



## CKAF 2026 Festival Grant Application Form: Emerging Festivals

Before completing the application, applicants should review the CKAF 2026 Festival Grant Guidelines for Emerging Festivals, available on the Kingston Arts Council website: [www.artskingston.ca/ckaf](http://www.artskingston.ca/ckaf). It is the responsibility of the applicant to ensure that the application is complete and all required information is provided. Failure to follow the instructions outlined in the Guidelines may result in an ineligible application.

### Submission Instructions

Completed applications are due to the Kingston Arts Council by **Thursday, 7 May 2026 at 11:59 PM ET**.

Applications must be **submitted by email to [grants@artskingston.ca](mailto:grants@artskingston.ca)**. All application files should be attached and submitted in one (1) single email. 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.

If you require accommodations, please contact [grants@artskingston.ca](mailto:grants@artskingston.ca) no less than two weeks in advance of the application deadline.

#### **Application files should be labelled as follows:**

- 2026\_ApplicantName\_Application
- 2026\_ApplicantName\_Budget
- 2026\_ApplicantName\_Supplementary1
- 2026\_ApplicantName\_Partnership1
- 2026\_ApplicantName\_Reference1
- 2026\_ApplicantName\_Board
- 2026\_ApplicantName\_FinancialStatements

Late and/or incomplete applications are ineligible for review by the jury. Applications are considered incomplete if they are missing the required number of signatures and/or any of the required documents.

The application form must not be altered in any way, and additional documents (beyond the required documents) will not be accepted.

## Application Form

Applications are fillable PDF forms and must be **completed using Adobe Acrobat Reader**, which can be downloaded for free [here](#). Each text box has a maximum character limit of 2,500 characters. Applications from non-profit organizations are required to be signed by two of the organization's signing authorities; applications from collectives are required to be signed by three of the collective members, including the lead applicant. You must complete all components of the application before adding digital signatures.

## Budget Form

The Budget Form must be completed (columns C-E filled out) and submitted as a .xlsx file. **Budgets may not be submitted in PDF form.** Do not alter the form or edit automatic calculations. Instructions for completing the form, including examples for each line, can be found on the *Instructions + Definitions* tab on the form.

**Note: Your Budget must be balanced.** This means that your Total Revenue minus your Total Expenses equals to zero.

## Supplementary Material

Submit five (5) pieces of Supplementary Material to support your application. These can be text, video, audio, or image files that illustrate the artistic merit and impact of the organization. Review the CKAF 2026 Emerging Festivals Grant Guidelines to determine requirements for Supplementary Material.

## Partnership Letters

Applicants are required to submit partnership letters from all confirmed community partners identified in **Question 14**, confirming their participation in the festival and outlining their role. Partnership letters should be dated, signed, and submitted on the organization's letterhead, if applicable.

## Reference Letters (Collectives)

Collectives applying through this stream are required to submit two (2) Reference Letters from individuals that can speak to their ability to manage and successfully complete the project, including experience managing budgets, if applicable.

## Board List (Non-profit Organizations)

Non-Profit Organizations applying through this stream are required to complete the Board List and submit it as a .xlsx file. Instructions are included on the form.

## Year-End Financial Statements (Non-profit Organizations)

Non-Profit Organizations applying through this stream are required to submit a single copy of your signed Audited Financial Statements, Review Engagement Report, or Compilation Statement for your last completed fiscal year.

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## Application Checklist

Please ensure you have included every item required in your application. Revisions will not be possible after the application deadline. A complete application consists of:

- Application Form (this document)
  - Section 1: Statement of Eligibility
  - Section 2: Signatures
  - Section 3: Applicant Profile
  - Section 4: Artistic Mandate
  - Section 5: Artistic Programming and Service Quality
  - Section 6: Impact and Benefit to Kingston Residents
  - Section 7: Financial Management and Viability
  - Section 8: Leadership, Administration, and Governance
- Budget Form
- Supplementary Material
- Partnership Letters
- Reference Letters (Collectives only)
- Board of Directors List (Non-Profit Organizations only)
- Year-End Financial Statements (Non-Profit Organizations only)



## Section 1: Statement of Eligibility

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

- The organization/collective is not currently receiving funding from the City of Kingston through sources other than CKAF. In-kind support is excepted.
- The organization/collective is in good standing with the municipality both generally and with regards to past CKAF and/or other City grants (successful completion of projects, approved final reports, no outstanding invoices with any City departments).
- City of Kingston and/or Kingston Arts Council staff does not hold a primary role position with the applicant. Primary roles include executive and/or decision-making staff or board positions.

If you are unable to verify one of the above statements, please contact the KAC at [grants@artskingston.ca](mailto:grants@artskingston.ca) regarding your eligibility.



## Section 2: Signatures

Applications must be signed and dated on or before the application deadline. You must complete all components of the application before adding digital signatures. Applications must be signed and dated using the “Fill and Sign” function on Adobe Reader. The signature requirements are:

- Collectives: three (3) signatures are required from members of the collective
- Non-profit organizations: two (2) signatures are required from signing officers

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 2026 Festival Grant Guidelines for Emerging Festivals for the City of Kingston Arts Fund (CKAF) and submit this Emerging Festival Grant Application for review. To the best of our knowledge, all information provided herein is true and accurate. 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 our organization 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 costs of an 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, Title (if applicable)	Signature	Date
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Signing Officer 2:

Name, Title (if applicable)	Signature	Date
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Signing Officer 3:

Name	Signature	Date
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### Section 3: Applicant Profile

Festival Name:

Collective or Organization Name:

Organization Legal Name:

Mailing Address:

Phone:

Website:

Contact for Application:

Name

Email Address

Please identify the applicant and provide the corresponding information, if applicable:

A collective

An incorporated non-profit arts organization

Corporation Number

Date of Incorporation

An arts organization situated within a multi-purpose institution

Parent Organization

Corporation Number

Date of Incorporation

Festival Start Date:

Festival End Date:

DD/MM/YYYY

DD/MM/YYYY

Emerging Festival Grants are awarded between \$10,000 and \$20,000. Please provide the following financial information from your Budget Form:

Total Revenue:

Amount Requested from CKAF:



## Section 4: Artistic Merit

1. What are the festival's mission, vision, and values? Describe how your mission serves the broader community.

2. Provide a brief summary of your organization or collective's mandate, history, and artistic work.

3. How do your festival's values reflect your commitment to equity?



## Section 5: Artistic Programming and Service Quality

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

5. Describe how your festival represents the diversity of Kingston, and supports Indigenous artists and artists from equity-deserving communities.

6. What paid opportunities do you offer for Kingston artists and/or regional, national, and international artists?



7. How do you set rates of pay for artists and arts workers?

8. Describe how your festival contributes to sector development. What opportunities for collaboration and exchange do you provide through festival programming?

*Tip: Highlight opportunities for collaboration and cross-pollination between emerging and established artists, and between Kingston artists and their provincial, national, and international peers. Include any mentorship or professional development opportunities.*

9. How do you ensure the safe, affirming, and culturally appropriate delivery of programming engaging Indigenous and equity-deserving communities?

## Section 6: Impact and Benefit to Kingston Residents

10. Describe your audience and participants. How does your festival continue to develop new audiences?

*Tip: If you are applying for a first-time festival, describe your outreach and audience development plans*

11. How do you ensure festival programming is accessible and safe for participants? Outline internal and public policies.

*Tip: You may also choose to include relevant plans, consultations, internal practices, emergency plans, or allocated budget.*

12. How do you evaluate the impact of your festival on the arts sector and broader public, and how does this affect programming year over year?

*Tip: If you are applying for a first-time festival, describe how impact evaluation will affect programming next year.*



13. Describe your marketing and outreach plans, strategies, and/or initiatives.

*Tip: Marketing and outreach plans should be appropriately scaled to your festival, have sufficient budget allocated, and tailored to your target audience.*

14. List your community partners, sponsors, and supporters and their role(s) in your festival.

*Tip: Highlight how community partnerships support the festival's mandate and mission.*

15. Provide the following estimated statistics for the festival:

Number of artists paid:

Number of public activities/events:

Number of audience members:

Number of volunteers:

Number of volunteer hours:

Number of new works created or presented:

Number of other participants:



## Section 7: Financial Management and Viability

16. Describe your organization or collective's history with managing budgets.

17. How do you mitigate financial risk? Describe the contingency plan(s) you have in place to adapt to any shortfall in revenue.

*Tip: Highlight any experience managing large-scale or complex budgets that are comparable to your proposed festival.*



## Section 8: Leadership, Administration, and Governance

18. Describe your volunteer program and onboarding practices. What types of training and resources do you provide volunteers?

19. Describe your organizational leadership and/or your collective members. What skills and experience do they bring to advance the mission and work?

20. Describe how you promote the wellbeing of staff and volunteers.

*Tip: Outline any policies and practices in place to support a healthy and respectful workplace environment.*