



## CKAF 2026 Festival Grant Application Form: Established Festivals

Before completing the application, applicants should review the CKAF 2026 Festival Grant Guidelines for Established 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\_Statistics
- 2026\_ApplicantName\_Programming
- 2026\_ApplicantName\_BoardAndStaff
- 2026\_ApplicantName\_FinancialStatements
- 2026\_ApplicantName\_Supplementary1

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 are required to be signed by two of the organization's signing authorities. You must complete all components of the application before adding digital signatures.

## Budget Form

The Budget Form must be completed (columns C-G 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.

## Statistics Form

The Statistics Form must be completed (columns C-F filled out) and submitted as a .xlsx file. Instructions and details can be found on the form.

## Programming Form

The Programming Form includes both the *Current Year Program List* and the *Request Year Program List*. Both lists must be completed in full and submitted as a single .xlsx file. Utilize the tabs to navigate between the lists and the instructions, which can be found on the *Instructions* tab.

## Board and Staff List

The Board and Staff List form includes tabs for both the *Board List* and *Staff List*. Instructions for each list are found on their respective tabs. Both lists must be completed in full and submitted as a single .xlsx file.

## Year-End Financial Statements

Submit a single copy of your signed Financial Statements for your Previous Year (2024-2025). This is generally your Audited Financial Statements, but may also be submitted as a Review Engagement Report or a Compilation Statement, depending on your grant request and total revenue. Review the CKAFF 2026 Festival Grant Guidelines for Established Festivals to determine the type of statements required for your organization.

## 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 Established Festivals Grant Guidelines to determine requirements for Supplementary Material.

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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: Organization Identification
  - 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
  - Section 9: Current Year Report (if applicable)
- Budget Form
- Statistics Form
- Programming Form including Current Year Program List and Request Year Program List
- Board and Staff List
- Year-End Financial Statements
- Supplementary Material



## Section 1: Statement of Eligibility

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

- The organization is not currently receiving funding from the City of Kingston through sources other than CKAF. In-kind support is excepted.
- The organization 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 by two of the organization’s signing authorities. 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.

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 Festival Grant Guidelines for Established Festivals for the City of Kingston Arts Fund (CKAF) and submit this Established 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. Applicant 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 Authority 1:

|       |           |      |
|-------|-----------|------|
|       | Name      |      |
| Title | Signature | Date |

Signing Authority 2:

|       |           |      |
|-------|-----------|------|
|       | Name      |      |
| Title | Signature | Date |

The Board or governing body approved this application at its meeting on:



### Section 3: Organization Identification

Common Name of Organization:

Legal Name of Organization:

Name of Festival:

Mailing Address:

Phone:

Website:

Contact for Application:

Name

Email Address

Chair of Board of Directors (or equivalent):

Name

Email Address

Executive Director (or equivalent):

Name

Email Address

Has this organization previously received a CKAF Operating Grant or two CKAF Project Grants?

Please identify the type of organization and provide the corresponding information:

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

Request Year Start Date:

Request Year End Date:

DD/MM/YYYY

DD/MM/YYYY



Established Festival Grants are awarded between \$10,000 and \$55,000. Please provide the following financial information from your Budget Form:

Total Revenue for the Request Year (2026-2027):

Amount Requested from CKAF:

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## Section 4: Artistic Mandate

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

2. How do your organization's values reflect your commitment to equity?



## Section 5: Artistic Programming and Service Quality

3. Summarize your key programs and services, and outline how they are shaped by your mission and mandate.

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

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



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

7. 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.*

8. 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

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

10. 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.*

11. How do you evaluate the impact of your festival on the arts sector and broader public, and how does this affect your annual program plans?



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12. 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.*

13. 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.*



## Section 7: Financial Management and Viability

14. Describe the financial position of the organization. Discuss any financial plans to achieve programs and strategic goals, or address financial challenges.

15. If applicable, discuss plans for accumulated surpluses or deficits.

*Tip: If you have a significant accumulated surplus (ex. Greater than 20% of your budget), discuss the plans for its use and why you require additional funding. If you have an accumulated deficit, explain your deficit reduction plan.*



## Section 8: Leadership, Administration, and Governance

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

17. Describe your organizational leadership (artistic and administrative staff). What skills and experience do they bring to advance the organization's mission and work?

18. Describe your Board of governance model. How do Board members (or equivalent) engage with the organization, and what skills and experience do they bring to advance the organization's mission?



19. What policies and practices are in place to support a healthy and respectful workplace environment?

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## Section 9: Current Year Report

*This section is only required for applicants who received a CKAF 2025 Operating Grant.*

20. Provide a brief overview of your Current Year (2025-2026) programming achievements and challenges.

21. Describe any significant changes to your activities and financial management. Explain how these changes have impacted your plans for your Request Year.