

CKAF 2025 Project Grant Guidelines

This document outlines all instructions, requirements, and key information regarding applications to the City of Kingston Arts Fund (CKAF) 2025 Project Grant program. **Applicants must read these Guidelines in full, and adhere to all instructions and requirements outlined herein. It is the responsibility of the applicant to ensure that the application is complete and that all required information is provided.** Failure to follow these instructions may result in an application being deemed ineligible.

CKAF 2025 Project Grants will support creative projects which demonstrate engagement with local artists and benefit the broader Kingston community. The CKAF is administered by the Kingston Arts Council (KAC) and reviewed by a jury of peers. The jury is tasked with assessing the alignment of each application with the CKAF Objectives, scoring applications based on the Assessment Criteria, and striving to prioritize submissions from new applicants.

Note: the CKAF recently underwent a review, and a new Framework that includes four grant streams will be launched in 2026. This Project Grant program is aligned with the previous CKAF structure, but has been streamlined to better support applicants.

The KAC is committed to equity and inclusion. We welcome applications from all eligible applicants and encourage anyone with accessibility needs to contact the KAC as early in the application process as possible by email at grants@artskingston.ca.

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CKAF Objectives

The Project Grant program funds the creation and presentation of art projects that meet the CKAF objectives. Projects must demonstrate engagement with the Kingston community and engage professional, local artists and pay artist fees.

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 Project 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.

Application Deadline

CKAF Project Grant applications will be accepted until **11:59 PM ET on Tuesday, 5 August 2025**.

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 in writing no less than five business days in advance of the deadline. The KAC may require additional documentation in some circumstances. Extensions will be granted at the discretion of the KAC Executive Director.

Funding Period

CKAF 2025 Project Grants have a maximum term of 14 months from October 2025 through December 2026. Funding issued through this stream cannot support activities conducted prior to October 2025, and all projects funded through this stream must be concluded by 31 December 2026.

Grant Amounts and Allocation

Applicants can request up to \$10,000 in funding through the CKAF 2025 Project Grants stream. When allocating and awarding funds, the jury must balance: supporting the maximum number of eligible, high-quality projects that would be beneficial to the Kingston community; ensuring project plans are viable, accountable and responsive to community needs; and awarding grant amounts that are sufficient to enable the success of the projects. Jurors are also asked to prioritize projects from first-time applicants.

Required Documents

A complete application must include the following:

- Completed and signed **CKAF 2025 Project Grant Application** form;
- Completed **CKAF 2025 Project Grant Budget** form;
- Five pieces of **Supplementary Material**; and
- **Partnership Letters** (if applicable).

Submission Process

Applications must be submitted via email to grants@artskingston.ca. You must submit your complete application in one (1) email with all required documents attached. If the attachments are too large, send them as a ZIP folder.

Files must be labelled as follows:

- 2025_ApplicantName_Application
- 2025_ApplicantName_Budget
- 2025_ApplicantName_PartnershipLetter#
- 2025_ApplicantName_Supplementary#
 - ex. 2025_JaneDoe_Supplementary1

Applications are considered incomplete and are ineligible for review by the jury if they are missing any of the required documents or signatures. Please submit only the required documents; additional documents and images will not be accepted.

The CKAF 2025 Project Grant Application form and CKAF 2025 Project Grant Budget form are available for download on the KAC [website](#). Application forms and budget forms should not be altered in any way.

Application forms are in PDF-fillable format and must be filled out using Adobe Reader, which can be downloaded for free at: <https://get.adobe.com/reader>.

Budget Form Instructions

Complete the CKAF 2025 Project Grant Budget form using Excel or Google Sheets. Include only revenues and expenses relevant to the project for which you are seeking CKAF funding. When completing the Budget form, please keep in mind the following:

- **Review the “Instructions and Definitions” sheet.** This sheet (page) of the document outlines what to include under each category / line item.
- **Budget Notes are required.** Fill in the budget notes column for each revenue and expense line, and provide breakdowns of costs or indicate status (pending, confirmed) where applicable.
- Your budget must balance, meaning your **total revenue minus total expenses must equal zero**.
- **Include budget for insurance**, as insurance is a prerequisite for receiving CKAF funding. Applicants are encouraged to contact an insurance agent/broker to secure an accurate quote for your budget before applying. You do not, however, need to purchase insurance before applying.
- **Your administrative percentage** — the combined total of “Administrative Salaries and Fees” and “Administrative and General Expenses” — **cannot exceed 20% of your total project expenses**.
- The totals for each revenue and expense section, as well as your administrative percentage, are calculated automatically. **Do not alter any cells with embedded calculations.**
- **List In-Kind Support** including items or services that have been given to support the project, as well as their monetary value, if applicable (ex. if a venue waived their rental fee for your project, you should list this as in-kind support and include the regular fee).
- **You must submit your Budget as an Excel document (.xlsx).** Do not submit your budget as a PDF.

Supplementary Material

Submit five (5) pieces of Supplementary Material as part of your application. Supplementary Material should illustrate the artistic merit and impact of the project, and may include image, text, video, or audio files. Individuals and 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. Please upload your video to a website, such as YouTube or Vimeo, and submit a single page document that clearly states the applicant name, video name, and a link to the video. Include the password if the video is set to private. Include timestamps, if needed, to note which portion of the video(s) jurors should watch.

All text submissions combined cannot exceed 5 pages. All audio/video submissions combined cannot exceed 10 minutes.

Partnership Letters

Projects may have community partners. These partners may be collectives, non-profit or for-profit organizations. They must be described in the application (Question 4) and each community partner must submit a Partnership Letter with the application which confirms their participation and outlines their role in the project. Partnership Letters must be dated and signed, and should be written on the organization's letterhead, if applicable. Partners may provide in-kind support, such as office space, venue space or subsidies, staff supervision, equipment, etc. There is no limit to the number of community partners an applicant may have.

Eligible Applicants

Applicants must meet all eligibility criteria and be located in the City of Kingston. There are three types of eligible applicants:

- **Individuals**
- **Collectives**
- **Organizations**

Each CKAF application must have one lead applicant (*Contact for Application* in Section 1) who meets the eligibility requirements. This lead applicant is responsible for managing the project, the funds and the application and reporting.

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

All proposed projects **must** have a presentation or community engagement element. Projects with the sole purpose of creating new artistic work are not eligible for CKAF Project grants.

Individuals

Applicants submitting as an Individual must meet the following criteria:

- Qualify as a professional artist, meaning they: have developed skills through training and/or practice; are recognized as such by artists working in the same artistic traditions; have a history of public presentation or publications; seek payment for their work; and actively practice their art;
- Reside within the City of Kingston;
- 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; and
- Satisfy the additional CKAF requirements for receiving funds, including proof of insurance and the provision of reports.

Collectives

Applicants submitting as a Collective must meet the following criteria:

- Qualify as an artistic collective, meaning they are: a group of three or more artists and/or community members who have come together for the purposes of artistic creation and presentation in a collective artistic endeavour. Collectives are not legally incorporated;
- At least one member of the collective itself must be based in Kingston and the project proposed must take place in Kingston;
- Have three collective members act as signing authorities. Signing authorities are required to sign the application on behalf of the collective. If successful, the signing authorities will also be required to sign the Grant Agreement and Final Report.
- Establish or possess a bank account in the name of the collective. Alternatively, collectives may submit a signed letter from their three signing authorities indicating which member their grant cheque should be made out to;
- Satisfy the additional CKAF requirements for receiving funds, including proof of insurance and the provision of reports.

Organizations

Applicants submitting as an organization must meet the following criteria:

- Be incorporated as a non-profit organization, a registered charity, or a distinct and discrete organization within an incorporated non-profit parent organization;
- Be located within the City of Kingston; and
- Have two signing authorities sign the application on behalf of the organization. If successful, the signing authorities will also be required to sign the Grant Agreement and Final Report.

Ineligible Applicants

Projects with the sole purpose of creating new artistic work, without a presentation and/or community engagement component, are not eligible for a CKAF Project Grant.

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 (ex. City of Kingston Heritage Fund) 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.

Organizations already receiving a 2025 CKAF Grant are not eligible to apply.

Eligible Costs

CKAF Project Grant funding may be used for:

- Artists' fees; *
- Artistic production, presentation and dissemination costs and project administration costs;
- Marketing, promotion, audience development and community engagement activities;

- Venue or studio rentals;
- 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 required to carry out the proposed project.

* Applicants **must** include artists' fees in their expenses to be eligible for CKAF.

Ineligible Costs

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

- Major capital purposes including but not limited to the purchase of land, equipment, fixtures or physical facilities;
- Furthering a for-profit venture or to advantage a for-profit partner;
- 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;
- Fundraising events and projects;
- Recovering the costs of a project deficit or 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 from the Kingston Arts Council on the Adjudication of Applications to the 2025 City of Kingston Arts Fund at a meeting of Kingston City Council (October 2025).

Adjudication Process

After applications are received, the KAC assesses and confirms the eligibility of each application. Applications may be deemed ineligible by the KAC if it is determined that they do not comply with the eligibility criteria as per the CKAF 2025 Project Grant 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 has been received, and whether it has been deemed eligible or ineligible.

If an applicant realizes there is an error in their application after it is submitted, they may correct or update their application prior to the application deadline.

Eligible 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. Jurors 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 and to Kingston City Council for ratification. Decisions of the KAC Grants Committee are final.

Assessment Criteria

CKAF Project 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 a project's artistic contribution, the jury considers:

- The creation of relevant, innovative, and high-quality artistic work;
- The commitment of the project to hiring Kingston artists and compensating all artists and employees at industry-standard rates; and
- The potential to build capacity in the arts sector through mentorship, professional development, collaboration between emerging and established artists and organizations, and/or collaboration between artists working in different media.

In assessing a project's benefit to the community, the jury considers:

- The potential impact of the project on the broader Kingston community;
- The creation of activities and programming that address access, diversity and inclusion as defined by the CKAF guidelines; and
- The alignment of the project goals and activities with the CKAF program goals.

In assessing the project's administration and viability, the jury considers:

- The viability and clarity of the application and the capacity of the applicant's administration to successfully execute the project;
- The potential of the budget to fund the project realistically and successfully; and
- How well the applicant's internal equity practices address the needs of diverse staff, volunteers, artists and community partners.

Grant Results and Funding

In October 2025, the KAC will notify all CKAF grant applicants of their results by email. Successful applicants will receive a grant package for review, and 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.

Details of the Terms and Conditions of CKAF Project Grant funding include:

- Grant recipients will be required to sign a Project Grant Agreement recognizing the applicant's obligations regarding the use of the funds and reporting requirements, prior to delivery of the initial grant cheque;
- Proof of \$5,000,000 liability insurance coverage will be required from grant recipients before any funds are released. This insurance coverage must name the Kingston Arts Council and the Corporation of the City of Kingston as Additional Insured;
 - The KAC will issue a cheque for 90% of the grant amount awarded upon signing of the Agreement and receipt of a Certificate of Insurance.
- Grants shall be used only for the purpose(s) outlined in the application. Any changes in scale, activities, key personnel and/or time frame 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;
- Grant recipients are required to maintain adequate and accurate financial records;
- Grant recipients are required to submit a Final Report to the KAC;
 - The KAC will issue a cheque for the remaining 10% of the Project Grant upon receipt and approval of a Final Report; and
- Grant recipients are required to acknowledge the support of **both the Kingston Arts Council and the City of Kingston** in all publications and promotional materials. Current logos and instructions for their use for both organizations can be found on the KAC website.

Reporting

Final Reports must be submitted no more than **60 days** after the project completion date and no later than **31 December 2026**.

Reports will be considered incomplete and will not be approved if they are not signed or if questions are left unanswered. The KAC may request additional information, at their

discretion, in order to approve a Final Report. Any applicant with an overdue Final Report will be ineligible to apply for CKAF grant funding until the report is received and approved by KAC staff.

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 applications of recurring projects, at the discretion of the KAC.

Significant changes to a project must be submitted in writing to the KAC in advance for approval. Unapproved changes may result in funds being withheld at the discretion of the KAC or a withdrawal of funding. 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.

Extensions

Grant recipients may request an extension for their Final Report. Requests must be made in writing at least five business days before the deadline. Extensions are granted at the discretion of the KAC Executive Director and will not exceed 30 calendar days.

If the project will not be completed by 31 December 2026, the recipient must submit a request to KAC to extend the term of the Project Grant. Requests must be submitted in writing at least five business days before the Final Report deadline. Extensions are granted at the discretion of the KAC Executive Director and will not exceed 120 calendar days. If recipients do not submit their signed grant agreement and insurance or an extension request by the Final Report deadline, the grant will be considered null and void and the amount will not be issued.

Questions?

Contact grants@artskingston.ca with any questions or concerns. Please note that the volume of inquiries increases closer to the application deadline. We will strive to answer all questions in a timely manner, but we cannot guarantee we will be able to respond to all last-minute inquiries.