

2024 CKAF Operating Grant Guidelines

The guidelines assist applicants to the City of Kingston Arts Fund (CKAF) Operating Grant program, which is administered by the Kingston Arts Council (KAC) and reviewed by a jury of peers. The KAC is committed to equity and inclusion. We welcome applications from all eligible arts organizations and encourage anyone with accessibility needs to contact the KAC as early in the application process as possible by email at grants@artskingston.ca.

In addition to the guidelines and application form, more information about CKAF is available on the KAC website: artskingston.ca.

Objectives

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 the quality of life and stimulating economic development through direct investment.

CKAF Operating Grant recipients must meet the following objectives:

- i. Engage Kingston artists with professional opportunities and industry-standard compensation;
- ii. Nurture creativity and arts engagement for Kingston residents;
- iii. Address current needs in the Kingston community;
- iv. Strengthen and expand access to the arts;
- v. Create inclusive activities and equity practices that reflect the diversity of artists, arts communities and audiences in Kingston;
- vi. Foster collaboration between emerging and established artists and arts organizations across disciplines;
- vii. Build capacity in the arts and culture sector through professional development, mentorship and investment in sustainable, relevant, high-quality artistic work; and
- viii. Cultivate community partnerships across private and public sectors.

Deadline

CKAF Operating Grant applications will be accepted until **Monday, 22 April 2024 at 11:59 PM EST**.

Organizations are required to submit Financial and Statistical reports, and Financial Statements through Canadian Arts Database / Canadian Arts Database / Données sur les arts au Canada (CADAC) by the deadline. Full instructions for CADAC submissions can be found in the application form.

Deadline Extensions

Deadline extensions are only granted for extenuating circumstances and cannot exceed ten business days. An extension request must be made to the KAC no less than five business days in advance of the deadline date. The KAC may require documentation in some circumstances. Extensions will be granted at the discretion of the KAC Executive Director.

Eligibility

New applicants to the Operating program must book a consultation with the Grants Coordinator before **17 March 2024** to be eligible for the 2024 deadline. Applicants who have previously received an Operating Grant do not need to book a consultation.

To be eligible for a CKAF Operating Grant, an organization must be either:

- Incorporated as a non-profit arts organization in and of itself for a period of at least two years; or
- A distinct and discrete arts organization which has been in operation for at least two years within a parent institution that has been incorporated as a non-profit organization for a period of at least two years.

In addition to this requirement, applicants must also:

- Be located in the City of Kingston;
- Have a mandate or mission focusing on an artistic endeavor (either creation or presentation) with activities that support this mission or mandate;
- Exhibit high achievement in arts programming;
- Fulfill a significant role in the Kingston community through the arts;
- Demonstrate efficient planning and administrative practices, which meet professional standards; and
- Be in good standing with the municipality both generally and with regard to past CKAF, City of Kingston Heritage Fund and Community Investment Fund projects (successful completion of projects and submitted final reports).

Ineligible Applicants

Academic units of educational institutions and/or schools, conservatories, or other organizations with a primary mission of training or education are ineligible for funding. However, the presence of education or training as an ancillary part of an organization's mandate will not exclude it from eligibility.

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

Organizations receiving operating, project or other forms of grant funding from the City of Kingston through sources other than CKAF are deemed ineligible to receive funding through CKAF for the duration of the applicable agreement. In-kind support is excepted, especially as it may relate to participation in multi-partner initiatives. In addition, City of Kingston Arts & Culture Services and KAC permanent and contract staff may not hold a primary role (someone who occupies an executive and/or decision-making staff or board position) with any organization applying to CKAF.

An organization receiving a CKAF Operating Grant is not eligible to receive a CKAF Project Grant in the same year. However, an organization can apply to both grant programs: If they are successful in receiving an Operating Grant, their Project Grant application will be considered ineligible.

Submission Process

Applications are available for download on the KAC [website](#). The application form includes a checklist that identifies all materials required as part of a complete application.

Applications are in PDF-fillable format. Please fill out the application form using Adobe Reader. It can be downloaded for free at: <https://get.adobe.com/reader/>. Applications are submitted **by email only** to grants@artskingston.ca. Printed copies will not be accepted. **Detailed submission instructions are on the application form.**

After applications are received, the KAC assesses and confirms the eligibility of each application. Applicants will receive a notification email letting them know that their application has been received and is eligible. Applications may be deemed ineligible by the KAC if it is determined that they do not comply with the eligibility criteria as per CKAF guidelines or if the application is incomplete and the missing information is not submitted by the application deadline. Applicants will be notified if their application is deemed ineligible.

If an applicant realizes there is an error in their application after it is submitted, they may correct or update their application until the deadline. Once the deadline has passed, all eligible applications will be submitted to the jury “as is” without alteration or correction.

Grant Amounts and Allocation

The jury will award Operating Grants between \$10,000 and \$75,000. When allocating and awarding funding, the jury must balance: supporting the maximum number of organizations that provide high-quality services and programming that would be beneficial to the Kingston community; making a substantial improvement in the operations of the receiving organization; and ensuring the operations of the recipients are sustainable, viable and accountable.

CKAF Operating Grants are intended to be stable sources of funding. 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.

CKAF Operating Grants amounts may be reduced from the previous year for one or more of the following reasons:

- A shortfall in available funds;
- An increase in the number of high-quality applicants;
- Evidence of inadequate performance;
- Inability to demonstrate viability and/or the capacity to deliver on the proposal; or
- 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.

Funding Period

Operating Grants are for a one-year term. Organizations that have received an Operating Grant are eligible to reapply for the following year provided they are in good standing with the municipality.

Eligible Costs

CKAF Operating Grant funding may be used for:

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

Applicants **must** include artist fees as part of their expenses to be eligible for CKAF.

Ineligible Costs

CKAF Operating Grant funding may **not** be used for:

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

- Fundraising;
- Recovering the costs of an organization's financial deficits;
- Programs/services that are delivered by an organization aligned with any political party; and
- Paying for expenses incurred prior to the ratification of the Report to the Kingston Arts Council Board of Directors on the Adjudication of Applications to the 2024 City of Kingston Arts Fund at a meeting of Kingston City Council (July).

Adjudication Process

Applications are reviewed using a peer assessment process that engages jurors who are representatives of the arts, arts professionals and arts practitioners in the City of Kingston. They are selected by the KAC for their knowledge of the arts, high standing within the arts community, awareness of the City of Kingston context and broader arts environment and, where possible, are reflective of the gender, demographic and cultural diversity of Kingston itself. The jury evaluates applications based on CKAF objectives and the assessment criteria.

The jury's decisions will be forwarded to the KAC Board of Directors for ratification and then to Kingston City Council for ratification. Decisions of the jury and the KAC Grants Committee that have been ratified by the KAC and Kingston City Council are final.

Assessment Criteria

CKAF Operating Grant applications are assessed based on criteria including Artistic Contribution, Community Benefit, and Administration and Viability. The jurors assign each of the assessment criteria below a score on a scale of 1 to 5: 1(poor), 2(fair), 3(average), 4(very good), and 5 (excellent).

In assessing an organization's artistic contribution, the jury considers:

- The ability of the organization to achieve its mandate, mission and/or vision through its artistic programming and goals;
- The commitment of the organization to hiring Kingston artists and compensating all artists and employees at industry-standard rates;
- The potential for collaboration between emerging and established artists and organizations, and the potential to build capacity in the arts sector through mentorship and professional development opportunities; and
- The creation of sustainable, relevant and high-quality artistic work.

In assessing an organization's benefit to the community, the jury considers:

- How well the organization demonstrates understanding of current community needs and addresses these needs through its activities and programming;

- The creation of activities and programming that engage the community and address access, diversity and inclusion as defined by the CKAF guidelines;
- The effectiveness of the organization's plan to sustain and develop its audience and participants; and
- The ability of the organization to cultivate partnerships across the broader Kingston community in the private and public sectors.

In assessing an organization's quality of administration and viability, the jury considers:

- How well the organization's Board represents the community it serves;
- The viability and clarity of the organization's plans and the capacity of the organization's administration to successfully execute its plans;
- The effectiveness of the organization's financial management and the availability of resources to sustain and improve the organization and fulfill annual and long-term financial plans;
- The organization's demonstration of commitment to the well-being of staff and volunteers, and its ability to comply with HR/employer best practices and industry-standard compensation; and
- How well the organization's internal equity practices that address the needs of diverse staff, volunteers, artists and community partners.

Definitions have been provided for the terms access, diversity and inclusion:

- *Access* encompasses the physical, financial, intellectual, and socio-economic accessibility of programming, events and venues.
- *Diversity* addresses the non-material culture of the organization, specifically the way in which it welcomes people of varying ability, income, language, incarceration history, cultural background, race, ethnicity, faith, gender, orientation and education level.
- *Inclusion* refers to the removal of material or non-material barriers to participation, through policies in human resources, strategic planning, physical environment, programming, audience, community development and budget management.

Grant Results and Funding

In July 2024, the KAC will notify all CKAF grant applicants of the results by email. Successful applicants will receive a grant package containing relevant documents by email. The recipient will enter into an agreement with the KAC outlining the terms of the funding and reporting requirements. CKAF recipients must agree to the terms and conditions of CKAF funding, sign the Operating Grant Agreement and provide proof of \$5,000,000 liability insurance. Upon receipt of these documents, the KAC will issue a cheque for 100% of the grant amount awarded.

Further details of the conditions of CKAF Operating Grant funding are:

- Two signing officers of any organization receiving a CKAF Grant will be required to sign a contract, recognizing its obligations regarding the use of the funds and reporting requirements, prior to delivery of the grant cheque;
- **Either** a quote for **or** proof of \$5,000,000 liability insurance coverage will be required from the applicant organization before any funds are released. This insurance coverage must name the Kingston Arts Council and the City of Kingston as additionally insured;
- Grants are to be spent during the organization's 12-month fiscal year ending prior to 31 December 2025. If the organization wishes to apply for some other fiscal period, please indicate this clearly in the application;
- Grants shall be used only for the purpose(s) outlined in the application. Any changes in scale, activities, key personnel and/or timeframe must be reported immediately to the KAC;
- The jury may place conditions on the release of grants. Any specific condition(s) associated with a grant will be contained in the letter of notification;
- As a recipient of public funds, successful applicants are required to maintain adequate and accurate financial records; and
- Grant recipients are required to acknowledge the support of the Kingston Arts Council and the City of Kingston in all publications and promotional materials. Current logos and instructions for their use can be found on the KAC website.

Reporting

All organizations that receive a 2024 CKAF Operating Grant must submit an **Interim Report** to the KAC by **15 January 2025**. Reports are incomplete and will not be approved if an authorized party does not sign them or if information is missing. An organization with overdue or incomplete Interim Reports will not be eligible to apply for CKAF grant funding until those reports are submitted to and approved by the KAC. Grant recipients may request an extension for Interim Reports. Requests must be made in writing at least five business days in advance of the deadline. Extensions will be granted at the discretion of the KAC Executive Director and will not exceed 30 calendar days.

For organizations applying to the Operating Grant program in 2024, the Final Report will be integrated into the 2025 application form. Organizations that choose not to apply in 2025 are required to inform the KAC and submit a Final Report.