

CKAF 2026 Creation & Development Grant Application Form

Before completing this application form, applicants should review the CKAF 2026 Creation & Development Grant Guidelines, available on the Kingston Arts Council website: 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 **Monday, 21 September 2026 at 11:59 PM ET**.

Applications must be **submitted by email to 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 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_CV1
- 2026_ApplicantName_Partnership1

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

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. Application forms are required to be signed by the primary applicant, as well as any co-applicants identified in the application. You must complete all components of the application before adding digital signatures.

Budget Form

The Budget Form must be completed 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. Your budget must be balanced, meaning 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 Creation & Development Grant Guidelines to determine requirements for Supplementary Material.

Artist CVs

Applicants are required to attach their Artist CV, and the CV(s) of any co-applicants, if applicable. CVs should be submitted in PDF form, and should not exceed 3 pages.

Partnership Letters

Applicants are required to submit partnership letters from confirmed collaborators, mentors, or other participants described in **Question 7**, confirming their participation and outlining their role. Partnership letters should be dated, signed, and submitted on the organization's letterhead, if applicable.

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)
- ☐ Budget Form
- Supplementary Material (5 pieces)
- Artist CV(s)
- Partnership Letters (if applicable)

Section 1: Applicant Profile

Project Title:

Primary Applicant:

Mailing Address:

Phone:

Email:

Co-Applicant(s) (if applicable):

Collective name (if applicable):

Website (if applicable):

Creation & Development Grants are awarded between \$3,000 and \$10,000. Please provide the following financial information from your Budget Form:

Total Revenue:

Amount Requested from CKAF:

1. Tell us about yourself and your co-applicants, if applicable. Provide a brief summary of your artistic practice and/or biography.

Section 2: Project Details

2. Describe your proposed project. Include a brief summary of the concept and themes you are exploring.

3. Describe your goals for this project, and any anticipated outcomes.

4. Provide your project timeline. Include core activities, milestones, and corresponding dates.

5. How will this project impact your artistic practice, career, and/or professional development?

6. How will this project contribute to the broader artistic landscape in Kingston?

7. Does your project involve additional collaborators, mentors, or other participants?

☐ YES

☐ NO

If you selected YES: Describe your collaborators, mentors, or other participants and their role in the project. Provide partnership letters if applicable (see page 2 for details).

8. Does your project engage with Indigenous and/or equity-deserving communities or cultural materials?

☐ YES

☐ NO

If you selected YES: Please describe how you ensure the informed, respectful, and culturally safe engagement with artists, individuals, and content from Indigenous and/or equity-deserving communities.

9. Is there any other information that will help us understand your application?

This question is optional. Feel free to share any cultural context, specific needs related to your activities, or other context you think would be helpful for the jury to understand your application.

10. If you are an applicant who is Deaf and/or living with a disability, and you are requesting additional funding for accessibility costs required to complete the project, please outline how this funding will be utilized to support your project.

Section 3: Supplementary Material Details

Utilize the table below to outline details about the supplementary material you are submitting, including the title of the work, the artistic medium or submission type (ex. Oil on canvas, video, photograph, audio, collage, etc.), the year in which it was created, and a brief description.

(Supplementary 1) Title:			
Medium/Type:		Year:	
Brief Description:			
(Supplementary 2) Title:			
Medium/Type:		Year:	
Brief Description:			
(Supplementary 3) Title:			
Medium/Type:		Year:	
Brief Description:			
(Supplementary 4) Title:			
Medium/Type:		Year:	
Brief Description:			
(Supplementary 5) Title:			
Medium/Type:		Year:	
Brief Description:			

Section 4: Signatures

Applications must be signed on or before the application deadline by the primary applicant and all co-applicants outlined in Section 1. 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:

“I/we have read and agree to all of the regulations, terms, and conditions outlined in the CKAF 2026 Creation & Development Grant Guidelines for the City of Kingston Arts Fund (CKAF) and submit this Creation & Development Grant Application for review. To the best of my/our knowledge, all information provided herein is true and accurate. I/we affirm that:

- I/we am/are not currently receiving funding from the City of Kingston through sources other than CKAF. In-kind support is excepted; and
- I/we am/are are 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).

I understand and agree that:

- All funding decisions are final and rest with the CKAF Grants Committee as ratified by the Kingston Arts Council and Kingston City Council;
- If I/we am/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 1 January 2027; and
- Grants shall be used only for the purpose(s) outlined in the application.”

— Continued on next page —



**City of Kingston Arts Fund 2026
Creation & Development Grant Application**

Primary Applicant:

Name

Signature

Date

Co-Applicant:

Name

Signature

Date

Co-Applicant:

Name

Signature

Date

Co-Applicant:

Name

Signature

Date

Co-Applicant:

Name

Signature

Date

Co-Applicant:

Name

Signature

Date