



CKAF 2026 Project Grant Guidelines

Program Description

Support for Kingston-based professional artists and non-profit organizations in bringing creative ideas to life through one-time or time-limited arts projects that invite public participation, presentation, and meaningful community engagement. Projects can span a range of artistic disciplines, including music, dance, theatre, visual arts, storytelling, and more.

Funding helps cover key project costs including artist fees, production and technical costs, marketing and promotion, and administrative support.

Key Dates

Applications Open	Thursday, 20 August 2026
Information Session	Tuesday, 1 September 2026, 2:00 PM ET
Application Deadline	Monday, 21 September 2026, 11:59 PM ET
Results Expected (subject to change)	Wednesday, 2 December 2026

Funding Period

CKAF 2026 Project Grants are intended to support projects occurring between 1 January 2027 to 31 December 2027.

Grant Amounts

Grants range from \$3,000 – \$12,000.

Contact Information - Kingston Arts Council

Inquiries regarding the CKAF Project 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 Applications

CKAF 2026 Project Grants are open to professional artists (individuals, artist duos, and collectives) and registered non-profit organizations. All applicants must:

- 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);
- Propose a project that contains a presentation or community engagement element; projects with the sole purpose of creating new artistic work are not eligible for CKAF Project grants, and should be submitted through the Creation and Development grant stream;

- Compensate artists and/or arts workers and demonstrate efforts to meet industry standard rates at minimum; and
- Meet all of the eligibility criteria for their respective applicant type, as defined below:

Professional Artists (Individuals, Artist Duos, and Collectives) must:

- Qualify as a professional artist, meaning they:
 - Have developed skills through training and/or practice;
 - Are recognized as such by artists working in the same artistic traditions;
 - Have a history of public presentation or publications;
 - Seek payment for their work; and
 - Actively practice their art.
- Be 18 years of age or older as of the application deadline; 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.

Non-profit Organizations must:

- Be incorporated as a non-profit organization or registered charity for a minimum of one year;
 - Alternate structures may be considered to facilitate Indigenous agency, at the discretion of the Kingston Arts Council and the City of Kingston.
- Be physically located and deliver programs and services within the City of 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 festival activities occur within the City of Kingston.
- Have a history of public programming, project delivery, and budget management; and
- Be governed by a Board of Directors or other body responsible for the organization.

Definitions and Additional Notes on Eligibility for Artist Duos and Collectives

- **Artist Duos** consist of a group of two or more applicants who meet all of the eligibility criteria for Professional Artists, and are not legally incorporated.

- **Artist Duos** must have a lead applicant who is responsible for managing the grant funds, application and reporting. Both applicants must sign off on the grant application, agreement, and reports.
- **Collectives** consist of a group of three or more applicants who have come together for the purposes of artistic creation and presentation in a collective artistic endeavour. Collectives are not legally incorporated.
- **Collectives** must have a majority of members who meet all of the eligibility criteria for Professional Artists.
- **Collectives** must have a lead applicant who resides within the City of Kingston and is responsible for managing the grant funds, application and reporting. Three members of the collective, including the lead applicant, must sign off on the grant application, agreement, and reports.

Additional Notes on Eligibility for Non-profit Organizations

- **Non-profit Organizations** may include arts organizations situated within a multi-purpose institution (i.e. library, museum, university, etc.), provided that the applicant can 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.

Eligible Expenses and Activities:

CKAF Project Grants may be used for:

- Artists' fees;
 - Note: Applicants **must** include artist fees as part of their expenses to be eligible for CKAF grants, and are expected to meet industry standard rates at minimum.
- Artistic production, presentation and dissemination costs;
- Administrative costs directly related to the execution of the project;

- Note: Administrative costs may not exceed 20% of the total project budget.
- Production and technical costs (including minor equipment, software purchases, and venue rental);
- Marketing, promotion, audience development, and community engagement activities;
- Travel and Accommodations;
- Insurance; and
- Accessibility.
 - **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.

Ineligible Applications

Applicants that are considered ineligible to apply through this category include:

- Commercial, for-profit businesses;
- Applications with the sole purpose of creating new artistic work, without a presentation and/or community engagement component;
- Organizations or collectives that directly deliver curriculum-based education (such as a school) or which are based on the pursuit of a postsecondary diploma or degree;
- Organizations or projects already receiving funding from the City of Kingston through other sources including grants or Service Level Agreements. In-kind support is excepted, especially as it may relate to participation in multi-partner initiatives; and
- Applicants may only receive funding through one CKAF grant stream annually.

Ineligible Expenses

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

- Furthering a for-profit venture or to advantage a for-profit partner;
- Major capital expenses;
- Fundraising events and projects;

- Programs/services that are delivered by an organization aligned with any religious or political party;
- Recovering the costs of a project deficit, or an applicant's financial debts/deficits; and
- Paying for project expenses incurred prior to 1 January 2027.

Income Tax

Individuals that are recipients of CKAF Creation and Development Grants will receive a T4A form issued by the KAC. For Artist Duos or Collectives, 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 Project 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 the concept, artistic vision, and goals.

Artistic Programming Quality

- Programming advances a particular discipline or practice, and is of a quality to merit public support;
- The project engages artists who reflect the diversity of Kingston, and has inclusive practices to support Indigenous artists and/or artists from equity-deserving communities; and
- Commitment to hiring Kingston artists and compensating artists at industry-standard rates.

Impact and Benefit to Kingston Residents

- Commitment to developing and/or engaging audiences and participants that reflect the diversity of Kingston;
- The applicant demonstrates efforts to ensure programming is impactful and distinct in the context of Kingston's arts sector;

- Accessibility plans and practices are in place to ensure access to participation; and
- Community support is demonstrated through partnerships or sponsorships from local businesses, non-profit organizations, or community groups.

Administration and Viability

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

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

Projects may have community partners, which can include businesses, non-profit organizations, collectives, or artists. Community partners should be identified in your application, 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.

Financial Statements

Non-profit Organizations must submit year-end financial statements for the most recent completed fiscal year, signed by two Board members, in the form of audited financial statements, a review engagement report, a compilation statement, or unaudited financial statements.

Reference Letters

Professional Artists (Individuals, Artist Duos, and Collectives) must submit two reference letters which speak to their ability to execute the project as proposed in the application. This may include speaking to their history of public programming, project delivery, and/or budget management. Reference letters from City of Kingston staff, Kingston Arts Council staff, and City Councillors are not eligible for inclusion.

Application Contents

A complete application, respective to each applicant type, consists of:

Professional Artists (Individuals, Artist Duos, Collectives):

- Application Form (signed);
- Budget Form;
- Supplementary Material (5 pieces);
- Partnership Letters (if applicable); and
- Two Reference Letters.

Non-profit Organizations:

- Application Form (signed);
- Budget Form;
- Supplementary Material (5 pieces);
- Partnership Letters (if applicable); and
- Year-End Financial Statements.