



**City of Kingston
Report to Council
Report Number 25-010**

To: Mayor and Members of Council
From: Jennifer Campbell, Commissioner, Community Services
Resource Staff: Kevin Gibbs Director, Heritage Services
Date of Meeting: December 3, 2024
Subject: Recommendations for the 2024-2025 City of Kingston Heritage Fund

Council Strategic Plan Alignment:

Theme: 5. Drive Inclusive Economic Growth

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

Executive Summary:

The purpose of this report is to request that Council approve the recommendations submitted by the Kingston and Area Association of Museums, Art Galleries and Historic Sites (KAM) with regard to the 2024-2025 City of Kingston Heritage Fund (CKHF) in support of both Operating and Project Grants. This funding program was first established in 2013 and is administered by KAM on behalf of the City through a Service Level Agreement (SLA).

Applications to the fund for Operating Grants (Large Operating Grants and Small Operating Grants) and Project Grants (Community Cultural Heritage Project Grants and Cultural Heritage Development Grants) were received in September 2024 and KAM convened two Adjudication Committees tasked with assessing the applications received in each stream. The Adjudication Committees completed their assessments in September and October 2024, and the KAM Board of Directors ratified their recommendations on November 12, 2024. Council is now being asked to approve these recommendations in accordance with the Administrative Plan, City of Kingston Heritage Fund, 2024-2025, previously approved by Council on June 18, 2024, through [Report Number 24-170](#).

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The recommendations submitted by KAM regarding the distribution of Operating Grants and Project Grants through the CKHF in 2024 are attached as Exhibit A.

Recommendation:

That Council approve the recommendations submitted by the Kingston and Area Association of Museums, Art Galleries and Historic Sites with regard to the 2024-2025 City of Kingston Heritage Fund, in support of both Operating and Project Grants as outlined in the 'CKHF Adjudication Report 2024-2025', attached to Report Number 25-010 as Exhibit A; and

That Council direct the Kingston Association of Museums, Art Galleries and Historic Sites to release the Operating and Project Grants, as approved, totaling \$376,449 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:**City of Kingston Heritage Fund (CKHF)**

The City of Kingston's annual investment in the Heritage Fund provides critical support for museums, heritage projects, cultural groups and historical societies to improve on and expand how Kingston's stories are shared. Operating Grants (Large Operating Grants up to \$75,000 and Small Operating Grants up to \$5,000) help provide stable base-funding for museums and heritage organizations in Kingston. Project Grants (Community Cultural Heritage Project Grants up to \$20,000 and Cultural Heritage Development Grants up to \$5,000) support cultural heritage initiatives in Kingston that expand the histories, stories and programs that sites and community groups can offer. Since its inception in 2013, over \$3 million in funding has been allocated through the Heritage Fund and 124 grants have been awarded to date. Operating Grants have helped to develop nine community museums and heritage organizations in Kingston and over 30 organizations have been supported through Project Grants.

2024-2025 CKHF

As part of its 2024 SLA with the City, KAM was asked to develop and submit an Administrative Plan for the 2024-2025 CKHF. The 2024-2025 Administrative Plan was approved by Council on June 18, 2024 ([Report Number 24-170](#)). A total of \$355,996 was also approved as part of the 2024 operating budget for the Heritage Services Department to support the CKHF in 2024-2025. Earned interest and unallocated funds from previous years were added to the available funds as per the Administrative Plan, bringing the total amount available to be allocated in the 2024-2025 fund cycle to \$400,454. The 2023-2024 fund was larger (\$448,665) due to the CKHF being undersubscribed in prior years as a result of reduced capacity to complete projects during the COVID-19 pandemic and unspent funds were carried forward to 2023-2024.

Adjudication Committees

Two separate Adjudication Committees were convened by KAM in September and October 2024 to assess the applications received. Cameron Smith served as the Chair of both Grant Committees. Kevin Gibbs (Director, Heritage Services) participated as an ex-officio, non-voting member of the Committees as did Jamie McKenzie-Naish (Grants Officer, CKHF, KAM Managing Director) and Deborah Holdich (Grants Assistant CKHF, KAM Coordinator).

To serve on the Project Grant Committees, Council appointed Councillor Ridge to participate as an ex-officio, non-voting member.

Voting members of the Operating Grant Committee were Michael Rikley-Lancaster, Andrea Gunn, Keeley Plouffe, Aaliyah Strachan and Nic Du Prey. Voting members of the Project Grant Committee were Jenn Lucas, Heather Home, Linda Tsuji, Nicole Kappahn and Rick Powers.

As outlined in the Administrative Plan for 2024-2025, Operating Grants are divided into two streams, referred to as "Large Operating Grants" and "Small Operating Grants". Project Grants are also split into two grant streams: "Community Cultural Heritage Project Grants" and "Cultural

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Heritage Development Grants.” The Community Cultural Heritage Project Grants support community projects developed by applicant organizations while the Cultural Heritage Development Grants support projects that address identified thematic gaps or that support product readiness improvements at organizations. For 2024-2025, there were two available Cultural Heritage Development Grant themes: “Indigenization, Inclusion, Diversity, Equity & Accessibility Program Development” and “Placemaking in Kingston”.

In total, the CKHF received 18 eligible grant applications for the 2024-2025 fund (all recommended for funding), representing a total request of \$534,106. By comparison, the CKHF received 17 grant applications for the 2023-2024 fund, representing a total request of \$508,400. Within the 2024-2025 applications, six applications were for Large Operating Grants, one application was for a Small Operating Grant, seven applications were for Community Cultural Heritage Grants and four applications were for Cultural Heritage Development Grants.

Funding Recommendations – Operating Grants

Operating Grants are intended to assist in providing stable base-funding for Kingston’s cultural heritage organizations and, by so doing, to enhance their sustainability and encourage growth. They are also intended to support core operating expenses as well as program-related costs. In response to the needs of the heritage sector, the Administrative Plan includes two different levels of support: (1) Large Operating Grants and (2) Small Operating Grants. Large Operating Grants, up to \$75,000, are designed to support larger, well-established organizations that operate year-round. Small Operating Grants, up to \$5,000, are designed to support smaller scale organizations that operate on a seasonal or otherwise limited basis.

Table 1: Operating Grants, Recommended Funding Allocations, City of Kingston Heritage Fund 2024-2025

Applicant	Large or Small	Proposed Award in 2024-2025	% of Organization's Total 2024 Operating Budget
Beyond Classrooms Kingston	Large	\$47,827.29	54%
Frontenac County Schools Museum	Large	\$46,470.03	47%
Great Lakes Museum	Large	\$47,051.71	1.5%
Kingston Historical Society – Murney Tower Museum	Large	\$46,615.45	35%
Museum of Health Care at Kingston	Large	\$50,735.70	13%
Kington Scout Museum	Large	\$30,419.88	81%
Kingston Regional Heritage Fair	Small	\$3,222.96	41%
Total Operating		\$272,343.02	

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Funding Recommendations – Project Grants

Project Grants are designed to encourage the development and creation of innovative cultural heritage programming and initiatives that promote cultural vitality in a more focused way. Eleven eligible Project Grant applications were submitted. Seven applications were for Community Cultural Heritage Project Grants and four were for Cultural Heritage Development Grants. Organizations cannot receive both an Operating Grant and a Community Cultural Development Grant. However, a recipient of an Operating Grant or a Community Cultural Development Grant can also receive a Cultural Heritage Development Grant to encourage projects that address the identified thematic gaps.

The total funding request for Project Grants in 2024 was \$106,388. By comparison, the amount requested in 2023 was \$129,900.

The total amount recommended to be awarded in the 2023-2024 Project Grant stream is \$104,106, with \$84,106 going to Community Cultural Heritage Project Grants and \$20,000 going to Cultural Heritage Development Grants.

Table 2: Community Cultural Heritage Project Grants, Recommended Funding Allocation, City of Kingston Heritage Fund 2024-2025

Project Title	Organization	Amount
“Katarokwi Indigenous Placekeeping Story Project”	All Our Relations Land Trust (AORLT)	\$14,696.34
“2 nd Annual National Indigenous Presenters Gathering Opening Kaswentha Dinner”	LodgePole Arts Alliance	\$16,931.59
“Step Up Kingston: A 2025 Summer DJ Camp”	Ontario Public Interest Research Group Kingston (sponsoring Roots & Wings)	\$14,941.03
“L'Dor Vador - Phase 3”	Beth Israel Congregation	\$8,134.47
“The Spire, Telling our Stories, III”	Friends of the Spire Inc.	\$3,497.22
“History of the Broom Factory”	Kingston Canadian Film Festival (sponsoring Broom Factory Arts Collective)	\$10,031.97
“Highway of Heroes Military Museums Initiative”	Military Communications & Electronics Museum Foundation	\$15,873.37
Total Community Project		\$84,105.99

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Table 3: Cultural Heritage Development Project Grants, Recommended Funding Allocation, City of Kingston Heritage Fund 2024-2025

Project Title	Theme	Organization	Amount
“Murney Tower Museum’s 100-year Legacy in Art and Heritage”	Placemaking in Kingston	Kingston Historical Society o/a Murney Tower Museum	\$5,000.00
“Katarokwi Indigenous Place-keeping Story Future Iterations”	IIDEA	All our Relations Land Trust (AORLT)	\$5,000.00
“Beyond Classrooms Kingston Accessible Website Redesign for Inclusion of all Users”	IIDEA	Beyond Classrooms Kingston	\$5,000.00
“Finding our Roots, Spreading our Wings”	Placemaking in Kingston	Ontario Public Interest Research Group Kingston (sponsoring Roots & Wings)	\$5,000.00
Total Development Project			\$20,000.00

Indigenization, Inclusion, Diversity, Equity & Accessibility (IIDEA) Considerations

For 2024-2025, applications were invited for two Cultural Heritage Development Grants themes. The first was “Indigenization, Inclusion, Diversity, Equity and Accessibility Program Development”. In alignment with Strategic Priority 4.5.2, grants awarded under this theme will support programs that prioritize equity, diversity and inclusion, Indigenous initiatives and/or accessibility. The types of projects that could be funded under this theme are varied but examples could include translating educational programs into other languages or augmenting Indigenous or other underrepresented content in museum exhibits. The second theme was “Placemaking in Kingston”. Examples of grants that could be awarded under this theme include exhibits that focus on stories from a particular place in Kingston, particularly those outside the downtown core, or developing programs that can move to different parts of the City, particularly those currently underserved by cultural heritage programming.

Existing Policy/By-Law

None

Notice Provisions

None

Financial Considerations

Funds to support the CKHF in 2024-2025, totalling \$355,996, were approved as part of the 2024 Operating budget for the Heritage Services Department. In addition, earned interest and unallocated funds from previous years were added to the available funds as per the guidelines

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of the fund's Administrative Plan, bringing the total amount available to be allocated in the 2024-2025 fund cycle to \$400,454. Note that in the Administrative Plan ([Report Number 24-170](#)) the amount available for allocation was erroneously listed as \$466,390 due to a reporting error. The total amount being recommended for allocation in the 2024-2025 fund is \$376,449. Unallocated funds in the amount of \$24,005 will be carried forward for disbursement in future grant cycles, in accordance with the Administrative Plan, City of Kingston Heritage Fund, 2024-2025.

Contacts:

Kevin Gibbs, Director, Heritage Services, 613-546-4291 extension 1354

Other City of Kingston Staff Consulted:

Melanie Banks, Manager, Heritage Programming, Heritage Services, 613-546-4291 extension 1358

Exhibits Attached:

Exhibit A - CKHF Adjudication Report 2024-2025

CKHF ADJUDICATION REPORT 2024-2025

The Kingston & Area Association of Museums, Art Galleries and Historic Sites, Inc. (KAM) is pleased to submit an Adjudication of Applications Report for the City of Kingston Heritage Fund (CKHF) 2024-2025 grant cycle.

October 2024

Ratified by the Kingston & Area Association of Museums, Art Galleries and Historic Sites Board of Directors on 12 November 2024.



**kingston and
area association**
of museums
art galleries +
historic sites



GENERAL PRINCIPLES

The Kingston Culture Plan (2010) identified the establishment of a heritage fund as a priority to help develop the sector and to enrich the cultural experiences available to Kingston residents and visitors. This fund was also identified as a way to support capacity building while, at the same time, stimulating economic development and cultural tourism related to Kingston's tangible, intangible and natural heritage.

The City of Kingston Heritage Fund (CKHF) was established in 2013 and provides grants to museums, heritage projects, cultural groups, and historical societies. The CKHF provides four types of grants: Large Operating, Small Operating, Community Cultural Heritage Projects and Cultural Development Heritage Projects, through two core-funding categories: Operating and Project. Each type of grant has specific eligibility requirements and guidelines. An annual Service Level Agreement between the City of Kingston and the Kingston Association of Museums, Art Galleries and Historic Sites (KAM) identifies KAM as the manager of the CKHF on behalf of the City of Kingston, in accordance with an administrative plan. As Kingston's umbrella cultural heritage organization, KAM has the necessary expertise to carry out the management of this grant program successfully.

ADMINISTRATIVE PLAN

KAM submits an annual Administrative Plan - City of Kingston Heritage Fund: 2024-2025 (Admin Plan) - as part of a Service Level Agreement (SLA) with the City of Kingston, through the Heritage Services Department. The Admin Plan provides detailed information on the nature of the grants, outlines application processes, responsibilities, adjudication procedures, and outlines the delivery model for the distribution of both project and operating grants. KAM has a mandate to review the CKHF program on an annual basis and to seek input from the community and stakeholders.

In early 2024, the 2024-2025 Administrative Plan was revised, and the new 2024-2025 Administrative Plan was presented to the KAM Board and approved in May 2024 and in turn was presented to the Kingston City Council and approved June 18th, 2024. All details on the CKHF grant program are available through the KAM website: kingstonmuseums.ca/CKHF.

COMMUNICATIONS STRATEGY

Each year, KAM develops a communication strategy for the CKHF program cycle. Building on the promotional asset development completed in early 2024, this year's strategy included a variety of infographics (see **Attachment A**), a robust social media campaign, CKHF webpage on the KAM website, traditional press releases, a public information webinar, as well as our annual grant writing workshop series.

KAM facilitated two online (through ZOOM) public information sessions about the CKHF grant

program on July 17th, 2024, and August 8th, 2024. KAM also hosted two free, online (through ZOOM) Grant Writing Workshops- Critical Approaches to Project Grants on July 25th, 2024, and Critical Approaches to Operating Grants on August 1st, 2024 (see **Attachment B**). Pre-registration was required for all sessions. Each session explored the grant writing process as a whole and the skills associated with this process, and then more specifically how these principles can be applied to the CKHF grant program. To support these sessions, the Grant Review Officer also developed an infographic entitled: “Top Tips for Grant Writing.” This infographic was shared through the KAM website, as well as over social media (see **Attachment C**).

APPLICATION PROCESS

The CKHF 2024-2025 grant cycle launched July 5th, 2024. Digital applications, as well as grant guidelines, were available from the CKHF webpage within the KAM website. During August 2024, the CKHF Grant Review staff offered one-on-one appointments every Wednesday with potential grant applicants, as well as supporting additional requests and questions by email and phone.

The submission date for CKHF Operating Grants was September 18th, 2024, and the submission date for CKHF Project Grants was September 25th, 2024. All applications were submitted digitally to the KAM office. Staff then reviews each application completeness and eligibility, organizes, and makes available to the CKHF Adjudication committees for adjudication.

ADJUDICATION PROCESS

The CKHF adjudication is a peer-assessment process, at arms-length from the City of Kingston. There is a separate adjudication committee for each funding stream – operating and projects. The adjudication committee members consist of voting and non-voting members. This arms-length character is achieved by ensuring that the voting members of the jury had no affiliation to the City of Kingston. Voting members of the committee are composed of cultural heritage professionals, practitioners, and/or community persons who are knowledgeable about and interested in cultural heritage, with high standing and strong connections within the sector. Other criteria for voting members described in the 2024-2025 Admin Plan include:

- representative of a wide range of disciplines and interests within the cultural heritage sector; knowledgeable and experienced in cultural heritage, cultural heritage organizations, and cultural heritage issues;
- knowledgeable about the City of Kingston context as it relates to cultural heritage; knowledgeable about the broader cultural heritage environment beyond their area of expertise;
- able to articulate their opinions, work in a group decision-making environment, and have good communication skills.

Assuming a peer assessment approach to adjudication ensures that the cultural heritage community has a voice in how funds are distributed and that those with knowledge and experience evaluate the applications. CKHF Operating Grant applications are considered separately from CKHF Project Grant applications; each adjudication committee includes different voting jury members.

CHOOSING VOTING MEMBERS FOR THE ADJUDICATION COMMITTEE

Previous years' jurors were contacted first regarding their interest and eligibility to return to the adjudication committees. All new, potential jury members for the 2024-2025 grant cycle were asked to submit a completed *Juror Interest Form* along with a CV, indicating the extent to their involvement in Kingston and area heritage organizations and cultural heritage more generally. KAM reviewed all documents submitted to ensure that those selected met the juror eligibility requirements. For the 2024-2025 CKHF grant cycle, three jurors returned from the previous year's cycle and seven new jurors were recruited for this year's cycle. The KAM Board of Directors approved the CKHF Juror list for the 2024-2025 cycle on September 17th, 2024. The CKHF 2024-2025 Grants Committee members are listed in **Attachment D**.

MEETINGS

Each adjudication committee met twice within a two-week period to discuss and assess the applications. This year adjudication meetings took place over ZOOM and followed established agendas. The Operating Grant adjudication meetings were held at 6:00pm on September 23rd and September 30th, 2024. The Project Grant adjudication meetings were held at 6:00 p.m. on October 2nd and October 8th, 2024.

Confidentiality Agreement and Conflict of Interest: All jurors, both new and returning, were required to submit a signed and dated *Confidentiality Agreement and Conflict of Interest Declaration* prior to adjudication, acknowledging they read, understood, and agreed to the rules of Confidentiality as it pertained to CKHF during the first meeting. As such, all members agreed that all information contained in the applications, support material, and in discussions during the meetings was strictly confidential. Committee members were not permitted to discuss applications or voting decisions outside the meetings except with CKHF Grant Review Officers or other members of the Adjudication Committee on which they sat. All jurors were also required to disclose any personal or pecuniary interest in any application submitted and agree to conform to the conflict-of-interest rules and procedures as cited in the CKHF Administration Plan. One juror from the Operating Committee declared a conflict of interest for one application, and no voting members from the Project Committee declared a conflict of interest for the 2024-2025 grant cycle (see **Attachment D**).

Procedure: Prior to the first meeting, all committee members, voting and non-voting, were supplied with the appropriate MS Teams document folders, which included agendas, a copy of

the 2024-2025 Admin Plan, the CKHF Juror's Guide, the CKHF Confidentiality Agreement and Conflict of Interest Declaration form, CKHF scoring matrices, Applicant Report Cards (returning applicants only), and applicant submissions.

The CKHF Chair explained and clarified the adjudication processes and protocols during the first adjudication meeting, and each application was discussed within the group. Key information was presented at the first adjudication meeting, which included the total funding available for allocation, each applicant's CKHF request, last year's CKHF grant (where applicable), as well as support data relating to the amount requested, including percentage of total budget. Following this meeting, jurors scored each application independently, and returned their scoring matrices to the CKHF Grants Review Officer for aggregation and funding allocation calculation – as outlined in the Admin Plan. The second adjudication meeting reviewed the aggregated scores, associated funding allocations, and discussed any relevant funding conditions.

Discussions: Committee members assessed each application in detail based on the published assessment criteria. Committee members, both voting and non-voting engaged in discussion and contributed opinions about the relative merits of each application. The scoring structure of the applications was a zero-to-ten measure. For the adjudication of funds, only the voting members participated on reaching funding decisions as per the guidelines in the 2024-2025 Admin Plan.

Adjournment: The Chair thanked the jurors, Councillors, the City of Kingston, and KAM, then adjourned the meetings.

Evaluation of Adjudication Process: Following the final adjudication committee meeting, all members of the committee, voting and non-voting were sent an electronic link to a digital survey, asking them evaluative questions about the jury process and the CKHF grant program in general. This feedback will assist in reviewing protocols and processes for the next grant cycle.

ALLOCATION OF FUNDS

2024-2025 Operating Grants: seven organizations applied for operating funding in total - six Large Operating Grant applications and one Small Operating Grant application. The total amount of funds available for Operating Grants in this cycle was \$272,343.00. All were returning applicants from the previous cycle; however, one was a first-time applicant to the Large Operating Grant stream, having previously applied to and been awarded Small Operating or Project grants. The seven applicants requested a total amount of \$430,000.00, exceeding the available funds by \$157,657.00 or 57.8%. The total amount awarded (based on the merit-based assessment/allocation strategy and the maximum application amount) to applicants was \$371 804.41, exceeding the funds available by \$99,461.41 or 36.5%. On average, the requested amounts for operating funding constituted 48% of the applicants total

operating budgets, ranging from 3.25% to 88% for individual applicants. **The 2024-2025 CKHF Operating Jury committee awarded grants to seven organizations for a total allocated amount of \$272,343.00, with \$0.00 to be carried over into 2026.**

2024-2025 Community Cultural Heritage Project Grants: seven organizations applied for Community Cultural Heritage Grants for the 2024-2025 grant cycle. Total applications for this project grant stream increased from last year’s applicant pool. These include four single organization applicants and two submitted through a sponsoring partner. The total amount of funds available for Community Cultural Heritage Project Grants in this cycle was \$84,106.00. The six applicants requested a total amount of \$106,388.33, oversubscribing available funds by \$22,282.33 or 26%. **The 2024-2025 CKHF Project Jury committee awarded grants to seven projects for a total allocated amount of \$84,106.00, with \$0.00 to be carried over into 2026.**

2024-2025 Cultural Heritage Development (Project) Grants: two CKHF operating grant applicants, two Community Cultural Heritage project grant applicants for a total of four applicants. Two applicants applied under the *Placemaking in Kingston* theme and two applicants applied under the *Indigenization, Inclusion, Equity, Diversity, and Accessibility* theme. The total amount of funds available for Cultural Heritage Development Project Grants in this cycle was \$44,005.00. The applicants requested a total amount of \$20,000.00. **The 2024-2025 CKHF Project Jury committee awarded grants to four applicants for a total allocated amount of \$20,000, with \$24,005.00 to be carried over into 2026.** Detailed results for both funding streams are available in **Attachment E.**

BALANCE OF FUNDS

As of September 1st, 2024, the unallocated balance of CKHF funds was as follows:

Area of Allocation	Amount of Funds
Total Carry over of previously returned or unallocated funds into 2025	\$44,488
2024-2025 Heritage Services CKHF Allocation	\$355,966
Total 2024-2025 CKHF Funds available for distribution	\$400,454
<i>Portion of Funds available for Operating Grants in 2024-2025</i>	<i>\$ 272,343</i>
<i>Portion of Funds available for Community Cultural Heritage Project Grants in 2024-2025</i>	<i>\$ 84,106</i>
<i>Portion of Funds available for Cultural Heritage Development Grants in 2024-2025</i>	<i>\$44,005</i>

As of November 3rd, 2024, the allocated funds for CKHF 2024-2025 were as follows:

Area of Allocation	Amount of Funds
Deferred and Unassigned funds for future CKHF cycles	\$0
Total Funds awarded to Operating Grants in 2024-2025	\$ 272,343
Unallocated Operating Funds in 2024-2025	\$0
Total Funds available to CKHF 2026 (Operating)	\$0
Total Funds awarded to Community Cultural Heritage Project funds in 2024-2025	\$84,106
Unallocated funds from Community Project funds in 2024-2025	\$0
Total Funds available to CKHF 2026 (Community Projects)	\$0
Total Funds awarded to Development Projects Grants in 2024-2025	\$20,000
Unallocated Funds from Development Projects Grants in 2024-2025	\$0
Total Funds available to CKHF 2026 (Development Projects)	\$24,0005

DISPUTE RESOLUTION

Any complaints and concerns relating to the adjudication, guidelines, and criteria for the allocation of CKHF funding, are forwarded in writing to the Chair of the CKHF grant committees by the complainant, within thirty (30) days of notification of the Jury decision. The Chair will then forward a written report with respect to such complaints and concerns to the Chair of KAM's Board. KAM notifies the City of Kingston of all concerns and complaints received.

ANNOUNCEMENT OF THE 2024-2025 CKHF PROGRAM RESULTS

Upon ratification of the CKHF Adjudication Report 2024-2025 by the KAM Board of Directors on November 12^h, 2024, this report will be submitted to Heritage Services, and ultimately will be presented for ratification by Kingston City Council in December 2024. Following this, KAM notifies all applicants of the jury's decision regarding their application. Successful applicants are sent a digital grant package, which includes a Notice of Award, a Grant Agreement contract, reporting templates and appropriate logo files and guidelines for use. To receive their grant funds, recipients must attend a MS Teams online meeting to review the CKHF grant program conditions, as well as submit a signed copy of their Grant Agreement contract and provide proof of insurance. Once the recipients have been notified, KAM will release a press release that announces the 2024-2025 City of Kingston Heritage Fund recipients and publicly posts the information on the KAM website. KAM will produce a social media-friendly awards video highlighting 2025 CKHF recipients with introduction and congratulations from the mayor, which will be publicly posted in late January/early February 2025.

I respectfully submit this report.

Cameron Smith

Cameron Smith
Chair, City of Kingston Heritage Fund 2024-2025 Grants Committee

ATTACHMENT A: CKHF INFOGRAPHICS (EXAMPLES)

Two types of Operating Grants are available in 2025

Large Operating Grants
\$75,000 (max)

Small Operating Grants
\$5,000 (max)

Download the Grant Guidelines and Application forms at kingstonmuseums.ca/ckhf/operating-grants

Two types of Project Grants are available in 2025

Community Cultural Heritage Grants
\$20,000 (max)

Cultural Heritage Development Grants
\$5,000 (max)

Download the Grant Guidelines and Application forms at kingstonmuseums.ca/ckhf/project-grants

Cultural Heritage Development Grants
(\$5,000 max)

Indigenization, Inclusion, Equity, Diversity & Accessibility

Placemaking in Kingston

Download the Grant Guidelines and Application forms at kingstonmuseums.ca/ckhf/project-grants

ATTACHMENT B: GRANT WRITING WORKSHOPS & INFORMATION SESSIONS

kingston and area association of museums + art galleries + historic sites

[LEARN MORE](#)

City of Kingston Heritage Fund Public Information Session

Wednesday, July 17th, 2024
11:00 am - 12:30 pm

Register:
www.kingstonmuseums.ca/professional-development/professional-development-events

kingston and area association of museums + art galleries + historic sites

Free Webinar!

CKHF Grant Writing Series:
Critical Approaches to Operating Grants

Register:
<https://www.kingstonmuseums.ca/professional-development/professional-development-events>

kingston and area association of museums + art galleries + historic sites

Free Webinar!

CKHF Grant Writing Series:
Critical Approaches to Project Grants

Register:
<https://www.kingstonmuseums.ca/professional-development/professional-development-events>

kingston and area association of museums + art galleries + historic sites

[LEARN MORE](#)

City of Kingston Heritage Fund Public Information Session

Thursday, August 8th, 2024
11:00 am - 12:30 pm

Register:
www.kingstonmuseums.ca/professional-development/professional-development-events

ATTACHMENT C: “TOP TIPS FOR GRANT WRITING”



ATTACHMENT D: GRANT ADJUDICATION COMMITTEE **MEMBERSHIP**

CKHF OPERATING GRANT COMMITTEE – 2024-2025

Name of Juror	Description of Role
Cameron Smith	Chair of the Committee. Saint Lawrence Parks Commission (SLPC)
Michael Rikley-Lancaster	Voting Juror. Secretary of the Board – Ontario Museum Association
Keeley Plouffe	Voting Juror. Kingston Community Resident.
Aaliyah Strachan	Voting juror. Kingston Community Resident.
Nicolas Du Prey	Voting juror. Kingston Community Resident,
Andrea Gunn	Voting Juror. Editor, Strategic Communications, Tourism Kingston.
None Assigned.	Non-voting ex-officio. Councillor, City of Kingston.
Kevin Gibbs	Non-voting ex-officio. Manager of Heritage Programming, City of Kingston
Jamie McKenzie-Naish	Non-voting ex-officio. Grants Officer, CKHF. KAM Managing Director.
Debbie Holdich	Non-voting ex-officio. Grants Assistant, CKHF. KAM Coordinator.

CKHF PROJECT GRANT COMMITTEE – 2024-2025

Name of Juror	Description of Role
Cameron Smith	Chair of the Committee. Saint Lawrence Parks Commissions (SLPC)
Jennifer Lucas	Voting juror. Department of History, Queen’s University
Richard Powers	Voting Juror. Kingston Resident.
Nicole Kapphahn	Voting Juror. Archivist, Queen’s University Archives
Heather Home	Voting Juror. Archivist, Queen’s University Archives
Linda Tsuji	Voting juror. Curator, Miller Museum of Geology
Greg Ridge	Non-voting ex-officio. Councillor, City of Kingston.
Kevin Gibbs	Non-voting ex-officio. Manager of Heritage Programming, City of Kingston.
Jamie McKenzie-Naish	Non-voting ex-officio. Grants Officer, CKHF. KAM Managing Director.
Debbie Holdich	Non-voting ex-officio. Grants Assistant, CKHF. KAM Coordinator.

ATTACHMENT E: GRANT ALLOCATION RECOMMENDATIONS

CKHF 2024-2025 OPERATING GRANTS

Large Operating Grant Recipient	CKHF Grant	% of total operating budget
Beyond Classrooms Kingston	\$47,827.29	54%
Frontenac County Schools Museum	\$46,470.03	47%
Great Lakes Museum	\$47,051.71	1.5%
Kingston Historical Society – Murney Tower Museum	\$46,615.45	35%
Museum of Health Care at Kingston	\$50,735.70	13%
Kington Scout Museum	\$30,419.88	81%
TOTAL Large Operating Grants Awarded: \$269,120.06		

Small Operating Grant Recipient	CKHF Grant	% of total operating budget
Kingston Regional Heritage Fair	\$3,222.96	41%
TOTAL Small Operating Grants Awarded: \$3222.96		

CKHF 2024-2025 COMMUNITY CULTURAL HERITAGE PROJECT GRANT

Project Title	Organization	Amount
“Katarokwi Indigenous Placekeeping Story Project”	All Our Relations Land Trust (AORLT)	\$14,696.34
“2nd Annual National Indigenous Presenters Gathering Opening Kaswentha Dinner”	LodgePole Arts Alliance	\$16,931.59
“Step Up Kingston: A 2025 Summer DJ Camp”	Ontario Public Interest Research Group Kingston (sponsoring Roots & Wings)	\$14,941.03

Project Title	Organization	Amount
"L'Dor Vador - Phase 3"	Beth Israel Congregation	\$8,134.47
"The Spire, Telling our Stories, III"	Friends of the Spire Inc.	\$3,497.22
"History of the Broom Factory"	Kingston Canadian Film Festival (sponsoring partner - Broom Factory Arts Collective)	\$10,031.97
"Highway of Heroes Military Museums Initiative"	Military Communications & Electronics Museum Foundation	\$15,873.37
TOTAL Community Project Funds Awarded: \$84,105.99		

CKHF 2024-2025 CULTURAL HERITAGE DEVELOPMENT GRANT
"Indigenization, Inclusion, diversity, Equity & Accessibility Program Development"

Project Title	Thematic	Organization	Amount
"Murney Tower Museum's 100-year Legacy in Art and Heritage"	Placemaking in Kingston	Kingston Historical Society o/a Murney Tower Museum	\$5,000.00
"Katarokwi Indigenous Place-keeping Story Future Iterations"	Indigenization, Inclusion, Equity, Diversity and Accessibility	All our Relations Land Trust (AORLT)	\$5,000.00
"Beyond Classrooms Kingston Accessible Website Redesign for Inclusion of all Users"	Indigenization, Inclusion, Equity, Diversity and Accessibility	Beyond Classrooms Kingston	\$5,000.00
"Finding our Roots, Spreading our Wings"	Placemaking in Kingston	Ontario Public Interest Research Group Kingston (sponsoring Roots & Wings)	\$5,000.00
TOTAL Cultural Heritage Development Project Funds Awarded: \$20,000.00			