funding until all required reports have been submitted to and accepted by the KAC.
- I.10. Bank fees for the maintenance of the CKAF Account shall be paid from the KAC Operating Account.
- I.11. Interest accumulated on the CKAF Account shall be paid to the City of Kingston, who will issue a cheque reimbursing KAC for this amount annually.
- I.11. The bookkeeper will submit invoices for services to the CKAF Program, which will be paid from the KAC Operating Account.
- I.12. The KAC will arrange to have its annual financial report audited. The auditor for the Grants Account and related papers shall be the same as the auditor for the KAC accounts.
- I.13. Auditor's fees will be paid from the KAC Operating account.
- I.14. Any funding unclaimed or returned by grant recipients will be made available to future CKAF granting programs.
- I.15. Upon approval by City Council of the Plan for Administration of Arts Funding for the Corporation of Kingston (as amended for 2023), the City of Kingston will enter into Service Level Agreement with the KAC. Once that contract is signed by both parties, the City will provide a cheque for 100% of funds allocated by the City of Kingston for grants through the CKAF. Other payments by the City to the KAC will be paid out according to the terms of the Service Level Agreement.

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APPENDIX A - Policy Regarding Non-Profit Eligibility (Operating)

Policy Statement on the Definition of “Non-profit Arts Organization” in the CKAF Operating Grant Guidelines

In order to be considered a “non-profit arts organization” under the CKAF Operating Grant Guidelines, applicant organizations must meet all the following criteria.

- i. The applicant organization’s mandate or mission must focus on artistic endeavour (either creation or presentation) as the primary objective of the organization.
- ii. The activities of the applicant organization must be consistent with the artistic focus of the mandate or mission;
- iii. The applicant organization must be non-profit in orientation.

In addition, the applicant organization must be either:

- i. Incorporated as a non-profit arts organization in and of itself for a period of at least two years; or
- ii. A distinct and discrete arts organization, other than an academic unit of an educational institution (see Note 1, below), which has been in operation for at least two years within a parent institution which has been incorporated as a non-profit organization for a period of at least two years (see Note 2, below).

Note 1: Academic units of educational institutions will not be eligible.

Note 2: In the case of v. (above), the applicant organization should submit its own discrete audited/reviewed year-end financial statements as specified in the guidelines. If the applicant organization is unable to provide these discrete statements in an audited/reviewed form, but the parent organization has audited/reviewed year-end financial statements that include the financial records of the applicant organization, then these will be accepted, provided that the applicant organization also provides a separate schedule detailing its own discrete records as included in the audited statements. (This schedule must consist of financial statements applicable to the revenues and expenses of the applicant organization; or if a multi-purpose organization is involved, the applicant organization must provide a fully segregated and itemized authorized financial statement accompanied by the financial statement of the multi-purpose organization in which the applicant operations are specifically identified.)

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APPENDIX B - Policy Regarding Non-Profit Eligibility (Project)

Policy Statement on the Definition of “Non-profit Organization” and “Artistic or Community Collective” in the CKAF Project Grant Guidelines

In order to be considered an eligible “non-profit organization” under the CKAF Project Grant Guidelines, applicants must meet all the following criteria:

- i. Must be non-profit in orientation;
- ii. Have a component which has an ongoing mandate or mission focusing on artistic endeavour (either creation or presentation) as an objective; or
- iii. Engage professional artist(s) in a community arts project.

In addition, the applicant non-profit organization must be either:

- i. Incorporated as a non-profit organization in and of itself; or
- ii. A distinct and discrete arts organization, other than an academic unit of an educational institution (see Note 1, below), within a parent organization, which is incorporated as a non-profit organization (see Note 2, below).

Note 1: Academic units of educational institutions will not be eligible.

Note 2: In the case of v. (above), the applicant organization should submit its own discrete audited/reviewed year-end financial statements as specified in the guidelines. If the applicant organization is unable to provide these discrete statements in an audited/reviewed form, but the parent organization has audited/reviewed year-end financial statements that include the financial records of the applicant organization, then these will be accepted, provided that the applicant organization also provides a separate schedule detailing its own discrete records as included in the audited statements. (This schedule must consist of financial statements applicable to the revenues and expenses of the applicant organization; or if a multi-purpose organization is involved, the applicant organization must provide a fully segregated and itemized authorized financial statement accompanied by the financial statement of the multi-purpose organization in which the applicant operations are specifically identified.)

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APPENDIX C - Glossary of Terms

Access: This term encompasses the physical, financial, intellectual, and socio-economic accessibility of programming, events, and venues.

Artist collective: A group of three or more artists who have come together for the purposes of artistic creation and presentation in a collective artistic endeavour. Collectives are not normally incorporated. Collectives may apply to CKAF through an *eligible sponsor* or apply directly for CKAF funding providing they meet the requirements of the program set out in clause **C.2 Project Grants**. See also *community collective*.

Charitable arts organization: A charitable organization whose mandate or mission is focused primarily on artistic creation and presentation.

Charitable organization: To be considered as charitable an organization's purposes must be exclusively and legally charitable and it must be established for the benefit of the public or a sufficient segment of the public. It must also be registered with the Canada Revenue Agency as having charitable status under The Income Tax Act. Organizations so registered are able to issue tax receipts for charitable donations.

Community arts project: Broadly defined, a community arts project involves a collaborative creative process between a professional practicing artist and a community. It is a collective method of art making, engaging professional artists and self-defined communities through collaborative, artistic expression. It is as much about process as it is about the artistic product or outcome. A community arts project provides a unique way for communities to express themselves and enables artists, through financial and other support, to engage in creative activity with communities. This broad definition identifies three elements which separate community arts projects from other methods of art-making:

- The co-creative relationship between artist and community;
- A focus on process as an essential tool for collective, collaborative, mutually-beneficial results;
- The active participation of artists and community members in the creative process.

The source of this definition is Community Arts Ontario. See also *eligible arts project*.

Community collective: A group of three or more individuals who have come together for a specific purpose involving a clearly defined endeavour. Collectives may apply to CKAF through an eligible sponsor or apply directly for CKAF funding providing they meet the requirements of the program set out in clause **C.2 Project Grants**. See also *artist collective*.

Co-project: *see joint project*

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Corporate Sponsorship: An in-kind or cash donation from a for-profit corporation. This may be accompanied by a formal agreement in which the applicant agrees to thank or acknowledge the corporation for their donation.

Deficit: An excess of expenditure over revenue. See also *surplus*.

Diversity: This term addresses the non-material culture of the project or 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.

Eligible arts project: In order to be an eligible arts project, a project must fulfill the criteria outlined in section **C.2.** of this document. Of particular interest is the paid involvement of professional artists in the planning, direction, and execution of the project.

Eligible sponsor: Any non-profit or charitable entity located in Kingston, Ontario may act as a sponsor to the CKAF Project Grant Program. See also *Sponsor*.

For-profit partner: A for-profit enterprise collaborating in a project with an eligible non-profit group. See also *surplus and deficit*.

Joint Project: A project in which the applicant co-produces a project in an administrative, financial, or artistic manner. Typically, a joint project involves each partner taking on a substantial amount of responsibility; though one partner may be the lead partner. A joint project may involve both non-profit and for-profit entities, but in order to be eligible to apply to the CKAF, the lead partner or one equal partner must be a non-profit or charitable entity.

Inclusion: 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.

In-Kind Support: Support in the form of goods, commodities or services rather than money; including, but not limited to the provisions of space, administrative services, promotional and marketing support, etc.

Lead applicant: the organization or collective identified on the application, which must meet all CKAF eligibility criteria; this organization or collective is responsible for managing the project, the funds, the application, and any reporting.

Non-profit arts organization: A non-profit organization whose mandate or mission is focused primarily on artistic creation and presentation (*see Appendix A*).

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Non-profit organization: An organization not conducted or maintained for the purpose of making a profit. Instead, it operates to serve a public good. Non-profit organizations are specifically incorporated as such. Any surplus generated by a non-profit organization is used by the organization for the purposes for which it was established (see *Appendix B*).

Partnership: An agreement between an applicant and a third party wherein the third party agrees to support the project through in-kind donation, which is formalized in a letter and submitted as part of the application. Partnerships can occur with both non-profit or for-profit entities.

Peer assessment: CKAF jury members are arts professionals, practitioners and/or persons who are knowledgeable in the arts with high standing within the arts community. These jurors evaluate funding requests and make decisions to CKAF on who gets grants and in what amounts. Peer assessment ensures that the arts community has a voice in how funds are distributed, and that applications are evaluated by artists and other experts with knowledge and experience of the specific art forms, art practices and communities involved.

Professional artist: A professional artist 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.

Primary role: Someone who occupies an executive and/or decision-making staff or board position within an organization and/or collective.

Sponsor: A sponsor is defined as any non-profit or charitable entity located in Kingston, Ontario, other than the KAC, that may agree to support an artist or community collective that wishes to apply for funding through the CKAF Project Grant Program. As part of the agreement between sponsor and collective the Sponsor will receive and disburse project funds on behalf of the applicant/collective. A Sponsor may also assist the applicant by securing insurance coverage and agrees to file a final report on a CKAF Project Grant if the collective involved does not provide reports as required. In this scenario the Sponsor shares some responsibility for the successful management of the CKAF Project Grant and is expected to provide professional advice and mentorship to the applicant as needed. A Sponsor is not intended 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. If otherwise qualified, a Sponsor may also apply to receive funding through the CKAF Project Grant Program within the same grant cycle.

Surplus: The amount of money gained from the execution of a project after payment of all eligible expenses. See also *deficit*. In the case of a joint project, as a general rule, we would expect that either:

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- The non-profit applicant would assume all responsibility for any surplus or deficit generated by the project; or
- The project partners involved would share any surplus or deficit proportional to their contributions to the project.