



**City of Kingston
Report to Council
Report Number 24-186**

To: Mayor and Members of Council
From: Jennifer Campbell, Commissioner, Community Services
Resource Staff: Danika Lochhead, Director, Arts and Culture Services
Date of Meeting: July 9, 2024
Subject: 2024 City of Kingston Arts Fund Grant Recommendations

Council Strategic Plan Alignment:

Theme: 4. Foster a Caring and Inclusive Community

Goal: 5.7 Foster culture, history, education, arts and recreation (CHEAR).

Executive Summary:

The purpose of this report is to ask Council to ratify the 2024 City of Kingston Arts Fund (CKAF) grant recommendations submitted by the Kingston Arts Council (KAC) who administer CKAF on behalf of the City. The KAC Board of Directors ratified the grant recommendations at its meeting on June 19, 2024. A Report from the KAC on the Adjudication of Applications to the 2024 CKAF (2024 CKAF Adjudication Report) is attached as Exhibit A.

The 2024 CKAF grant recommendations total \$613,088 in funding to be distributed through Operating Grants to 11 organizations to support operations and programming and through Project Grants to 17 collectives, organizations and artists to deliver community impact projects. CKAF applications are reviewed by community-based peer juries and funding decisions are made by the juries at arms-length from the KAC and the City and based on assessment criteria and CKAF's objectives. Council is responsible for approving the Plan for Administration that guides the program, participating in the peer juries as ex-officio, non-voting members, and ratifying the final grant recommendations. Council is also responsible for approving the annual CKAF investment amount through the operating budget process.

CKAF was first established in 2007 and provides a mechanism for the City to invest in and help maintain sustainability in the local arts and culture sector and support community access to arts experiences, events, festivals, programming, workshops and more. To-date, the municipal

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investment totals just over \$10 million. To ensure that CKAF continues to be responsive to community needs, the City is undertaking a review of the granting program and more information on the public engagement opportunities now underway can be found on the City's [Get Involved page](#). Staff will report back to Council on future considerations and recommendations for CKAF in Q4 2024.

Recommendation:

That Council ratify the recommendations submitted by the Kingston Arts Council regarding the 2024 City of Kingston Arts Fund, in support of both Operating Grants and Project Grants, as outlined in the 2024 CKAF Adjudication Report, attached to Report Number 24-186 as Exhibit A; and

That Council direct the Kingston Arts Council to release the Operating Grants and Project Grants, as approved, totalling \$613,088 to the successful applicants.

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Authorizing Signatures:

ORIGINAL SIGNED BY COMMISSIONER

**Jennifer Campbell,
Commissioner, Community
Services**

ORIGINAL SIGNED BY CHIEF

ADMINISTRATIVE OFFICER

**Lanie Hurdle, Chief
Administrative Officer**

Consultation with the following Members of the Corporate Management Team:

Paige Agnew, Commissioner, Growth & Development Services	Not required
Neil Carbone, Commissioner, Corporate Services	Not required
David Fell, President & CEO, Utilities Kingston	Not required
Peter Huigenbos, Commissioner, Major Projects & Strategic Initiatives	Not required
Brad Joyce, Commissioner, Infrastructure, Transportation & Emergency Services	Not required
Desirée Kennedy, Chief Financial Officer & City Treasurer	

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Options/Discussion:**Background**

CKAF is administered by the KAC on behalf of the City, in alignment with the 2024 Plan for Administration which was approved by Council on January 9, 2024 ([Report Number 14](#)) and based on the KAC's Service Level Agreement (SLA) approved by Council annually ([Report Number 24-101](#)).

Analysis

The 2024 CKAF Adjudication Report, as prepared by the KAC, is included as Exhibit A and provides a detailed overview of the CKAF process including the 2024 Plan for Administration, outreach and promotion, application and adjudication process including details about the jury, meetings, and members, and the 2024 CKAF grant recommendations for Operating Grants and Project Grants. Highlights from Exhibit A are included below:

- Applications launched on February 21, 2024 and the KAC conducted outreach and communications, and hosted meetings and information sessions to generate broad community awareness of the funding program.
- Applications closed on April 22, 2024, and the juries reviewed the applications independently based on the assessment criteria and then convened in-person on May 22, 2024 (Operating Grants) and on May 23, 2024 (Project Grants). The juries were made up of artists, professionals and those who are knowledgeable and experienced in the arts, arts organizations and related issues, and are reflective of Kingston's gender, demographic, and cultural diversity. City staff and Councillors receive all applications and sit on the juries as ex-officio, non-voting members.
- This year, the total funding request was \$919,651 and the total of grants recommended is \$613,088, or approximately 67% of the total request.
- Within the larger total noted above, the Operating Grants total request for funding was \$467,197 and the total of grants recommended is \$429,162. In 2024, 12 Operating Grant applications were received, including one new applicant, and 11 were awarded funding.
 - The total number of funded organizations through Operating Grants is one less than in 2023, due to a new Service Level Agreement between the City's new Community Development & Well Being department and H'Art Centre ([Report Number 24-128](#)). H'Art Centre previously received an Operating Grant through the program but is now funded through a partnership agreement to help the City deliver arts and wellness-based services to adults with intellectual disabilities.
- Project Grants had 34 applications, an over 50% increase in the number of applications from last year. The total funding request for Project Grants in 2024 was \$452,454 and the total of grants recommended is \$183,926. 17 projects were awarded funding, half of which are projects by new applicants to CKAF and the other half are recurring projects, such as festivals or event series.

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Results from the 2024 CKAF will be published in the KAC's next Annual Report that will coincide with the KAC's Annual General Meeting this summer. In the Annual Report, there is a CKAF Impact Report section, which includes information, images and statistics that illustrate the impact and effectiveness of this municipal funding program. Past Annual Reports can be found on the [KAC website](#).

Public Engagement

The City is currently undertaking a review of the CKAF and will be coming back to Council in Q4 2024 with a report and proposed updates and changes to the funding program that will reflect the feedback received through extensive community and public consultation. Public engagement is now underway with information shared through the City's [Get Involved page](#) and continue throughout the summer. Engagement includes a survey, one-on-one interviews and multiple community focus groups that will facilitate conversations with previous grant recipients and applicants, artists, professional and community arts organizations, past jury members, ethnocultural groups and more.

The City is also working with a diverse team of community members who are project champions and are helping to extend the reach of the City in the public engagement phase to ensure that the review prioritizes an IIDEA (Indigenization, inclusion, diversity, equity and accessibility) lens and to connect with communities who may not have awareness of or previous access to CKAF but are leading and delivering arts and culture-based programming. The City will be hosting an open house later in the summer where the emerging findings of the CKAF review will be shared for public input and feedback.

Existing Policy/By-Law:

The continued administration of the CKAF aligns with recommendations identified in the Kingston Culture Plan, approved by Council in September 2010, and it is anticipated it will evolve as a result of the large-scale review of CKAF to be completed in 2024 as well as in relation to the renewal of the Kingston Culture Plan that has been included as part of Council's 2023-2026 Strategic Priorities. The CKAF aligns with additional arts-based strategies, such as the Creative Industries Strategy, approved in April 2021.

Notice Provisions:

None

Financial Considerations:

This report recommends the release of \$613,088 in approved funding to support CKAF Operating and Project Grants. The funds available in 2024 include an investment of \$612,790 approved by Council as part of the 2024 operating budget for the Arts & Culture Services department, \$238.66 in unallocated or returned CKAF funds from previous years and \$59.68 in interest earned in 2023.

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Contacts:

Danika Lochhead, Director, Arts & Culture Services, 613-546-4291 extension 1277

Other City of Kingston Staff Consulted:

None

Exhibits Attached:

Exhibit A - CKAF Adjudication Report 2024



Report from the Kingston Arts Council on the Adjudication of Applications to the 2024 City of Kingston Arts Fund

General Principles

The City of Kingston Arts Fund (CKAF) provides grants to local art collectives and organizations to foster creativity at all levels and enrich how Kingston residents experience and engage with the arts. CKAF is administered by the Kingston Arts Council (KAC) to ensure that the fund supports and nurtures the capacity of Kingston's artists and the arts sector. As Kingston's umbrella arts service organization, the KAC has the necessary expertise and understanding of contacts and connections within the arts community to carry out the administration successfully. Two types of funding are made available through CKAF: Operating Grants (70%) and Project Grants (30%). Each type of grant has specific eligibility requirements and guidelines.

Plan for Administration

The KAC submits a *Kingston Arts Council Plan for Administration of Arts Funding for the Corporation of the City of Kingston (Plan for Administration)* as part of a Service Level Agreement with the City of Kingston, through the Arts & Culture Services department. The KAC has a mandate to review the CKAF program on an annual basis and seek input from the arts community – including artists, collectives, and organizations – on how to revise the successive *Plan for Administration*. The 2023 consultation process was simplified and changes to the Plan were minimized for 2024. This decision was made in response to the City-led review of the CKAF program currently underway with Saffy, in order to maintain stability for applicants in 2024 in anticipation of broader changes implemented in 2025 and beyond resulting from the CKAF Review. Minor revisions were made to the *Plan for Administration 2024* that included updated dates and minor language changes. Details of the changes in the *Plan for Administration 2024* are listed in **Attachment A**.

The *Plan for Administration 2024* was presented to the KAC Board and approved on 22 October 2023. The Plan was presented to the City of Kingston Arts and Culture Advisory Committee and approved on 9 November 2023, with an additional minor language change requested by the committee. The Arts, Recreation and Community Policies Committee approved the Plan on 13 December 2023. Kingston City Council approved the *Plan for Administration 2024* on 9 January 2024.

Dissemination of Information

On 21 February 2024, the KAC issued a press release announcing the 2024 City of Kingston Arts Fund program. Information regarding the CKAF Operating and Project streams was widely distributed to the public via email, the KAC website, the KAC's e-newsletter, and through public relations and social media. The 2024 CKAF Operating and Project Grant Guidelines and Application Forms were made available for download on the KAC website, which was revised to highlight the 2024 program and information session. The KAC conducted personalized outreach to returning applicants to the Operating Grant program and past Project Grant applicants to let them know that the 2024 Guidelines and Application Forms were available. The KAC also identified groups in the community that had not previously applied or were unsuccessful in the past and reached out to advise them of the program's details.



The KAC Grants and Programs Coordinator and Executive Director additionally conducted outreach to student and community groups via onsite and offsite presentations throughout the year focused on the CKAF program and additional KAC services, welcoming four groups to the KAC office and conducting three offsite presentations. Three of these presentations included a focused discussion on grant writing tips and CKAF guidelines.

In addition to social media promotion and targeted emails to coincide with the program launch, the KAC encouraged potential applicants to attend the information session and book one-on-one meetings with the Grants and Programs Coordinator. In total, the Grants and Programs Coordinator and Executive Director met with 22 potential applicants. These meetings provided additional support for applicants in developing their applications and understanding the submission process. The Executive Director and KAC staff will use feedback acquired through these meetings to develop plans for outreach and professional development opportunities for future iterations of the program, as well as to assist in the revision of the CKAF Guidelines and Applications in 2025, pending results and recommendations from the CKAF Review.

The KAC hosted an information session on 18 March 2024. This one-hour, free Zoom webinar targeted new and inexperienced Project Grant applicants and provided a detailed review of the 2024 Project Grant Guidelines, Application Forms, Assessment Criteria, and Help Sheets. In total, 16 potential applicants attended the session alongside KAC staff and two ASL interpreters. The KAC Grants and Programs Coordinator and Executive Director also supported individual requests regarding CKAF on a case-by-case basis, by email and over the phone, and were available to discuss and answer questions and concerns about the application process and program prior to and throughout the application period.

Application Process

The KAC edited the 2024 Operating and Project Grant Guidelines to reflect changes to the 2024 Plan for Administration, improve clarity, and convey essential information in a succinct and accessible way. The Application Forms were developed as fillable PDF documents, as they have been since 2018. The Application Forms had limited space with locked answer boxes to ensure consistency among applicants. The Application Forms additionally included approximate word counts for each question in response to feedback from applicants in 2023. As of 2020, applicants submit only digital copies of their applications by email, including the application form itself and other required documents listed on the Guidelines and Application Forms.

The deadline for receipt of CKAF Operating and Project Grant Applications was 22 April 2024 by 11:59 PM EST. The submission process was the same as it was in 2023.

Adjudication Process

The adjudication process was by peer assessment and at arms-length from both the City of Kingston and the KAC. The arm's-length nature of this process was achieved by ensuring that the voting members of the jury had no affiliation with either the City of Kingston or the KAC.

Peer assessment was accomplished by ensuring that the jurors were “artists, professionals, and/or persons who are knowledgeable in the arts with high standing within the arts community; representative of a wide range of artistic disciplines; knowledgeable and experienced in the arts, arts organizations and related issues; knowledgeable about the City of Kingston context and the broader arts environment beyond their area of expertise; able to articulate their opinions, and



work in a group decision-making environment; good communicators; and as much as possible, reflective of Kingston's gender, demographic and cultural diversity." (*Plan for Administration 2024, G.5.a-d*)

The peer assessment process ensured that the arts community had a voice in how funds were distributed and that artists and other experts with knowledge and experience of the specific art forms, art practices, and communities evaluated the applications. Adjudication of grant applications for each funding stream was carried out at a separate meeting with different jury members.

The Executive Director of the KAC, an ex-officio member of the Grants Committee, acted as Chair for both the Operating and Project Grant program jury meetings, as per the *Plan for Administration 2024* (F.1.e.).

Composition of Grants Committee

The Grants Committee members for both the Operating and Project Grant programs were appointed by the KAC. Jury members were chosen to represent a wide range of artistic disciplines and involvement in the arts, as well as to reflect the gender demographic and cultural diversity of the city. Ex-officio members included KAC staff, City Councillor Hassan* and Danika Lochhead, Acting Director, Arts and Sector Development, City of Kingston. The Chair of the Grants Committee led the Grants Committee meetings, and the quorum for the meeting was a majority of the jury members. CKAF Grants Committee members for 2024 are listed in **Attachment B**.

*Councillor Hassan was unable to attend the adjudication meetings, but had access to all of the relevant documents for screening prior to the adjudication dates.

Selecting Jury Members of Grants Committee

Jury members of the Grants Committee were contacted by the KAC Grants and Programs Coordinator from a list of potential jurors chosen in accordance with the procedure described in the *Plan for Administration 2024*. This list is composed of potential jurors identified by KAC for their knowledge, expertise, diversity, and range of disciplines, as well as candidates who applied through KAC's open application process, which solicited applications from a wide range of community members. All applicants and shortlisted potential jury members were asked to submit a Juror Interest Form along with a CV that indicated involvement with all Kingston and area arts organizations over the past five years. The KAC reviewed all submitted documents to ensure that the selected jurors met the juror eligibility requirements and to identify any potential conflicts of interest. The KAC additionally strived to ensure jurors represented a range of communities and artistic disciplines. On accepting to serve on the Grants Committee, all members were informed that their participation and any information they might become aware of as a result of being on the Committee was strictly confidential.

Adjudication Procedure

Before receiving 2024 CKAF applications, members of each Grants Committee were required to sign a Confidentiality Form, after which they received a Grants Committee Package, including Juror Agreements (if applicable) that outlined their responsibilities.



Grants Committee members were supplied with applications three weeks prior to the meetings, along with copies of the Grant Guidelines and Assessment Criteria. Voting members were provided with Assessment Forms on which they were asked to rank each application, scoring each of the assessment criteria on a scale of one through five, for a maximum total of sixty-five. These preliminary scores were collected by the KAC Grants and Programs Coordinator prior to the meeting and were compiled and recorded on a spreadsheet, which was used to facilitate ranking and discussion during the adjudication meetings. All documents, including contracts, forms, applications, and scores, were shared between the KAC and Grants Committee members by email or private Dropbox folder.

Adjudication Meetings

The Operating Grant adjudication meeting was held on 22 May, and the Project Grant adjudication meeting was held on 23 May, from 9AM to 5PM. Both meetings took place in person, with one Operating Grant Juror attending virtually, and followed a similar agenda. After a welcome from the Chair, introductions were made around the table, and the Chair reviewed the charge to the Grants Committee. The Chair outlined the responsibilities of the jury and ex-officio members, confidentiality and conflict of interest rules and procedures, and the adjudication process.

Confidentiality

Each member of the Operating and Project Grants Committees signed a Confidentiality Form before receiving the 2024 CKAF applications, acknowledging that they read, understood, and agreed to the rules of Confidentiality as they pertain to CKAF. As such, all members agreed that all information contained in the applications, support material, and discussions during the meetings would remain strictly confidential. Committee members are not permitted to discuss applications or voting decisions outside the meetings except with KAC staff or other members of the Grants Committee on which they sat.

Conflict of Interest

Each member of the Operating and Project Grants Committees signed a Conflict of Interest Declaration Form in which they disclosed any applications with which they had any direct or indirect conflict of interest. Each form acted as the basis upon which the Chair required members of the Grants Committee to conform to the Conflict of Interest Rules and Procedures. During the meetings, any member with a conflict relating to an application was asked to leave the room during discussions and decision-making related to that application. Conflict of Interest Rules and Procedures are listed in **Attachment C**.

Procedure

A spreadsheet with key information was presented at the adjudication meeting, which included the total funding available for allocation, each applicant's CKAF request, each applicant's 2023 CKAF grant amount (where applicable), as well as the jurors' preliminary scores and support data relating to the amount requested, including the applicant's requested CKAF amount as a percentage of their total budget. The spreadsheet was shared with all Grants Committee members directly (view only) as well as projected in the room and screen shared via Zoom as needed. Additional scores, ranking, and funding allocations were added to this spreadsheet throughout the meeting by KAC staff.



Prior to discussing applications in detail, the Project Grants jury assessed the number of applications in comparison to available funding, the time allotted for adjudications, and the average number of grants awarded per year. The jury agreed by consensus to focus discussions on applications with primary scores close to or above average.

Discussions

The jury members of the Grants Committees assessed applications in detail based on the published assessment criteria and the objectives of CKAF. Members with declared conflicts of interest were asked to step outside the meeting room for applications with which they were in indirect conflict, and were therefore not part of any discussion or in a decision-making position for the application in question. There were no direct conflicts of interest declared prior to or during the adjudication meetings. Jury members engaged in discussion and contributed opinions about the relative merits of each application as related to the criteria. As part of the discussion, jury members participated in a secondary scoring process, providing an overall score for each application on a scale of one through three. The secondary scoring structure of the applications was: 1 = below expectations, 2 = meets expectations, and 3 = exceeds expectations. Half marks were also permitted. For the adjudication of funds, higher scores were prioritized over lower scores, and only the jury members participated in reaching decisions on whether or not to fund an organization or project and to what amount. Ex-officio members provided context and support as needed during this process, inputting funding amounts and developing funding scenarios at the discretion of the jury, but did not participate in the discussion, adjudication, or allocation of funds.

Jurors were reminded that as per the Grant Size section of the *Plan for Administration 2024*:

C.1.g. Grant Size

Operating Grants have a \$10,000 minimum and \$75,000 maximum. The Jury has discretion with regard to the amounts awarded. Under the present guidelines, the Jury is required to balance the following requirements when allocating and awarding funding, which are to:

- i. Support the maximum number of organizations that provide high-quality services and programming that would be beneficial to the Kingston community;
- ii. Make a substantial improvement in the operations of the receiving organization; and
- iii. Ensure the operations of the recipients are sustainable, viable, and accountable.

C.2.j. Grant Size

The maximum award for a Project Grant is \$15,000 and the minimum award is \$5,000. The Jury has discretion with regard to the amounts awarded. Under the present guidelines the Jury is required to balance the following requirements, when allocating and awarding funding, which are to:

- i. Support the maximum number of eligible, high quality projects that would be beneficial to the Kingston community;
- ii. Ensure project plans are viable, accountable, and responsive to community needs; and
- iii. Award grant amounts that are sufficient to enable success of the projects.



In both Grant Programs, the funds available for distribution were less than the total amount requested. It was agreed upon by the jury members that the applications with the most merit and highest scores should receive substantial funding, even if it meant that some applications at the lower end of the merit list would not receive an increase in funding (Operating) or would not receive any funding (Operating or Project). After a lengthy, insightful discussion at both meetings on the merits of each application, decisions were reached; the allocation of funds directly reflected the jury’s deliberation and scores.

For the Operating Grant Program, the 2024 CKAF Jury awarded grants to 11 out of 12 organizations that applied. For the Project Grant Program, the 2024 CKAF Jury awarded grants to 17 projects out of 34 eligible applications. The results for Operating Grants are in **Attachment D** and those for Project Grants in **Attachment E**.

Balance of Funds

As of 21 May 2024, the unallocated balance of CKAF funds was as follows:

Total 2024 City of Kingston Arts Fund Investment	\$612,790
Unallocated Funds*	\$238.66
2023 City of Kingston Arts Fund Interest	\$59.68
Total Funds Available for City of Kingston Arts Fund in 2023 (100%)	\$613,088.34

Total Available for Operating Grants in 2024 (70%)	\$429,162
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Total Available for Project Grants in 2024 (30%)	\$183,926
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*As per the Plan for Administration 2024 (I.14), the unclaimed and returned funds were made available as part of the total available CKAF fund in 2024. In 2023 KAC staff discovered unused funds from the 2022 CKAF grant cycle in the amount of \$180, reported on the 2023 Adjudication Report, as well as unused funds from the 2017 CKAF grant cycle in the amount of \$58.66.

As of 23 May 2024, the allocated funds for CKAF 2024 were as follows:

Total Funds awarded to Operating Grants in 2024	\$429,162
Amount Carried over from Operating Grants 2024 and allocated to Project Grants 2024	\$0
Total Funds awarded to Project Grants in 2024	\$183,926
Remaining Funds	\$0.34



Surrender of Documents and Adjournment

Grants Committee members were reminded of confidentiality and asked to surrender all physical documents to KAC staff. All digital copies and personal notes were to be deleted by the committee immediately. Access to the shared Dropbox folder was removed by KAC staff.

Once this process was complete, the KAC Executive Director, acting as Chair, thanked the jurors, the City of Kingston, and KAC staff and adjourned the meetings.

Improvements to Program and Procedures

2024 marks the 18th year of the CKAF program. The program has expanded and improvements have been made towards the process every year in alignment with the annual Plan for Administration. 2024 Grants Committee members were encouraged to provide feedback for improving the process for both applicants and jurors, either in the Grants Committee meetings or via email. Jurors were provided with an opportunity to share thoughts and feedback at the conclusion of each meeting, and were encouraged to participate in the City-led CKAF Review once public engagement opportunities are launched. Changes to the program in 2025 will be informed by the recommendations made via the CKAF Review, and KAC continues to record feedback from Grants Committee members, applicants, and the broader public for future use.

CKAF Review: Context

To ensure that CKAF continues to support Kingston arts organizations, projects, artists, and the public, the City is undertaking a review of the granting program. It is expected that the CKAF Review will consider the program mandate, objectives, outputs, reporting and evaluation mechanisms, and consider other potential changes such as an expansion beyond the current focus on operating and project grants and/or streamlining existing CKAF grant streams. The need for this review was identified in 2017, and after various delays including the COVID-19 pandemic, the CKAF Review commenced in 2023. The City hired Saffy, a consulting firm made up of strategists working at the intersections of city-building, culture, design, and research, to lead the CKAF Review.

The CKAF Review will be rooted in community and involve broad public consultation, and will be done from a place that prioritizes equity, diversity and inclusion and applies the City of Kingston's IIDEA lens (Indigenization, Inclusion, Equity, Diversity and Accessibility) to all phases of the work required, and especially as it relates to any recommendations to be made. The CKAF Review will also consider the impacts of the COVID-19 pandemic, as well as other challenges and trends facing the arts sector, and how CKAF can be leveraged in a way that helps support recovery and long-term sustainability. The CKAF Review has now entered Phase 2 - Consultation and Public Engagement. A community advisory group consisting of Project Champions who will support the engagement process has been established, and a public engagement survey has been launched.

The KAC continues to promote the CKAF Review and engagement opportunities widely amongst former and present Grants Committee members, recipients, applicants, artists, arts workers, and the broader Kingston community.

Dispute Resolution

All complaints and concerns relating to the adjudication, guidelines, and criteria for the allocation of funds pursuant to the CKAF should be addressed to the Executive Director of the



KAC as the Chair of the Grants Committee. The KAC will develop and forward a written report with respect to such complaints and concerns to the KAC Board of Directors. In the event that a complaint specifically involves/implicates the Chair of the Grants Committee, that complaint may be addressed directly to the Chair of the KAC Board of Directors. Any concerns or complaints regarding a potential undeclared conflict of interest of a member of the Grants Committee shall be made in writing to the Executive Director of the KAC. The City of Kingston will be notified by the KAC of all concerns and complaints received.

Announcement of the 2024 CKAF Results

The *CKAF Adjudication Report 2024* is ratified by the KAC Board of Directors and then presented to and ratified by Kingston City Council. Following this, the KAC notifies the recipients by email and then mails out a CKAF Grant Package that includes a Notification Letter, Terms and Conditions, and a Grant Agreement. Upon receiving a signed Grant Agreement and proof of insurance, the KAC disseminates the City of Kingston Arts Fund grant. For the Project Grant Program, there is a 10% holdback of the total grant that is released upon successful approval of a Final Report. Once the recipients are notified, the KAC disseminates a press release that announces the 2024 City of Kingston Arts Fund recipients and publicizes the results via the KAC website. CKAF Grant results are also publicized via the KAC newsletter and social media following the dissemination of the press release.

REPORT

The Chair of the 2024 CKAF Grants Committees and the Kingston Arts Council staff respectfully submit this report to the KAC Board of Directors to be ratified at a Board Meeting on 20 June 2024.

A handwritten signature in black ink, appearing to read "Nicole Daniels", with a long horizontal stroke extending to the right.

Nicole Daniels
Executive Director, Kingston Arts Council
Chair, CKAF Operating and Project Grants Committees



ATTACHMENT A

In anticipation of the ongoing CKAF review led by a consultant chosen by the City of Kingston and in consideration of changes to the objectives, adjudication criteria, and eligibility in the 2022 and 2023 grant cycles, the KAC did not propose significant changes to the Plan for Administration in 2024. The revisions proposed and implemented reflect current procedures and make necessary updates to language to clarify policies already in place.

The changes to the Plan for Administration 2024 in order of appearance are as follows:

Title Page, Header, Footer, Entire Document – Revised dates to reflect the 2024 grant cycle.

Page 1, A. **Introduction and Overview** – Update to investment amount in paragraph 1; minor language change to increase clarity in the first sentence of paragraph 2; Addition of the “Note: ...” (final paragraph) regarding the CKAF Review and its implications on the program.

Page 5, B. **Objectives** – Objective ii. was changed from “Nurture creativity and arts engagement for all Kingston residents” to “Nurture creativity and arts engagement for Kingston residents” at the request of the Arts and Culture Advisory Committee.

Page 6, C.1.c. **Eligibility** – Updated the deadline for new applicants seeking to apply to the Operating Grant stream to book a consultation to 17 March 2024.

Page 8, C.1.i. **Reporting Requirements** – Updated the Operating Grant Interim Report deadline to 15 January 2025.

Page 13, C.2.k. **Reporting Requirements** – Updated i. and iii. to update the Final Report deadline (60 days after project completion and no later than 31 December 2025) and Interim Report deadline (15 January 2025), respectively.

Page 20, F.7.c. **Term of Project Grants** – Updated the Term of Project Grants in 2024 to July 2024 – 31 December 2025.

Page 29, I.15. **Financial Plan of the KAC for CKAF Administration** – Changed “...the City will issue a cheque to the KAC for 100% of the funds...” to “...the City will transfer to the KAC 100% of funds...” to accurately reflect current practices.

Page 30, **APPENDIX A** – Updated the roman numerals for the fourth and fifth criteria to iv. and v., respectively. A prior error had the numerals restarting at i. following “In addition, the applicant organization must be either:”

Page 31, **APPENDIX B** – Updated the roman numerals for the fourth and fifth criteria to iv. and v., respectively. A prior error had the numerals restarting at i. following “In addition, the applicant organization must be either:”



ATTACHMENT B

2024 CKAF Grants Committee Members

2024 CKAF Operating Grants Committee

- Melissa Eapen, Creative Director, Visual Menace; expertise in film, visual arts, business
- Kemi King, Theatre Artist; Arts Administrator; expertise in community arts, arts education
- Alex McLean, Supervisor, Events, Kingston Penitentiary National Historic Site; expertise in arts administration, cultural heritage, music, education
- Nicholas Senn, Senior Small Business Advisor, Scotiabank; expertise in film, theatre, arts administration
- Christianne Wojcik, Executive Director, Kingston Literacy & Skills; President, Kingston School of Art Board of Directors; expertise in arts administration, education
- Nicole Daniels, Executive Director, Kingston Arts Council, ex-officio member and Chair
- Violet Tang, former Grants and Programs Coordinator, Kingston Arts Council, ex-officio
- Katherine Dionne, Administrative Assistant, Kingston Arts Council, ex-officio member
- Danika Lochhead, Director, Arts and Culture Services, City of Kingston, ex-officio
- Councillor Jimmy Hassan (absent), ex-officio

Jury members self-identified as: Person of Colour (40%), New Generation (20%), 2SLGBTQIAP+ (20%), Newcomer (20%)

2024 CKAF Project Grants Committee

- Bethany Garner, Arts Educator; Creativity Studio Artist, Tett Centre for Creativity and Learning; expertise in crafts and visual art, community arts, arts administration
- B.C. Gorrie, Artistic Director and Playwright, 6AM Productions; expertise in theatre, arts administration
- Zoha Khalid, Employment Facilitator, KEYS; Communication Consultant; expertise in community arts, dance, literary arts, arts administration
- Caroline Kwok, Graphic Designer; Visual Artist; expertise in music
- Melissa Morris, Music and Theatre Artist; Arts Educator; expertise in community arts
- Nicole Daniels, Executive Director, Kingston Arts Council, ex-officio member and Chair
- Violet Tang, former Grants and Programs Coordinator, Kingston Arts Council, ex-officio*
- Katherine Dionne, Administrative Assistant, Kingston Arts Council, ex-officio
- Danika Lochhead, Director, Arts and Sector Development, City of Kingston, ex-officio
- Councillor Jimmy Hassan (absent), ex-officio

Jury members self-identified as: Indigenous (20%), Person of Colour (40%), New Generation (40%), 2SLGBTQIAP+ (40%), Person with Disabilities / Person Living with Mental Illness (20%)



ATTACHMENT C

The following are the CKAF Conflict of Interest Rules and Procedures as per the Plan for Admin 2024.

Conflict of Interest Rules for Members of the Grants Committee (*G.7., 2024 Plan for Administration*)

There are two types of conflict of interest – direct and indirect. There are also two kinds of direct conflict of interest – financial and private.

G.7.a. Jury Conflict of Interest Rules

- i. A juror is in a **direct** conflict of interest with a particular application if he or she, or a member of the Juror's immediate family (spouse or equivalent, son or daughter, parent, sibling or member of the immediate household) has a financial interest in the success or failure of the application.
- ii. A juror is also in a direct conflict of interest with a particular application if he or she has a private interest in the success or failure of the application. Staff or board members of the organization applying for funds, or members of their immediate families (spouse or equivalent, son or daughter, parent, sibling or member of the immediate household) would be in direct conflict. For such applications a private interest also includes affiliations or activities that compromise or unduly influence decision-making.
- iii. Any reason that makes it difficult for a juror to evaluate an application objectively may create an **indirect** conflict of interest. For example an indirect conflict of interest may arise when a juror's record includes previous participation with an applicant.
- iv. All jurors are asked to sign forms to identify direct and/or indirect conflicts of interest as a means of documenting the integrity of the process. At the jury meeting, the KAC staff may answer any questions, facilitate a discussion on the juror's impartiality and decides how the situation will be managed.
- v. To prevent conflicts of interest and ensure the arms-length character of the peer jury, members of the Board of Directors and staff of the Kingston Arts Council and those employed by or under contract with the City of Kingston will not serve on the Jury.
- vi. Immediate family members of Kingston Arts Council and City of Kingston staff (spouse or equivalent, son or daughter, parent, sibling or member of the immediate household) serving as Jurors must declare an indirect conflict of interest.

G.7.b. Ex-Officio Conflict of Interest Rules

- i. City of Kingston members are subject to the same conflict of interest rules as the jury members. They are not permitted to take part in adjudication discussions (except as specified in section G.2.b.i. above).
- ii. KAC Staff are subject to the same conflict of interest rules as the jury members. They are not permitted to take part in adjudication discussions and in addition they have in their employment contracts the following clause(s):
 - a. That you will not take any action to either favour or prejudice any applications submitted to the CKAF (see Note 1 below);



- b. That you will not participate in the writing of any application to the CKAF for another party (see Note 1 below);
- c. That you will not hold a *primary role* with any organization applying to CKAF;
- d. That you will not profit financially in any way from a successful CKAF application, Operation or Project Funding;
- e. That you will bring to the attention of the KAC Board of Directors any potential conflicts of interest arising from activities of the Kingston Arts Council.

In addition, City of Kingston members and KAC Staff may not be associated with any organization applying to or receiving funds from CKAF as board members, committee members, or in a paid consultancy role. However, other associations, such as being a member or volunteer, may be allowed.

Note 1: As part of the grant management process, providing information or clarification of application guidelines to applicants or potential applicants do not constitute participation in the writing of grant applications.

G.7.c. Procedures with respect to Conflict of Interest Issues

- i. All members of the Grants Committee must abide by the Conflict of Interest Rules set out in this document and as amended from time to time.
- ii. All potential disclosures of conflicts of interest must be submitted in writing to the KAC and will be retained as part of CKAF records.
- iii. Individuals who are in direct conflict of interest with any of the applications being assessed cannot serve on the Grants Committee. If a direct conflict of interest becomes apparent at any time before or during the assessment process, the jury member will be immediately released from their duties.
- iv. Individuals who have an indirect conflict of interest with any of the applications are managed based on their ability to remain objective in assessing the application. Individuals who declare an indirect conflict of interest that makes it difficult for them to evaluate an application objectively will be asked to leave the room.
- v. If any conflict of interest becomes apparent during the discussion of the relevant application, the Chair will ask the juror to leave the room immediately for the remainder of that discussion.
- vi. If a member of the Grants Committee failed to make proper prior disclosure of his or her conflict(s) of interest and that omission resulted in a profit or benefit to the member or member's family, the Executive Committee of the KAC shall review the circumstances and if satisfied that the member failed to comply with the applicable Conflict of Interest Rules, then the member may be required to compensate the KAC for the profit or benefit improperly realized.
- vii. The Chair will oversee compliance with conflict of interest rules pertaining to the Grants Committee adjudication meetings.
- viii. Any concerns or complaints regarding a potential conflict of interest of a member of the Grants Committee shall be made in writing to the Chair of the KAC Board of Directors.



ATTACHMENT D

2024 CKAF Operating Grant Results

Organization	Grant Amount
Agnes Etherington Art Centre	\$ 75,000
Cantabile Choirs of Kingston	\$ 31,000
Centre culturel Frontenac	\$ 13,950
Kingston Canadian Film Festival	\$ 50,000
Kingston Symphony Association	\$ 75,000
Kingston WritersFest	\$ 44,814
Modern Fuel Artist-Run Centre	\$ 53,000
ReelOut Queer Film Festival	\$ 24,000
Single Thread Theatre Company	\$ 10,000
Theatre Kingston	\$ 38,007
Union Gallery	\$ 14,391
TOTAL Operating Grant Funds Awarded in 2024	\$ 429,162



ATTACHMENT E

2024 CKAF Project Grant Results

Project Title	Recipient	Grant Amount
2024 K-TOWN Showdown Dance Battle	Kingston School of Dance	\$5,400
2025 Ground UP Dance Festival	Movement Market Collective	\$15,000
Airwave YGK	CFRC 101.9FM	\$12,000
Create 15	The Mess Studio	\$8,240
Festival of Live Digital Art (FOLDA)	SpiderWebShow Performance	\$12,000
Half Steps: Musicians and Mental Health	Céline Klein	\$11,250
Many Moons 2025 Programming	Many Moons Events	\$11,250
Melos' Light in the Dark II	Melos	\$7,870
Providence: a site-specific theatre performance	Eye of the Dawn	\$11,250
Seniors' Theatre Club	The Spire	\$6,150
Skeleton Park Arts Festival	Skeleton Park Arts Festival	\$13,500
Ten Seasons of Love	Sistema Kingston	\$13,396
Testify	Prison for Women Memorial Collective	\$15,000
The Dragon of Wantley	Kingston Baroque Consort	\$7,000
The Juvenis Festival	Blue Canoe	\$13,500
The Lost Birds	The Isabel Voices	\$9,870
White Pine Travels	Noah Scheinman	\$11,250
TOTAL Project Grant Funds Awarded in 2024		\$183,926

2024 CKAF Analysis of Grant Results

Operating Grants	Grants Requested	Grants Recommended	Applicants Requesting Funding	Applicants Recommended for Funding	Request as % of Available Funds	% of Applicants to Receive Funding	% of Applicants Declined	% of Requested Funds Granted	Average Grant
2007	\$535,000	\$300,000	14	8	178%	57%	43%	56%	\$37,500
2008	\$424,500	\$300,000	12	9	142%	75%	25%	71%	\$33,333
2009	\$491,500	\$300,000	14	9	164%	64%	36%	61%	\$33,333
2010	\$398,500	\$318,300	11	9	125%	82%	18%	80%	\$35,367
2011	\$427,860	\$335,000	12	10	128%	83%	17%	78%	\$33,500
2012	\$462,419	\$345,500	13	10	134%	77%	23%	75%	\$34,550
2013	\$462,250	\$359,750	12	10	128%	83%	17%	78%	\$35,975
2014	\$440,250	\$365,750	11	10	120%	91%	9%	83%	\$36,575
2015	\$525,661	\$381,370	13	10	138%	77%	23%	73%	\$38,137
2016	\$437,195	\$382,571	11	10	114%	91%	9%	88%	\$38,257
2017	\$447,000	\$394,431	11	11	113%	100%	0%	88%	\$35,857
2018	\$467,450	\$402,500	12	11	116%	92%	8%	86%	\$36,591
2019	\$451,000	\$410,900	11	11	110%	100%	0%	91%	\$37,355
2020	\$477,000	\$419,569	11	11	114%	100%	0%	88%	\$38,143
2021	\$463,730	\$423,718	11	11	109%	100%	0%	91%	\$38,520
2022	\$492,451	\$429,451	12	11	115%	92%	8%	87%	\$39,041
2023	\$504,550	\$433,542	12	12	116%	100%	0%	86%	\$36,129
2024	\$467,197	\$429,162	12	11	109%	92%	8%	92%	\$39,015

Project Grants	Grants Requested	Grants Recommended	Applicants Requesting Funding	Applicants Recommended for Funding	Request as % of Available Funds	% of Applicants to Receive Funding	% of Applicants Declined	% of Requested Funds Granted	Average Grant
2007	\$373,686	\$130,000	32	17	287%	53%	47%	35%	\$7,647
2008	\$387,190	\$135,300	32	17	286%	53%	47%	35%	\$7,959
2009 *	\$394,718	\$133,050	36	16	297%	44%	56%	34%	\$8,316
2010	\$237,500	\$130,000	23	18	183%	78%	22%	55%	\$7,222
2011	\$361,007	\$145,000	30	18	249%	60%	40%	40%	\$8,056
2012	\$303,779	\$149,934	27	20	203%	74%	26%	49%	\$7,497
2013	\$361,911	\$150,250	32	20	241%	63%	38%	42%	\$7,513
2014	\$345,921	\$153,500	28	20	225%	71%	29%	44%	\$7,675
2015	\$401,267	\$166,000	31	19	242%	61%	39%	41%	\$8,737
2016	\$365,190	\$166,927	30	18	219%	60%	40%	46%	\$9,274
2017	\$389,293	\$169,430	27	15	230%	56%	44%	44%	\$11,295
2018	\$294,528	\$172,500	22	14	171%	64%	36%	59%	\$12,321
2019	\$332,186	\$176,100	24	14	189%	58%	42%	53%	\$12,579
2020	\$290,299	\$189,625	19	15	153%	79%	21%	65%	\$12,642
2021	\$297,872	\$159,334	23	15	187%	65%	35%	53%	\$10,622
2022	\$287,932	\$183,872	22	17	157%	77%	23%	64%	\$10,816
2023	\$202,873	\$185,803	16**	16	109%	100%	0%	92%	\$11,613
2024	\$452,454	\$183,926	34	17	246%	50%	50%	41%	\$10,819

*2009 was the last year applicants could receive both Operating and Project grants.

**This represents the number of eligible applications considered by the jury (Single Thread Theatre Company was removed)