2024 CKAF Project Grant Application

All information regarding eligibility and assessment is available in the 2024 Project Grant Guidelines on the Kingston Arts Council website: 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 2024 Guidelines, the jury may be unable to properly assess your application.

Submission Instructions

Completed applications are due to the Kingston Arts Council by **Monday, 22 April 2024 at 11:59 PM EST.**

The application should be **submitted by email to 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 in advance of the deadline.

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:
    - 2024_ApplicantName_Application
    - 2024_ApplicantName_Budget
    - 2024_ApplicantName_PartnershipLetter1
    - 2024_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

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**. It can be downloaded for free here.

Budget Form Instructions

Complete the 2024 CKAF Project Grant Budget Form using the Excel document provided. In the Budget Form, include the revenues and expenses relevant to the project for which you are applying for funding. Do not submit an operating budget for your entire organization.

When completing the Budget Form section of the application keep in mind the following:
- Review the "Instructions and Definitions" page that outlines what to include under each category/line item. Use the tabs across the bottom of the document to move between the Instructions and the Budget Form sheets.
- In addition to the Budget, Budget Notes are required. Fill in the Budget Notes column for each revenue and expense to help explain each budget line.
- The total Expenses for the project must balance with the total Revenues. The total of revenue minus expenses must be zero.
- Include budget for insurance. Insurance is a prerequisite for receiving CKAF funding and all applicants are encouraged to contact an insurance agent/broker prior to submitting their application to secure an accurate quote.
- The combined total of "Administrative Salaries and Fees" and "Administrative and General Expenses" must not exceed 20% of total Project Expenses.
- Record cash items only.

As part of the Budget Form, list In-kind Support including items or services that have been given to support the project and their monetary value if applicable.

Partnership Letters

All community partners identified in **Question 10** must submit a letter with the application which confirms their participation and outlines their role in the project.

Supplementary Material Instructions

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 project. Individuals or collectives may include examples of relevant past work.

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 before the application deadline.

Reference Letters (Collectives or Individuals Applying Directly)

Individuals or Collectives applying directly (without a sponsor) must submit **two (2)** Reference Letters from individuals that can speak to their ability to manage and complete the project.

Year-End Financial Statements Instructions

Each applicant must submit its year-end financial statements or equivalent:

- For **individuals/collectives applying directly**: Ensure your reference letters speak to your ability to manage finances. Do not submit a financial statement.

- For **individuals/collectives applying with a sponsor**: Include a single copy of the sponsor's most recent audited/reviewed or unaudited year-end financial statements. You may wish to include a single copy of the unaudited financial statements for the collective if there is one available.

- For a **non-profit organization applying directly**: Include a copy of your independent audited/reviewed year-end financial statements. If you have a parent non-profit organization, submit the audited/reviewed financial statements of your parent organization. If you are submitting the statements of your parent organization, you must include a separate schedule detailing your organization's own financial records.

Note: CKAF grants must be broken out on the financial statements, either in the body or as a note to the financial statements. A representative of the board/governing body must sign the financial statements.

Application Questions — Approximate Word Counts

Answers to application questions are restricted to the size of the text box rather than specific word counts. To support the application process, we have included approximate word counts for each of the questions below:

Question 1	150 words	Question 8	150-200 words	Question 15	150 words
Question 2	350-400 words	Question 9	150-200 words	Question 16	150-200 words
Question 3	N/A	Question 10	150-200 words	Question 17	100 words
Question 4	250-300 words	Question 11	N/A	Question 18	100 words
Question 5	200 words	Question 12	250-300 words	Question 19	150 words
Question 6	150 words	Question 13	100 words	Question 20	N/A
Question 7	100-150 words	Question 14	100 words		

Application Checklist

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

Application Form Section 1: Signatures

Application Form Section 2: Applicant Profile

Application Form Section 3: Artistic Contribution

Application Form Section 4: Impact and Community Benefit

Application Form Section 5: Administration and Viability

Application Form Section 6: Recurring Projects

Budget Form including Budget Notes

Partnership Letters

Supplementary Material

Reference Letters (For individuals/collectives applying directly)

Year-End Financial Statements (For individuals/collectives with a sponsor or incorporated non-profit organizations)

Statement of Eligibility

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

Organization/collective 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/collective 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 Arts & Culture 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 regarding your eligibility.

Section 1: Signatures

Applications must be signed and dated on or before the deadline. Applications will not be accepted without signatures. The requirements for signatures are:
- Individual artists applying directly require **one (1)** signature from the applicant.
- Collectives applying directly require **three (3)** signatures from members of the collective.
- Individual artists applying with a sponsor require **one (1)** signature from the applicant and **one (1)** signature from a signing officer of the sponsor.
- Collectives applying with a sponsor require **three (3)** signatures from members of the collective and **one (1)** from a signing officer of the sponsor.
- Non-profit organizations require **two (2)** signatures by signing officers.

You may use the "Fill and Sign" function on Adobe Reader (instructions here) or you may insert images of the signatures directly into the page by clicking on the signature box. Do NOT print out the page and scan it.

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 Project Grant Guidelines for the City of Kingston Arts Fund (CKAF) and submit this project 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/collective 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/collective'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."

Signing Officer 1:

	Name	Signature	Date

Signing Officer 2:

	Name	Signature	Date

Signing Officer 3:

	Name	Signature	Date

Sponsor Signature 1:

	Name	Signature	Date

For Kingston Arts Council office use: Application # PR 2024 –

Section 2: Applicant Profile

Project Name:

Common Name of Applicant:

Legal Name of Applicant:

Mailing Address: Kingston, ON
                  Street Address   Postal Code

Phone: Website:

Contact for Application:

                Name   Email Address

Please select the type of applicant and provide the identifying information.

    An individual artist applying directly.

    A collective applying directly.

    An incorporated non-profit organization.

    Corporation Number   Date of Incorporation

    A charitable organization registered with Canada Revenue Agency.

    Charitable Registration Number

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

    Parent Organization   Corporation Number   Date of Incorporation

    An individual or collective applying under the sponsorship of an incorporated non-profit and/or registered charity.

Legal Name of Sponsor Organization:

Corporation Number: Date of Incorporation:

Or Charitable Registration Number:

Mailing Address: Kingston, ON
                  Street Address   Postal Code

Contact for Application:

                Name   Email Address

Project Grants are awarded amounts between $5,000 and $15,000. Please provide the following financial information from your Budget Form:

    Total Revenue (Line 2990): $

    Request from CKAF (Line 2470): $

Section 3: Artistic Contribution

1. What is your organization/collective's mandate, mission and/or vision? If you are an individual artist, please provide a brief artist statement and biography. *Include overall artistic work, history, and achievements.*

2. Describe your project. Include an overview of your planned activities and goals you hope to achieve.

3. Please provide the estimated dates for your project.

> Project Start Date:
> Cannot be before 1 July 2024.

> Project Completion Date:
> Must be before 31 December 2025.

4. Provide the name, role, and responsibilities of all artistic personnel and/or organization(s) involved in your project. Clearly state if they are paid or volunteer and if their participation has been confirmed.

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

6. 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 4: Impact and Community Benefit

7. How does your project reflect your mission/vision and the community you serve? *Specifically address your goals, how you assessed community needs and priorities, and how you plan to evaluate your success.*

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

9. Describe the audience and participants in this project. What is your outreach strategy? *Specifically address how this project will provide access to the arts and engage Kingston residents.*

10. Describe your confirmed community partnerships and your strategy for growing new partnerships. Each partner must submit a partnership letter with this application.

11. Please provide the following estimated statistics for the project:

Amount paid to artists (Lines 3010, 3020 from the budget):	
Number of artists paid:	
Number of audience members:	
Number of volunteers:	
Number of volunteer hours:	
Number of other participants:	
Number of activities/events (performances, exhibitions, screenings, readings, presentations, workshops, etc):	
Number of new works created:	

Section 5: Administration and Viability

12. List all major activities with corresponding dates for the project.

13. Describe your contingency plan for the project and how you will manage risk. *Specifically address unexpected events that could impact your project, such as inclement weather or public health concerns.*

14. Describe what experience you, your collective and/or your organization has in managing projects and project budgets.

15. How will you raise money for this project? What will you do if you do not raise as much as you have planned? *Include here any experience generating revenue for previous projects from different sources.*

16. Describe your equity practices. How will you create a supportive and safe work environment and meet the needs of diverse staff, volunteers, artists, and partners?

Section 6: Recurring Projects

Section 6 is for applicants who received CKAF Project funding in 2022 or 2023. **If this does not apply to you, write N/A.**

17. Provide a concise summary of your project that received a 2022 or 2023 CKAF Project grant, including activities and goals. *Specify whether the project is currently in progress or completed with an approved final report.*

18. Describe the major milestones of your project. Highlight its artistic contribution, benefit to the community, and viability. Include context for any changes to your project plan. *Specify how you responded to any challenges.*

19. How is your proposed 2024 project different from the previous project? *Consider how you are being innovative and responding to community needs.*

20. If you have completed a final report for your project, please provide the following financial and statistical information from your report.

Budget	Estimated (from the Application)	Actual (from the Final Report)
Total Budget (line 2990)	$	$
CKAF (line 2470)	$	$
Total Grants (line 2490)	$	$
Amount Paid to Artists (lines 3010, 3020)	$	$

Statistics	Estimated (from the Application)	Actual (from the Final Report)
Number of artists paid:		
Number of audience members:		
Number of volunteers:		
Number of volunteer hours:		
Number of other participants:		
Number of activities/events:		
Number of new works created:		