Completed City of Kingston Heritage Fund (CKHF) COMMUNITY CULTURAL HERITAGE PROJECT GRANT APPLICATIONS are due at the KAM Office by 3:00 PM on:

TUESDAY, SEPTEMBER 19th, 2023

Contact Information:

Jamie McKenzie-Naish
CKHF Grant Review Officer
Kingston & Area Association of Museums, Art Galleries and Historic Sites.
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https://www.kingstonmuseums.ca/ckhf

Check boxes below to ensure that your application package is complete.	

	Section Checklist **A** **Applicant Information** A.1 Declaration A.2 Organization Summary **B** **Project Summary** B.1 Information B.2 Project Objectives/Outcomes B.3 Alignment with CKHF Objectives B.4 Audience **C** **Project Viability** C.1 Human Resources C.2 Workplan C.3 Accessibility C.4 Contingency Planning C.5 Health and Safety **D** **Financials** **E** **Project Assessment**
☐	**Obtain required signatures.** *In the event of a collaborative application, complete a copy of* section *A –* Declaration and Organization Summary *for <u>each</u> partner.*
☐	**Letters of Support from All collaborative partners involved in project.** Letters should detail the role and responsibilities of each partner within the project.
☐	**Financial Documentation:** attach a copy of your previous year's Financial Statement and your current operating budget (See CKHF Community Cultural Heritage Project Grant Guidelines, p. 11 – "A Note on Financial Statements."

A. Applicant Information

1. DECLARATION

We the undersigned certify that:

- the information contained in this application and the accompanying documents is true, accurate and complete;
- we have full rights and financial control over the project for which we are requesting funding;
- if there are significant changes to the project, or if we fail to carry the project through to completion, we understand that we may be required to return the CKHF grant to KAM; and
- consent is given for the release of information in this application and any subsequent reports submitted, to the KAM CKHF Grants Review Committee, Board of Directors of KAM, and the Corporation of the City of Kingston;
- we have read and agree to all of the terms and conditions of the *Administrative Plan City of Kingston Heritage Fund 2023-2024,* including but not limited to:
  - CKHF will not reimburse any expenses incurred prior to January 1, 2024;
  - CKHF grant funds must be spent prior to Dec. 31, 2024, or be repaid to the grant program;
  - CKHF grants may only be used for the purposes outlined in the application. Changes in scale, activities and timeframe must be reported promptly to the Grant Review Officer, and approved before proceeding;
  - a CKHF Grant Interim Report must be submitted by July 15th, 2024;
  - a CKHF Grant Final Report muse be submitted by March 15th, 2025;
  - KAM and the City of Kingston reserve the right to place conditions on the release of CKHF grants. Any such conditions will be communicated to the applicant in their letter of notification;
  - as a recipient of public funds, successful applicants are required to maintain full and complete records regarding the receipt and disbursement of funds received;
  - Organizations receiving CKHF grants are required to recognize the City of Kingston and KAM's contribution in promotional literature and material developed for the funded project. Copies of corporate logos and guidelines for their use can be provided to successful applicants, for this purpose;
  - KAM reserves the right to use the project in future promotion of grant; and
  - All complaints and concerns regarding the CKHF application, review, adjudication, and awards process, are to be made in writing to the Chair, CKHF Grants Review Committee c/o the KAM Office.

Signing Officer: *Name, signature, position*	Date:
Signing Officer: *Name, signature, position*	Date:

2.   ORGANIZATIONAL SUMMARY

Common Name of Applicant Organization:	
Legal Name:	
Address:	
Mailing Address: *(if different from above)*	
Are you the Sponsoring Partner? (see definition in CKHF Admin Plan 2023-2024)	☐ **Yes** ☐ **No**
If yes, please tell us the name of the partner you are sponsoring:	
Address/location where the majority of project activities occur:	
Website:	
Name of Contact Person:	
Title/Position:	

Telephone:		**Email**:	

Registered Charitable Number OR **Incorporation Number:**	
Is your organization currently in receipt of City of Kingston grant funding, not including the Heritage Fund?	☐ **Yes** ☐ **No**

B. Project Summary

1. INFORMATION			
Project Title:			
Start Date:		**Completion Date:**	
Brief Description of Project: *(max 50 words)*			
Funding Requested: (maximum $20,000)		**Total Project Cost:**	
		% of Total Project Cost:	

2. PROJECT OBJECTIVES/OUTCOMES
Please describe YOUR key project objectives/outcomes.
350 words Max

3. ALIGNMENT WITH CKHF OBJECTIVES

Please explain how the project's objectives are compatible those of the CKHF (choose 3 objectives)

500 words Max

4. AUDIENCE

Please describe the target audience and how this project will benefit them.

250 words Max

C. Project Viability

1. HUMAN RESOURCES

Please list the project-related qualifications and/or experience of the proposed project staff (paid or volunteer).

250 words Max

2. WORK PLAN

Please describe the proposed project work plan, with timeline and critical milestones. Indicate all key activities and human resources required for project success.

500 words Max

3. ACCESSIBILITY

Please describe how the project deliverables are accessible and inclusive (in all relevant aspects).

250 words Max

4. CONTINGENCY PLANNING

Please describe how your project will move forward if you do not receive your total requested amount of funding from the CKHF.

200 words Max

5. HEALTH & SAFETY

Describe how you will manage any health & safety considerations for your community project (for your audiences as well as staff and volunteers)

250 words Max

D. Financials

i. PROJECT BUDGET

Please complete all sections and include any required attachments. Retroactive funding for costs incurred prior to application submission are not permitted

Volunteer labour may be calculated at $16.55 per hour (Ontario Minimum Wage effective 01 October 2023)

Attach three (3) estimates for any items over $5,000.

PROJECT REVENUE

	Item/description (as applicable)	*Amount*
Requested of the City of Kingston Heritage Fund (CKHF):		
Private donations:		
Corporate donations:		
Foundation donations:		
Government:		
Other *(name fund source)*		
Other *(name fund source)*		
In-kind donations: (in-kind labour from whom/where/number of anticipated hours; what equipment and from whom/where; what materials and from whom/where)		
*Labour donated in-kind**		
*Labour donated in-kind**		
Equipment donated in-kind		
Equipment donated in-kind		
Materials donated in-kind		
Materials donated in-kind		
Total In-Kind		
Other (name source)		
Other		
Other		
Other		
Other		
TOTAL REVENUE		

PROJECT EXPENSES

*Provider (quote/estimate)***	*Item/description*	*Amount*
		Continue on next page…

CKHF Community Cultural Heritage Project Grant
Application 2023-2024

PROVIDER (quote/estimate)**	Item/description	Amount
PROJECT EXPENSES		
Provider (quote/estimate)**	*Item/description*	*Amount*
In-Kind expenses (CARRY OVER THE Total In-Kind revenue)		
TOTAL EXPENSES		
NOTE: Total Project Revenue must equal or exceed Total Expense		

Please attach additional budget sheets if required.

E. Project Assessment

6. EVALUATION

How will you measure the success of your project objectives/outcomes?

200 words Max

Describe what methods you will use to collect and analyze data through the project to evaluate its success

250 words Max