

CKAF 2026 Project Grant Application Form – Professional Artists (Individuals, Arts Duos, and Collectives)

Before completing this application form, applicants should review the CKAF 2026 Project 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_Partnership1
- 2026_ApplicantName_Reference1

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. Application forms are required to be signed by the primary applicant, as well as any co-applicants, if applicable (two signatures are required from Artist Duos; three signatures are required from Collectives). You must complete all components of the application before adding digital signatures.

Budget Form

The Budget Form must be completed (columns C-E 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.

Note: Your Budget must be balanced. This means that 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 Projects Grant Guidelines to determine requirements for Supplementary Material.

Partnership Letters

Applicants are required to submit partnership letters from all confirmed community partners identified in **Question 12**, confirming their participation in the project and outlining their role. Partnership letters should be dated, signed, and submitted on the organization's letterhead, if applicable.

Reference Letters

Professional Artists (Individuals, Artist Duos, and Collectives) applying through this stream are required to submit two (2) Reference Letters from individuals that can speak to their ability to manage and successfully complete the project, including experience managing budgets, 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)
 - ☐ Partnership Letters (if applicable)
 - ☐ Reference Letters (2 letters)
-

Section 1: Applicant Profile

Project Title:

Primary Applicant:

Mailing Address:

Phone:

Email:

Website (if applicable):

Please identify the applicant type and provide the corresponding information, if applicable:

Individual Applicant

Artist Duo

Co-Applicant:

Collective

Collective name:

Co-Applicants:

Project Start Date:

DD/MM/YYYY

Project End Date:

DD/MM/YYYY



Project Grants are awarded between \$3,000 and \$12,000. Please provide the following financial information from your Budget Form:

Total Revenue:

Amount Requested from CKAF:

Section 2: Project Details

1. Tell us about yourself and your co-applicant(s) or collective, if applicable. Provide a brief summary of your artistic practice and/or biography.

2. Describe your proposed project and activities.



**City of Kingston Arts Fund 2026
Project Grant Application – Professional Artists**

3. Describe the goals and intended impact of your project.

4. Provide your project timeline. Include key milestones and corresponding dates.

5. Provide the name, role, and responsibilities of the individuals involved in your project. Clearly state if they are paid or volunteer, and if their participation has been confirmed.

6. How does your project engage Kingston artists?

7. How do you set rates of pay for artists and arts workers?

8. Describe how your project represents the diversity of Kingston, and supports Indigenous artists and/or artists from equity-deserving communities.

9. Describe your outreach strategies. Who do you hope to engage in this project and how will you ensure participation from diverse audiences?

10. What makes this project impactful and distinct within Kingston's arts sector?

Tip: Outline how the project complements, enhances or fills a gap in existing arts programming.

11. How do you ensure your programming is accessible for participants?

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



**City of Kingston Arts Fund 2026
Project Grant Application – Professional Artists**

12. List your community partners, sponsors, and supporters and their role(s) in your project.

13. Describe your history with managing budgets.

14. 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 Project Grant Guidelines for the City of Kingston Arts Fund (CKAF) and submit this Project 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 incurred prior to 1 January 2027; and
- Grants shall be used only for the purpose(s) outlined in the application.”

Primary Applicant:

Name	Signature	Date
------	-----------	------

Co-Applicant 1:

Name	Signature	Date
------	-----------	------

Co-Applicant 2:

Name	Signature	Date
------	-----------	------