



## CKAF 2026 Operating Grant Guidelines

### Program Description

Annual grants to support the operations, programs and/or services of a wide range of non-profit arts organizations (professional, semi-professional, and emerging) in Kingston. City of Kingston Arts Fund (CKAF) Operating Grants are usually expected to be renewable grants, based on the assessment and decision-making provisions outlined in the CKAF Framework.

### Key Dates

Applications Open	Thursday, 26 March 2026
Information Session	Tuesday, 14 April 2026, 2:00 PM - 3:00 PM
Deadline to Book a Consultation*	Thursday, 23 April 2026
Application Deadline	Thursday, 7 May 2026, 11:59 PM ET
Results Expected	Wednesday, 8 July 2026

\*First-time Operating Grant applicants must book a consultation with KAC staff before 23 April 2026 to assess their eligibility for this program.

### Funding Period

CKAF 2026 Operating Grants are intended to support the recipient organization's operations and programming for their fiscal year ending in 2027.

### Grant Amounts

Grants range from \$10,000 – \$65,000.

### Contact Information - Kingston Arts Council

Inquiries regarding the CKAF Operating Grant program should be directed to Shamara Peart, Grants Administrator at [grants@artskingston.ca](mailto:grants@artskingston.ca) or 613-546-2787.

Applicants may also visit the KAC office in person during office hours. The KAC office is open to the public Monday – Friday, 10AM – 5PM and is located at:

Unit 115, Tett Centre for Creativity and Learning  
370 King St W, Kingston ON K7L 2X4

### Grant Application Support

The KAC is committed to Indigenization, Inclusion, Diversity, Equity, and Accessibility (IIDEA) and strives to make our granting processes more accessible. Applicants with accessibility needs are encouraged to contact KAC staff as early in the application period as possible to request accommodations for their grant application. Applicant support offered for the CKAF grant program include, but are not necessarily limited to:

- Providing ASL interpretation at all CKAF Information Sessions;
- Facilitating online or in-person meetings, and by request:
  - Providing Access Notes for the KAC office for in-person meetings; and/or
  - Providing ASL interpretation for individual meetings with applicants, typically hosted via Zoom.
- **New to CKAF:** Providing financial support of up to \$500 for grant writing services for applicants who are Deaf, living with a disability, illiterate, or do not have a working proficiency in English;
  - Note: Financial support for CKAF grant writing services must be requested by the applicant and approved by the KAC no less than two weeks prior to the application deadline. Applicants who are approved for this type of support must then submit the service provider's details to KAC staff, who will coordinate payment with the service provider directly. The applicant is responsible for paying the service provider for any costs exceeding the maximum allowance.
- Providing recommendations for services or tools that may be of use to artists with accessibility needs

Alternate forms of support for grant applications, including alternative submission methods for components of an application, may be considered upon request. Please contact KAC staff if there is another way we can make the grant application process more accessible for you, and we'd be happy to consider it.

## Eligible Applications

To be eligible for a CKAF Operating Grant, organizations must:

1. Have an existing funding relationship with the City of Kingston:
  - o Currently receive a CKAF Operating Grant or have received two CKAF Project Grants; and
  - o First-time Operating Grant applicants must book a consultation with KAC staff to assess eligibility by Thursday, 23 April 2026.
2. Operations and Mandate:
  - o Be an incorporated non-profit arts organization for a minimum of two years;
    - If the arts organization is situated within a multi-purpose institution (i.e., library, university, museum, etc.) the applicant must clearly demonstrate their independence by being able to fulfill all eligibility requirements separately and distinctly from the multi-purpose institution. This includes a

fully segregated and itemized financial statement specifically for the revenues and expenses of the organization separate from the multi-purpose institution. Arts organizations within a multi-purpose institution must be governed by a board of directors or an advisory body solely responsible for the arts organization. Levels of funding for organizations associated with and supported by a multi-purpose institution will be determined based on need and maximizing the impact of municipal funding.

- Alternative structures may be considered to facilitate Indigenous agency, at the discretion of the Kingston Arts Council and the City of Kingston;
- Have paid professional staff and leadership in artistic and administrative roles;
- Be governed by a Board of Directors or other body responsible for the organization;
- Be physically located and deliver programs and services within Kingston;
  - Organizations registered in nearby areas, including First Nation or Indigenous communities, may be considered eligible at the discretion of the Kingston Arts Council in consultation with the City of Kingston, provided the majority of their activities occur within the City of Kingston.
- Have a mandate and history of consistent annual delivery of arts programs or services in support of the mandate for at least two years;
- Work for the benefit of the Kingston arts sector, its communities, audiences, and artforms; and
- Compensate artists and arts workers and demonstrate efforts to meet industry standard rates at minimum.

### 3. Financial:

- Have independently-prepared financial statements signed by two Board members (in the form of audited statements, a review engagement or compilation statement), as described below:
  - Organizations applying for Operating Grants \$30,000 or more with operating budgets greater than \$250,000 are required to submit their Audited Financial Statements for the most recent fiscal year available;
  - Organizations applying for Operating Grants of \$30,000 or more with operating budgets less than \$250,000 must submit either their Audited Financial Statements or a Review Engagement Report for the most recent fiscal year available. A Review Engagement Report is reviewed and

signed by a chartered professional accountant but has not been formally audited;

- Organizations applying for Operating Grants of less than \$30,000 must submit their Audited Financial Statements, Review Engagement Report, or Compilation Statement for the most recent fiscal year available.
- Demonstrate a range of revenue sources on an annual basis, including earned, government and private sector revenues;
- CKAF funding request should not exceed 30% of the applicant's revenue or expense totals reported from their last completed fiscal year; and
- Be in good standing with the City of Kingston and with CKAF and/or other City grants (i.e., successful completion of projects and submitted final reports, no outstanding invoices with any City departments).

## Ineligible Applications

Organizations that are considered ineligible to apply include:

- Organizations that do not have arts mandates;
- Organizations that directly deliver curriculum-based education (such as a school) or based on the pursuit of a postsecondary diploma or degree;
- Organizations based on fundraising or building awareness for a third party, such as a charitable cause or political movement, focused on religious practice, or the goal to change religious belief;
- Commercial, for-profit businesses;
- Organizations already receiving funding from the City of Kingston through other sources including grants or Service Level Agreements. Organizations may only receive funding through one CKAF grant stream annually. In-kind support is expected, especially as it may relate to participation in multi-partner initiatives.
- Organizations seeking operational funding with mandates primarily focused on the delivery of arts festivals should apply through the new CKAF Festival grant stream.

## Ineligible Expenses and Activities:

Expenses and activities that may not be funded by CKAF Operating Grants include:

- For significant capital purposes such as purchase or renovation of buildings and/or major equipment;
- Furthering a for-profit venture or to advantage a for-profit partner;

- Fundraising or recovering the costs of an organization's financial deficits; and
- Programs or services delivered by an organization aligned with any political party or religious group.

## Assessment Criteria

CKAF Operating Grant applications are assessed based on the criteria outlined below. In preparation for adjudication, jurors assign each of the assessment criteria below a score on a scale of 1 to 5.

### Artistic Mandate

- Clearly defined mission, vision and values that responds to a clear need in Kingston's arts sector; and
- There are clear commitments to equity in the mission, vision, and values.

### Artistic Programming and Service Quality

- Programs and/or services advance the organization's mission, advance a particular discipline or practice, and are of a quality to merit public support;
- Meaningful opportunities and resources are provided for artists to lead, develop, create and present their work and develop their practice, and ensure recognition and representation of artists from equity-deserving communities;
- Commitment to hiring Kingston artists and compensating artists and employees at industry-standard rates;
- Contribution to sector development, including opportunities for professional development and collaboration for emerging and established artists and groups; and
- Demonstration of informed and respectful delivery of programming related to Indigenous and equity-deserving groups.

### Impact and Benefit to Kingston Residents

- Commitment to developing and/or engaging audiences and participants that reflect the diversity of Kingston;
- Accessibility plans and practices are in place to ensure access to participation;
- The organization understands and articulates the impact of its programs and/or services, community needs, and has strategies to assess and respond to community needs or demand; and
- There is a returning, consistent or growing participation in programs and/or services.

### **Financial Management and Viability**

- Strong financial health, including diverse revenue sources and achievable budgets in relation to programs, services, operations, and longer-term plans;
- There are realistic budget projections, an appropriate balance of programming and administrative expenses, with expenses aligned with revenues; and
- There is a demonstrated need for and impact of City funding; if applicable, appropriate plans are in place to reduce deficits and/or utilize accumulated surpluses.

### **Leadership, Administration, and Governance**

- Leadership has the relevant experience, knowledge and skills to manage the organization and contribute to the advancement of the arts sector;
- The organization has a strong Board or governing body that is diverse, has strong recruitment practices, and offers a range of skills and expertise to advance the organization's mission;
- Demonstrated commitment to the well-being of staff and volunteers, including having defined policies and practices in place to ensure a healthy workplace culture; and
- Equity planning initiatives are implemented or in development and resourced accordingly.

### **Artificial Intelligence (AI)**

We recognize that AI technologies can be leveraged as an accessibility tool and to support applicants in navigating the grant writing process. As such, we do not bar applicants from utilizing AI technologies to compose written materials for their applications, however, **the submission of supplementary materials (ex. images, videos, audio) generated by AI is prohibited.**

Applicants must ensure that all information included in their grant application is true and accurate. We recommend that applicants seeking to utilize AI tools to support their grant writing process consider the potential risks, including the duplication of written materials amongst applicants, accuracy of information, data security, and intellectual property concerns. We strongly encourage applicants using AI tools to ensure your written materials are thoroughly reviewed and revised, tailored to your organization or collective, and accurate.

### **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.



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

Audio files and image files may be attached directly to your email submission.

If submitting video files, please upload the video(s) to a website (ex. Vimeo, Youtube) and submit a single-page document outlining the applicant name, video name, video link, and password to access the video, if applicable. Include time stamps, if needed, to ensure your submission does not exceed the maximum time limit (ex. *Please view 0:00-3:00*).

### Application Contents

A complete application consists of:

- Application Form (signed);
- Budget Form;
- Statistics Form;
- Programming Form (Previous Year Program List and Request Year Program List);
- Board of Directors and Staff Lists;
- Year-End Financial Statements; and
- Supplementary Material (5 pieces)