

## 2023 CKAF Operating Grant Application

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All information regarding eligibility and assessment is available in the 2023 Operating Grant Guidelines on the Kingston Arts Council website: [www.artskingston.ca](http://www.artskingston.ca). It is the responsibility of the applicant to ensure that the application is complete and that all required information is provided. If you fail to follow the instructions and the 2023 Guidelines, the jury may be unable to properly assess your application.

### Submission Instructions

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Completed applications are due to the Kingston Arts Council by **Thursday, 13 April 2023 at 5:00 pm EST**.

The application should be **submitted by email to [grants@artskingston.ca](mailto:grants@artskingston.ca)**. There should be **one (1)** email with the complete application attached. If the attachments are too large, send them as a ZIP folder. Please review the detailed application instructions and application checklist before submitting to ensure all required materials are included.

**Only email submissions will be accepted.** If you require accommodations, please contact [grants@artskingston.ca](mailto:grants@artskingston.ca) in advance of the deadline.

In addition to your email submission, financial and statistical information must be uploaded to CADAC. Please contact CADAC directly through their website if you have any technical difficulties. You may also email them at [cadacinfo@cadac.ca](mailto:cadacinfo@cadac.ca).

Please keep in mind the following:

- Review instructions for each application section.
- Label the files correctly. Mislabelled files could be misplaced, and it may impact the status of your application. Your files should be labelled as follows:
  - 2023\_ApplicantName\_Application
  - 2023\_ApplicantName\_Financial
  - 2023\_ApplicantName\_Statistical
  - 2023\_Applicant Name\_Previous\_Programming
  - 2023\_Applicant Name\_Request\_Programming
  - 2023\_ApplicantName\_Supplementary1
- Late and incomplete applications are ineligible. Applications are considered incomplete if they are missing the required number of signatures and any of the required documents.
- Do not alter the application form in any way, including adding a cover or title page or additional text. Do not submit any extra images or documents.

### Application Form Instructions

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Applications are fillable PDF forms. Applications must be signed. Follow the instructions on the signature page. Each answer box has a set amount of space and will not allow you to continue typing. **You must complete this form with Adobe Reader.**

## Financial and Statistical Form Instructions

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CKAF collects Financial and Statistical data through the national database, CADAC (Canadian Arts Data / Données sur les Arts au Canada) at [cadac.ca](http://cadac.ca). Follow the instructions in your CADAC profile. Two submissions are required:

- **Financial:** Complete and upload your CADAC Financial Form 2023-2024. In the Budget Notes section of the CADAC Financial Form, include details on revenue and expenses. In-kind contributions must be listed in the Budget Notes only.
- **Statistical:** Complete and upload your CADAC Statistical Form 2023-2024. Leave blank any questions that do not apply to your organization.

Once you have uploaded all required sections, download the financial and statistical forms from the CADAC website. Submit the documents as Excel files or PDFs with your application.

## Programming List Instructions

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There are two Excel spreadsheets provided, one for the Previous Year and one for the Request Year programming. Dates for the Request Year must match the Request Year in your application. Follow the instructions on the spreadsheet. Do not add, remove, or expand the existing columns. You may add as many rows as you need. If your text exceeds the size of the column, select “wrap text”. You may save this document as an Excel file (.xlsx) or you may export it as a PDF.

## Year-End Financial Statements Instructions

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Organizations applying for **Operating Grants more than \$30,000** must submit a single copy only of the Audited Financial Statements for the most recent fiscal year available.

Organizations applying for **Operating Grants of \$30,000 or less** must submit either an Audited Financial Statements or a single copy of a Review Engagement Report (instead of an Audited Financial Statements) for the most recent fiscal year available. A Review Engagement Report is reviewed and signed by a chartered accountant but has not been formally audited.

Organizations applying for **Operating Grants of \$10,000 or less with revenues under \$100,000** must submit Unaudited Financial Statements or if available, a Review Engagement Report or Audited Financial Statements. Unaudited Financial Statements must be prepared using the CADAC accounting template.

Organizations applying as a **distinct and discrete arts organization within a parent organization** should submit their own independent Audited/Reviewed Year-End Financial Statements as specified above. If you are unable to provide this, submit the Audited/Reviewed Year-End Financial Statements of your parent organization and a separate schedule detailing your organization’s own financial records as included in the Statements.

Please note: CKAF Grants must be broken out on the Financial Statements, either in the body or as a budget note. The Financial Statements must be signed by a representative from the Board of Directors.

## **Supplementary Material Instructions**

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Submit five (5) examples of Supplementary Material. These can be text, video, audio or image files. Supplementary material should illustrate the artistic merit and impact of the organization.

Audio files and image files may be directly attached to your email submission.

Video files should not be sent as email attachments. Upload the video to a website, such as YouTube or Vimeo, and submit a single page document that clearly states the applicant name, the video name, and a link to the video. If you choose to make the video private, include the password necessary to view it.

All text submissions combined cannot exceed 5 pages. All audio/video submissions combined cannot exceed 10 minutes. If you have any concerns about file formats, please contact [grants@artskingston.ca](mailto:grants@artskingston.ca) before the application deadline.

## Application Checklist

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Please ensure you have included every item required in your application. You will not be able to revise your application or submit any corrections after the deadline.

Completed Application Checklist

Section 1: Signatures

Section 2: Organization Identification

Section 3: Organization Profile

Section 4: Artistic Contribution

Section 5: Impact and Community Benefit

Section 6: Administration and Viability

Section 7: Previous Year Report

CADAC Financial Form and CADAC Statistical Form

Request Year Programming List and Previous Year Programming List

Year-End Financial Statements

Supplementary Material

## Statement of Eligibility

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Please confirm your eligibility for a CKAF Operating Grant by verifying the following statements with a checkmark:

Organization is not currently receiving funding from City of Kingston through sources other than CKAF (including City of Kingston Heritage Fund and/or Community Investment Fund projects). In-kind support is excepted.

Organization is 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 accepted final reports) as of this deadline date.

City of Kingston Cultural Services and/or Kingston Arts Council permanent or contract staff does not hold a primary role position with the applicant. Primary staff includes someone who occupies an executive and/or decision-making staff or board position.

If you cannot verify one of these statements, please contact the KAC directly at [grants@artskingston.ca](mailto:grants@artskingston.ca) regarding your eligibility.

## Section 1: Signatures

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Applications must be signed and dated on or before the application deadline. The Chair of the Board of Directors and Executive Director (or equivalent) of your organization must sign the application for a total of **two (2)** signatures.

Applications will not be accepted without signatures. 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 identify the signature field and prompt you. You can find step-by-step 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 have read and agree to all of the regulations, terms, and conditions outlined in the Operating Grant Guidelines for the City of Kingston Arts Fund (CKAF) and submit this operating grant request for review. To the best of our knowledge, the information provided herein is true. We understand and agree that:

- All funding decisions are final and rest with the Jury of the KAC Grants Committee as ratified by the Kingston Arts Council and Kingston City Council;
- If our organization is successful in obtaining a grant, a contract will be entered into between the applicant and the Kingston Arts Council;
- Funds will not be used to cover the cost of an organization’s existing deficit. Applicants who undertake activities prior to confirmation of funding from CKAF do so at their own risk; and
- Grants shall be used only for the purpose(s) outlined in the application.”

Chair of Board  
Of Directors:

	Name	Signature	Date
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Executive Director  
(or equivalent):

	Name	Signature	Date
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The board/governing body approved this application at its meeting on:

For Kingston Arts Council office use: Application # OP 2023 –

## Section 2: Organization Identification

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Common Name of Organization:

Legal Name of Organization:

Mailing Address:

Kingston, ON

Street Address

Postal Code

Phone:

Website:

Contact for Application:

Name

Email Address

Chair of Board of Directors:

Name

Email Address

Executive Director

(or equivalent):

Name

Email Address

Is this organization a first-time applicant to the Operating Grant Program?    Yes    No

Has this organization ever received a CKAF Operating Grant before?    Yes    No

You must create a CADAC account. Enter your CADAC ID #:

Please identify the type of organization. Check only one option and provide the identifying information.

An incorporated non-profit arts organization.

Corporation Number

Date of Incorporation

A distinct and discrete arts organization within an incorporated non-profit parent organization.

Parent Organization

Corporation Number

Date of Incorporation

Your Request Year is the organization's fiscal year ending in 2024.

Start Date of Request Year:

(dd/mm/yyyy)

End Date of Request Year:

(dd/mm/yyyy)

Operating Grants are awarded in amounts between \$10,000 and \$75,000. Please provide the following financial information from your CADAC Financial Form:

Total Revenue for the Request Year (Line 4700): \$

Amount Request from CKAF (Line 4525): \$

## Section 3: Organization Profile

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1. What is your organization's mission, vision, and/or mandate? Outline if they have been renewed or changed in recent years and explain why and how.

2. Provide a brief history of your organization, and describe the work that you do, the communities you serve, and the facilities you use.

3. Describe how the experience and expertise of your artistic and/or administrative leader(s) are guiding your organization.

4. List the names, roles, and responsibilities of all Board members.

5. List your staff (programming and administrative) and their key roles and responsibilities.

6. Please provide the following essential statistics for your organization. These numbers should match the line items in your Financial and Statistical CADAC forms.

Financial Form	Last Year Actuals	Current Year Projected	Request Year
CKAF Grant (Line 4525)			
Total Revenue (Line 4700)			
Total Expense (Line 5600)			
Artist Fees (Lines 5105, 5110, 5115)			
Statistical Form			
Number of Artists Paid (Line 2350)			
Number of Staff Positions (Line 2404)			
Total Audience (Line 1705)			
Number of Volunteers (Line 2425)			
Total Number of Activities (Line 1435)			



## Section 4: Artistic Contribution

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7. Give an overview of your artistic/service programming goals for the Request Year.

8. What contingency plans do you have in place for the Request Year? Describe the successes and challenges of the previous year, and how your organization responded. *Specifically address any safety plans to manage risks to public health.*

9. How does your project engage Kingston artists, and/or regional, national, and international artists? *Specify rates of pay and describe how they are set.*

10. Describe how your organization contributes to building capacity in the Kingston arts sector. *Specifically address mentorship, professional development, and opportunities for collaboration between emerging and established artists and organizations.*

## **Section 5: Impact and Community Benefit**

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11. How do your Request Year program plans reflect your mission/vision, strategic plans, and the community you serve? *Specifically address your goals, how you assessed community needs and priorities, and how you plan to evaluate your success.*

12. How do your activities facilitate inclusion and diversity? *Refer to the definitions provided in the Guidelines.*

13. Describe the audience and participants for your request year programs. What is your outreach strategy? *Specifically address how your programs provide access to the arts and engage Kingston residents.*

14. Describe your existing community partnerships and your strategy for growing new partnerships in the Kingston community.

15. Provide a minimum of three (3) strong, detailed anecdotes demonstrating your organization's impact on the Kingston community and Kingston artists. Attribute anecdotes to individuals with their consent.

## Section 6: Administration and Viability

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16. Outline your organizational plans and priorities for the Request Year. You may choose to highlight human resources, board governance, marketing, volunteer management, and/or audience development. *Finance is addressed in Question 17.*

17. Please describe the financial state of your organization, including your current revenue sources, your financial expectations for the Request Year, and your plans for handling financial risk.

18. Describe how you compensate your staff and how you set rates of pay. In addition to monetary compensation, describe how you attract, support, and retain staff.

19. Describe how the Board as a whole represents the community you serve and how Board members are selected and recruited.

20. Describe your organization's equity practices. How does your organization create a supportive, safe, and respectful work environment and meet the needs of diverse staff, volunteers, artists, and community partners?

## **Section 7: Previous Year Report**

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21. Provide a brief overview of last year's programming achievements and challenges.

22. Describe any significant changes to your activities and financial management. Explain how these changes have impacted your plans for the Request Year.