



## CKAF 2026 Operating Grant Application Form

Before completing this application form, applicants should review the CKAF 2026 Operating Grant Guidelines, 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) 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 CKAF 2026 Operating Grant Guidelines 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 Operating 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
- 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 Operating 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 CKAF 2026 Operating Grant Guidelines for the City of Kingston Arts Fund (CKAF) and submit this Operating 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:

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

Is this organization a first-time applicant to the Operating Grant program?

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



Operating Grants are awarded between \$10,000 and \$65,000. 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.

4. Who are the artists and creative collaborators you work with? How do you acknowledge and engage with 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 organization contributes to sector development. What professional development and/or collaborative opportunities do you provide through programming and/or services?

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 organization continue to develop new audiences?

10. How do you provide safe and accessible spaces for participants in your programs and/or services?

*Tip: Outline any relevant policies, practices, plans, consultations, or allocated budget.*

11. How do you evaluate the impact of your programs and services on the arts sector and broader public? How does this affect your annual program or organizational plans?



## Section 7: Financial Management and Viability

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

13. 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

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

15. Describe your Board or 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?

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



17. What plans are in place or in development to advance equity in operations and leadership?

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## Section 9: Current Year Report

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

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

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