

CKAF 2026 Creation & Development Grant Guidelines

Program Description / Purpose

Support for artists in any discipline who have a professional independent art practice for the creation, development, and production of new work or the completion of works in progress. Funds are intended to cover direct costs of creation, development, production, and materials. This grant stream supports the following activities:

- **Research:** Investigating, examining and reflecting upon the process, impacts and outcomes of your artistic practice. This includes curatorial research and critical writing.
- **Experimentation:** Exploring new techniques, ideas, and approaches to your artmaking;
- **Creation and Development:** All steps involved in developing and creating an artistic work in any field of practice; and
- **Production:** Transforming your idea into a final artistic work.

The primary goal of this stream is the creation, development, and production of new artistic work, rather than its presentation or dissemination to the public.

Key Dates

Applications Open	Thursday, 20 August 2026
Information Session	Thursday, 3 September 2026, 2:00 PM ET
Application Deadline	Monday, 21 September 2026, 11:59 PM ET
Results Expected*	Wednesday, 2 December 2026

*Subject to change

Funding Period

CKAF 2026 Creation & Development Grants are intended to support activities occurring between 1 January 2027 to 31 December 2027.

Grant Amounts

Grants range from \$3,000 – \$10,000.

Contact Information - Kingston Arts Council

Inquiries regarding the CKAF Creation & Development Grant program should be directed to Shamara Peart, Grants Administrator at 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 Applicants

CKAF 2026 Creation & Development Grants are open to professional artists, defined as individuals who:

- Have developed their artistic skills through training and/or practice;
- Are recognized as such by their peers (artists working in the same tradition);
- Have a history of public presentation, publication, and/or production;
- Seek payment for their work; and
- Actively practice their art.

In recognition of systemic barriers within the broader arts sector, flexibility may be required in interpreting eligibility criteria to take into account equivalent professional experience and contexts. Potential applicants from equity-deserving communities are encouraged to discuss their eligibility with the KAC in advance of submitting an application.

Applicants must also:

- 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);
- Be 18 years of age or older as of the application deadline;
- Submit applications for self-directed creative projects; and
- Reside within the City of Kingston.
 - To facilitate Indigenous agency, residents of nearby First Nation or Indigenous communities may be supported at the discretion of the KAC in consultation with City staff, provided the applicant and/or project contributes to Kingston's arts community.

Collaborative Proposals (Artist Duos, Collectives, and Bands)

Collaborative proposals involving co-applicants are eligible for consideration. Co-applicants are subject to the same eligibility criteria as single, individual applicants.*

* Applications may include co-applicants residing outside of the City of Kingston, provided that the primary applicant and the majority of co-applicants reside within the City of Kingston and/or are nearby First Nation or Indigenous communities.

Eligible Expenses and Activities

Expenses and activities that may be funded by CKAF Creation & Development Grants include:

- Artist fees, including payment to yourself and/or other artists engaged in the project;
 - Artist fees may be calculated based on time or contribution to the project, relevant industry standards, living wage rates, and/or quotes from collaborators.

- Artistic personnel, including mentors, technicians, and other contributors;
- Studio, rehearsal, or other venue space rentals needed to produce the work;
- Minor equipment purchases or software required to create the work;
- Costs associated with artistic research, experimentation, creation, development, and production of the work;
- Costs related to accessibility for Deaf artists and collaborators and/or artists and collaborators living with disabilities;
 - **Note:** Applicants who are Deaf and/or living with a disability and who have identified accessibility costs required to complete the project may request additional funding up to \$1,000 to complete their project. Applicants must identify what this funding will be utilized for in their budget notes and application form. Please note that additional funding is not guaranteed, and is subject to availability.
- Health and safety costs; and
- Childcare or dependent care expenses if required to complete your project.

Ineligible Applications

This grant stream is intended to support artists developing their practice within the Kingston arts sector. Applicants that are considered ineligible to apply through this grant stream include:

- Non-profit organizations;
- Commercial, for-profit businesses;
- Collectives 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; and
- Applicants may only receive funding through one CKAF grant stream or other City-funded grant streams annually.

Ineligible Expenses

CKAF Creation & Development Grant may not be used for:

- Activities related to accredited educational programs or courses, including the production of teaching materials and/or activities that fulfill course requirements;
- Public presentation, distribution, or dissemination costs;
- Marketing and promotion;

- Fundraising;
- Commissions;
- Any projects where the applicant does not have full creative control over the work;
- Major capital expenses, including major equipment purchases;
- Activities which seek to advantage a for-profit partner;
- Activities which prioritize sales over the creation of artistic work;
- Fundraising or recovering the costs of an applicant's financial deficits;
- Activities aligned with any political party;
- Paying for expenses incurred prior to 1 January 2027.

Income Tax

Recipients of CKAF Creation & Development Grants will receive a T4A form issued by the KAC. The T4A will be addressed to the primary applicant, who will be the recipient of funds. For collaborative proposals (i.e. artist duos, collectives, or bands), a principal applicant must be identified and both the grant and T4A will be provided to the principal applicant. This form should be retained for income tax purposes.

Grant notifications and agreements will include a request for the recipient's social insurance number, which must be provided in order for KAC to produce the T4A.

Assessment Criteria

CKAF Creation & Development Grant applications are assessed based on 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 Merit

- Strength of the proposed project, including conceptual depth and artistic merit;
- Strength of the artistic vision and clarity of the project goals;
- The degree of uniqueness within the broader Kingston landscape; and
- Support materials are compelling, demonstrate strong artistic quality, and are relevant to the application.

Impact

- The impact on the applicant's artistic practice and professional development; and
- Contribution to the applicant's discipline and/or broader artistic landscape in Kingston.
- **If applicable:** The application has informed and respectful engagement with cultural materials, Indigenous practices, and/or equity-deserving groups.

Viability

- The application is feasible as demonstrated by the proposed plans and applicant's experience; and
- The budget is detailed, strong, and able to fund the project successfully.

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.

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*).



Partnership Letters

Separate from co-applicants, applications may include additional collaborators, mentors, or other participants. These additional collaborators, mentors, or participants are considered community partners, and can include businesses, non-profit organizations, collectives, or artists. Community partners should be identified in your application (Question 6), and partnership letters are required from all confirmed partners. Partnership letters must be dated and signed, and should be written on the business or organization's letterhead, if applicable. Partners may provide in-kind support, such as office space, venue space, subsidies, staff supervision, equipment, etc. There is no limit to the number of community partners an applicant may have.

Note: Co-applicants are not considered community partners, and thus are not required to submit partnership letters.

Application Contents

A complete application consists of:

- Application Form (signed by applicant and co-applicants, if applicable);
- Budget Form;
- Artist CV(s);
- Supplementary Material (5 pieces); and
- Partnership Letters (if applicable).