



# Applying to CKAF Project Grants

**2024 City of Kingston Arts Fund  
Project Grants Information Session**

**18 March 2024**



# City of Kingston Arts Fund

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CKAF provides grants to local arts organizations and projects to foster creativity at all levels and enrich how Kingston residents experience and engage with the arts.

It was created in 2007 and annually provides more than half a million dollars in funding.

# Objectives

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

# Funding Streams

Approximately 70% of available funds go to Operating grants and 30% go to Project grants.



**Operating** provides long-term, stable funding to non-profit arts organizations in Kingston.



**Project** supports artists, non-profit organizations, and collections carrying out arts projects in the community

# Eligibility



NON-PROFIT  
ORGANIZATIONS



COLLECTIVES



INDIVIDUAL  
PROFESSIONAL  
ARTISTS

\*Only non-profit arts organizations are eligible for Operating Grants.

# Collectives

- A collective is three or more people who have come together for a clearly defined purpose. They may be an artistic or community collective. They are not incorporated.
- To apply as a collective, you must have:
  - Three members sign the applications;
  - A bank account in the name of the collective;
  - Two letters of reference; and
  - All other grant requirements, including proof of insurance.

# Individuals

An individual professional artist has:

- Developed skills through training or practice;
- Recognition from artists working in the same tradition;
- A history of public presentation or publication;
- Sought payment for their work; and
- Actively practiced their art.

Individual applicants must meet the same requirements for a bank account, letters of reference, and proof of insurance.

# Sponsors

- Individuals or collectives may apply with a sponsor. Any non-profit organization in Kingston can act as a sponsor.
- Sponsors co-sign the application and submit a letter outlining their support for the project. The sponsor acts as a mentor and may provide help with insurance and administration of the funds.



# Application Checklist

A CKAF Project application requires:

- Application Form
- Budget Form
- Year-End Financial Statements
- Reference Letters
- Partnership Letters
- Supplementary Materials



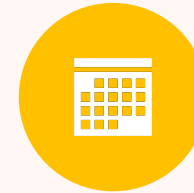
# PREPARING YOUR APPLICATION



Identify your goals and evaluation strategy.



Outline your activities.



Creating a critical path for your project with a start and end date.



Draft your budget and set rates of pay.



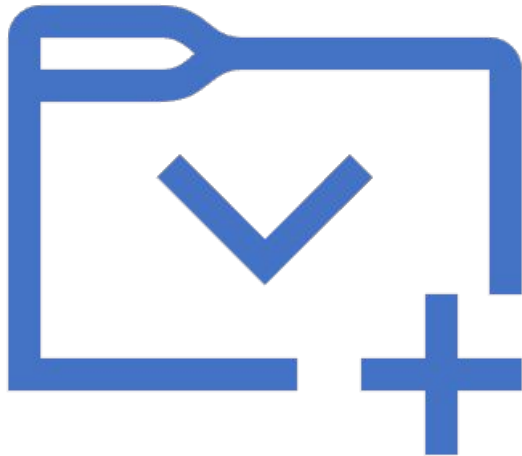
Confirm the project participants: artists, organizations, community partners.



Create a contingency plan.

## Question 2: The What

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



## Question 7: The Why

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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.

# Question 8 & 17 – Refer to Guidelines



How do your activities and programming address inclusion and diversity? Refer to the definitions provided in the CKAF Guidelines.



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

# Definitions

- **Access** encompasses the physical, financial, intellectual, and socio-economic accessibility of programming, events, and venues.
- **Diversity** addresses the non-material culture of the project, specifically the way in which it welcomes people of varying abilities, 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.

# Question 15 – Viability and Risk Management

Describe your contingency plan for the project, specifically addressing how you will manage risk. You should address plans for a public health emergency or other expected events that may affect your activities, such as inclement weather.



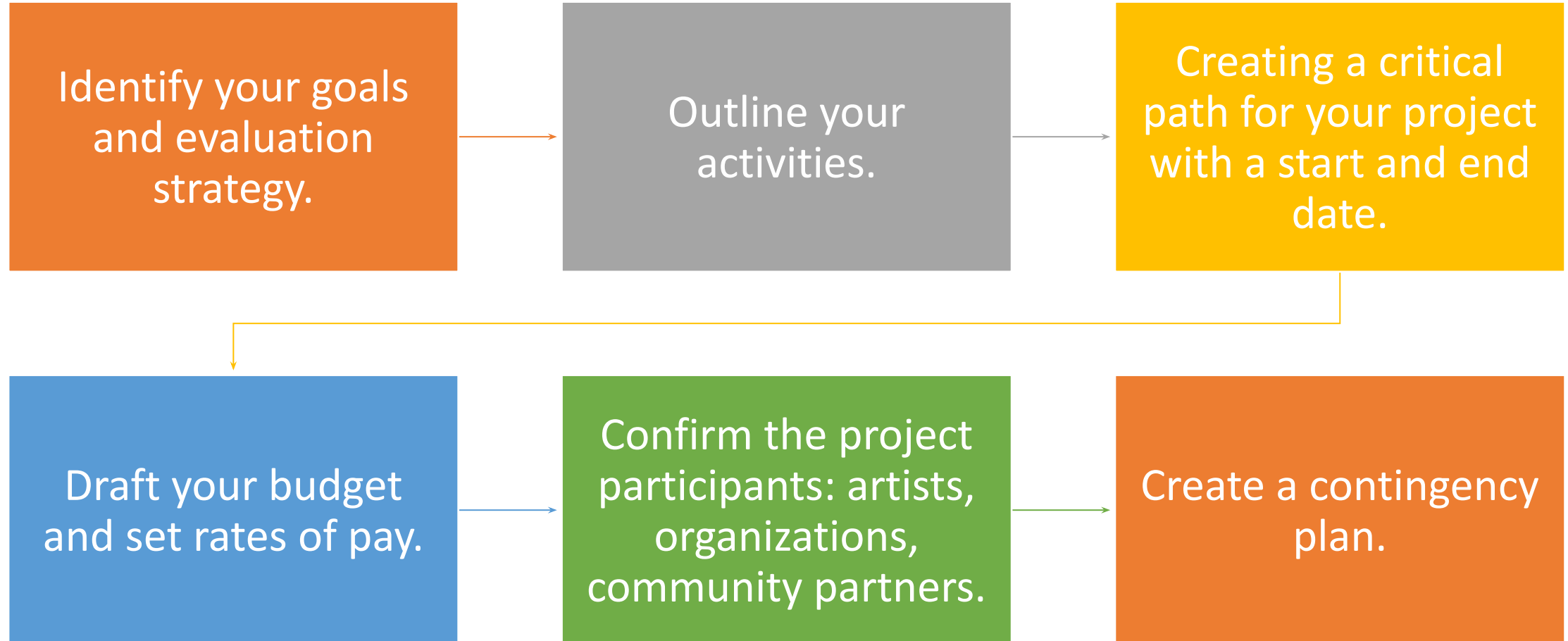
# Supplementary Materials

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- Five pieces
- Can be text, audio, video, etc.
- Must be submitted digitally
- Large video files should be uploaded to a platform like YouTube or Vimeo and sent with a link
- Please ensure that the selected files recent, relevant, strong in artistic merit, and are directly related to the text in your application



# PREPARING YOUR APPLICATION



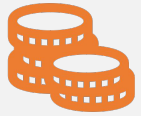


# Community Impact

- You must demonstrate community engagement. Consider how you will measure the impact of your project activities. Who is your audience and how do you plan to reach them?
- Projects are required to have a presentation and community engagement component.



# BUDGET



The Budget Form outlines revenue and expense categories. Use the budget notes to provide more details for the jury.



Your budget must be balanced, and you must pay artist fees to be eligible.




Complete eligible expenses are found in the Grant Guidelines.

<b>PROJECT REVENUE</b>			
2010	Admissions/Box Office/Subscriptions	\$	-
2020	Fees Earned	\$	-
2030	Memberships (no tax receipts issued)	\$	-
2040	Other Earned Income	\$	-
2050	Interest	\$	-
2090	<b>Total Earned Revenue</b>	<b>\$</b>	<b>-</b>
2110	Individual Donations (tax receipts issued)	\$	-
2120	Corporate Donations (tax receipts issued)	\$	-
2130	Corporate Sponsorships (no tax receipts)	\$	-
2140	Foundation Grants/Donations	\$	-
2210	Special Fundraising Events (Gross)	\$	-
2220	BINGO or Lottery Income	\$	-
2310	Other Public Sector Revenue (please specify)	\$	-
2390	<b>Total Donations and Fundraising</b>	<b>\$</b>	<b>-</b>
2410	Canada Council for the Arts	\$	-
2420	Department of Canadian Heritage	\$	-
2430	HRSDC - Employment Grants	\$	-
2440	Ontario Arts Council	\$	-
2450	Ontario Trillium Foundation	\$	-
2460	Other Ontario Grants	\$	-
2470	<b>City of Kingston Arts Fund</b>	<b>\$</b>	<b>-</b>
2480	Other Government Grants	\$	-
2490	<b>Total Government Grants</b>	<b>\$</b>	<b>-</b>

<b>PROJECT EXPENSES</b>		
3010	Artists' Fees	\$ -
3020	Artistic Staff Salaries and Fees	\$ -
3030	Administrative Staff Salaries and Fees	\$ -
3040	Production/Technical Salaries and Fees	\$ -
3110	Other Artistic/Program/Technical Expenses	\$ -
3115	Venue Rental Expenses	\$ -
3200	Accommodation and Travel Expenses	\$ -
3210	Equipment Purchased/Minor Capital Expenses	\$ -
3310	Administrative and General Expenses	\$ -
3410	Marketing/Promotion	\$ -
3510	Fundraising Expenses	\$ -
3540	Insurance	\$ -
3580	Other	\$ -
<b>3990</b>	<b>Total Expenses</b>	<b>\$ -</b>
	<i>Project Surplus or (Deficit)</i>	<b>\$ -</b>
	<i>Administrative Percentage (Admin Salaries/Fees + Admin/General Expenses)</i>	<i>#DIV/0!</i>
<b>IN-KIND SUPPORT:</b> <i>List items or services that have been given to support the project and their monetary value if applicable.</i>		

<b>PROJECT EXPENSES</b>			
3010	Artists' Fees	\$ 5,500.00	painter fee \$3,500 + photographer fee \$800 = \$4,300; workshop and facillitator fees \$1,200


# SUCCESSFUL APPLICANTS

- Activate community partners.
  - Demonstrate scalability.
  - Have diverse funding sources.
  - Research expenses and industry standards.
  - Balance budgets.
  - Include budget notes.
  - Choose supplementary material carefully.
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# Adjudication

Applications are reviewed using a peer assessment process that engages artists and arts professionals from the community as jury members.



Other members of the Grants Committee are known as “ex-officio”; they observe, record, and ensure transparency, but they do not participate in discussions or award funds.

# Assessment Criteria

In assessing an application:

- Artistic contribution;
- Community benefits; and
- Viability

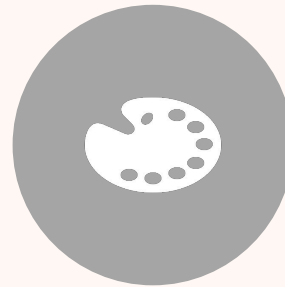
For new projects, the jury considers the degree of uniqueness and potential impact. For recurring projects, the jury considers previous success and degree of innovation.



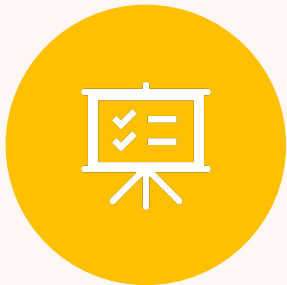
# ASSESSMENT CRITERIA



How well do you understand current community needs and opportunities? What goals will your project accomplish?



Are you committed to hiring Kingston artists and compensating them fairly?



Does your project have a strong contingency plan that can comply with public health measures?



How does your project engage the Kingston community and the arts sector?



# Timeline

**21 February 2024: Program Launch**

**22 April 2024: Application Deadline**

**May 2024: Adjudication**

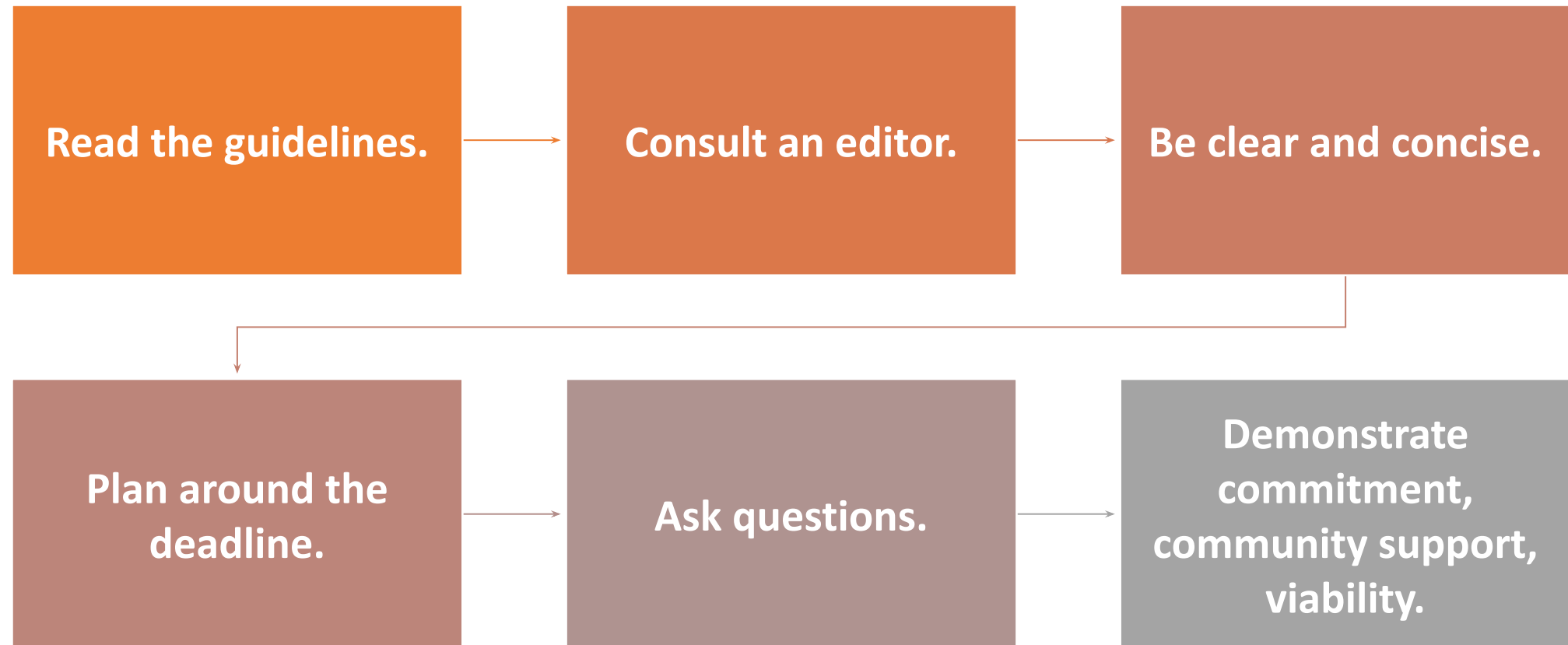
**July 2024: Successful Applicants Notified**

Project applying to CKAF must take place between July 2024 and December 2025.

Operating applicants must apply each year for continued funding.

# Grant Writing Tips

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# Additional Resources

Visit our website:  
[artskingston.ca](http://artskingston.ca): for more information about the program, its history, the application forms, the guidelines, and grant writing resources.

Book a one-on-one meeting by email: for advice on completing your application, eligibility questions, and guidance for your project.



# CONTACT US

Contact Violet Tang, Grants and  
Programs Coordinator:  
[grants@artskingston.ca](mailto:grants@artskingston.ca)

Website: [artskingston.ca](http://artskingston.ca)



## Q & A

Do you have any questions about anything in this info session?

Do you have any general questions about your CKAF application?

