

CKAF 2025 Project Grant Application - Organizations

Applicants must read all instructions outlined in the 2025 CKAF Project Grant Guidelines available on the Kingston Arts Council website (artskingston.ca). The Guidelines include all relevant information for applicants, including eligibility, assessment criteria, and application instructions. It is the responsibility of the applicant to ensure that the application is complete, with all required information provided in accordance with the Guidelines.

This is a fillable PDF form which must be completed using Adobe Reader (download [here](#)).

Applications are due by 11:59 PM ET on **Thursday, 31 July 2025**. Applications must be submitted via email to grants@artskingston.ca according to the instructions outlined in the Guidelines.

Application Checklist

Please ensure you review the 2025 CKAF Project Grant Guidelines and include every item required in your application as described therein. You will not be able to revise your application or submit corrections after the deadline. Required documents include:

CKAF 2025 Project Grant Application Form

CKAF 2025 Project Grant Budget Form

Supplementary Material

Partnership Letters (if applicable)

Section 1: Applicant Profile

Applicant Type:

Incorporated non-profit organization

Corporation Number

Date of Incorporation

Charitable organization registered with Canada Revenue Agency

Charitable Registration Number

Distinct and discrete arts organization within an incorporated non-profit parent organization

Parent Organization

Corporation Number

Date of Incorporation

Project Title:

Common Name of Applicant:

Legal Name of Applicant:

Mailing Address:

Phone:

Website:



Contact for Application:

Name

Email Address

Have you received a CKAF Project Grant before?
If Yes, in what year did you receive your grant?

Yes

No

1. Provide a brief summary of your mandate, mission and/or vision. *Include an overview of your artistic work, history, and communities you serve. Maximum 1,250 characters (approx. 250 words).*

Section 2: Project Details

2. Describe your project. Include an overview of your planned activities, who this project will impact, and the goals you hope to achieve. *Maximum 2,500 characters (approximately 500 words).*

3. Provide your project timeline. Highlight major activities and milestones with corresponding dates. *Maximum 1,250 characters (approximately 250 words).*



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4. Provide the name, role, and responsibilities of all participants (individuals and organizations) involved in your project. Clearly state if they are paid or volunteer, and if their participation has been confirmed. *Maximum 1,250 characters (approximately 250 words).*

5. How does your project facilitate diversity, equity, inclusion, and accessibility? What equity practices do you have in place? *Maximum 1,250 characters (approximately 250 words).*

6. How does your project engage local artists and/or artists from outside of Kingston? Specify rates of pay and describe how they are set. *Maximum 1,250 characters (approximately 250 words).*

Section 3: Signatures

Applications must be signed by **two (2)** of the organization's signing officers. Applications must be signed and dated using the "Fill and Sign" function on Adobe Reader.

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 CKAF 2025 Project Grant Guidelines and submit this Project Grant application for review. To the best of our knowledge, the information provided herein is true and accurate. We affirm that:

- We are not currently receiving funding from the City of Kingston through sources other than CKAF. In-kind support is excepted;
- We are 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 (projects have been successfully completed and final reports accepted) as of this deadline date; and
- City of Kingston Arts & Culture Services and/or Kingston Arts Council staff do not hold a primary role position with our organization. Primary roles include occupying an executive and/or decision-making staff or board position.

We understand and agree that:

- All funding decisions are final and rest with the Jury of the CKAF Grants Committee as ratified by the Kingston Arts Council and Kingston City Council;
- If we are 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 any costs for activities incurred prior to October 2025. Applicants who undertake activities prior to confirmation of funding from CKAF do so at their own risk and expense; and
- Grants shall be used only for the purpose(s) outlined in the application."

Signing Authority 1:

Name

Signature

Date

Signing Authority 2:

Name

Signature

Date