



City of Kingston Heritage Fund

Full Operating Grant Guidelines 2019-2020

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Introduction

The City of Kingston Heritage Fund (CKHF) Operating Grants provide support to Kingston's non-profit, cultural heritage organizations. For the 2019-2020 CKHF grant cycle there are \$338,773 approved for distribution. Of this total, approximately 75% is available to be awarded through the operating grant streams.

Two levels of operating grants will be available in the 2019-2020 grant cycle:

- **Full Operating Grants**, not to exceed \$75,000
- **Investment Operating Grants**, not to exceed \$5,000

CKHF is administered by the Kingston Association of Museums, Art Galleries, and Historic Sites Inc. (KAM), using a juried peer-review process, subject to a Kingston City Council approved administrative plan.

Purpose

CKHF operating grants are intended to assist organizations with operational stability and enable development and delivery of cultural heritage programming and services in the community. Cultural heritage includes activities that present the traditions and historical practices of the community. Operating grants will support core operating expenses and programming costs, in line with CKHF objectives.

City of Kingston Objectives

- (i) Culture and creativity are important sources of wealth creation and are being leveraged to develop community vitality;
- (ii) align tourism marketing and attraction strategies, creating greater return-on-investment and refocusing marketing strategies;
- (iii) create awareness and civic pride in our history and heritage;
- (iv) heritage and culture are key to a vibrant community and are economic drivers for the local economy;
- (v) enhance Kingston's distinctive identity, enrich the cultural life of residents and attract newcomers, audiences and visitors from around the world;
- (vi) build the creative experiences that are the basis of an authentic tourism strategy;

- (vii) embrace Kingston's powerful historical narrative, built heritage, and natural heritage features, as unique resources that can be used to tell Kingston's stories;
- (viii) use cultural heritage to enhance the reputation of the City of Kingston as a community where history and innovation thrive; and
- (ix) support initiatives that align with the City's strategic objectives for promotion of heritage and cultural vitality.

Cultural Heritage Sector Objectives

- (i) leverage municipal investments in museums, heritage projects, cultural groups and historical societies, to increase their profile, capacity, impact, relevance, and sustainability;
- (ii) encourage the development and creation of innovative cultural heritage programming and initiatives that promote cultural vitality;
- (iii) increase access to quality local cultural heritage activities;
- (iv) support and promote the preservation, protection, documentation and conservation of significant Kingston artifacts and archival materials;
- (v) develop the means of organizing, collecting, and interpreting Kingston's stories, both tangible and intangible, and engaging the community at all levels of the process;
- (vi) encourage collaboration with other orders of government, and the business and community sectors;
- (vii) seek professional development opportunities that benefit the cultural heritage sector, in collaboration with other stakeholders; and
- (viii) nurture the capacity and quality of heritage in Kingston, while fostering excellence.

Organization Eligibility

To be eligible to apply for a CKHF Full Operating Grant, organizations must meet **all** the criteria listed below:

- (i) be in the City of Kingston, with the majority of related activities of the organization taking place within the City of Kingston;
- (ii) be a non-profit organization, whose fundamental focus is cultural heritage, with a mandate to serve the public;

- (iii) have been incorporated for a minimum of two years by the end of the calendar year in which the grant application is made;
- (iv) have previously been in receipt of a CKHF Project Grant and/or Operating Grant; and
- (v) provide latest year-end financial statements.

Successful applicants will be required to provide proof of \$5 million liability insurance coverage prior to awarding of CKHF funds, naming KAM and the City of Kingston as additional insured.

Exclusions from Eligibility

Normally, the following organizations will not be eligible for CKHF Operating Grants:

- (i) academic units of publicly or privately funded educational institutions (Universities, Colleges, training centres, etc....);
- (ii) organizations and activities outside the City of Kingston;
- (iii) for-profit organizations; and
- (iv) cultural heritage institutions that are wholly owned and operated by senior levels of government.

Organizations currently receiving grant funding from the City of Kingston through sources other than CKHF are deemed ineligible to receive funding through CKHF for the duration of the grant agreement. In addition, City of Kingston Cultural Services and/or KAM permanent or contract staff may not hold a *primary role* with an organization applying to CKHF. A CKHF Operating Grant will not normally be awarded to an applicant that budgets on a deficit basis and/or successively operates on a deficit basis.

Term of Operating Grants

CKHF Operating Grants will provide funding in single-year increments. Those organizations in receipt of a CKHF Full Operating Grant will be eligible to reapply in the following year. No grant will be made retroactively, or to fund deficits or shortfalls.

A Note about Concurrent CKHF Operating and Project Grant Applications

Organizations awarded a CKHF Operating Grant are not eligible to receive a CKHF Project Grant in the same year. Organizations may submit applications to all CKHF funding streams, on the understanding that should their application to the Operating

Grant stream be successful, their Project Grant application will automatically be removed from consideration (if the application to the Operating Grant stream is not successful, the Project Grant application will proceed for due consideration). In order to facilitate this consideration Operating Grants are adjudicated prior to Project Grants.

Eligible Costs

The following expenses are deemed eligible for funding under the CKHF Operating Grant stream:

- (i) rent, lease, or mortgage and utility costs;
- (ii) financial management;
- (iii) staff salaries and wages;
- (iv) liability insurance;
- (v) office supplies;
- (vi) exhibit and program development costs;
- (vii) professional development costs; and
- (viii) property maintenance, security, and cleaning.

Exclusions from Eligible Costs

CKHF Operating Grant funding may not be used for the following:

- (i) seed money for projects or events;
- (ii) major capital expenses including, but not restricted to: land purchase, facility renovations, fixed equipment;
- (iii) to benefit a for-profit venture;
- (iv) bursaries or scholarships;
- (i) deficit reduction; and
- (ii) built heritage preservation projects.

Application Process and Deadline

First time applicants are strongly encouraged to discuss their intention to apply for CKHF funding with KAM's Grant Review Officer, **prior to submitting** an application.

CKHF 2019-2020 Operating Grant Applications are due by 3 pm on **WEDNESDAY, SEPTEMBER 11th, 2019.**

- Application packages are available for download at this [website](#).
- Should you require information in an alternative format, please contact the Kingston Association of Museums, Art Galleries and Historic Sites.
- Applications may be submitted electronically to grants@kingstonmuseums.ca
- Please contact the Grant Review Officer for technical assistance with form input.

Applications received in advance of the deadline will be reviewed for completeness and the Chair and/or the Grants Officer(s) may contact the applicant to ask for missing information. The applicant can submit additional materials up to the application deadline.

Additional materials will not be accepted once the submission deadline has passed, and applications will be assessed as submitted. After applications have been reviewed for eligibility, those eligible will be forwarded to the Grants Committee.

Adjudication

The Grant Committee will score eligible applications, considering the degree to which the applicant organization demonstrates:

- (i) compatibility of the organization's objectives with those of the CKHF;
- (ii) that it fulfills a significant role in Kingston's cultural heritage;
- (iii) success in generating revenue from diverse sources in addition to CKHF;
- (iv) that it is governed by appropriately experienced and qualified directors;
- (v) that it is operated by qualified cultural/heritage professionals and/or experienced volunteers;
- (vi) high standards in cultural heritage resource management;
- (vii) delivery of diverse activities and/or services that interpret and convey the cultural heritage of Kingston;
- (viii) a clear understanding of the organization's target audience and its needs;
- (ix) commitment to the development and delivery of accessible activities and services;
- (x) appropriate advertising and marketing strategies to engage target audience;
- (xi) feasible strategic objectives that are in alignment with mandate;
- (xii) that it effectively measures the success of its activities and services on an ongoing basis; and

- (xiii) satisfactory completion of all reporting requirements required under the prior CKHF funding stream.

Dispute Resolution

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

Allocation

The Jury has discretion regarding the amounts awarded, but normally Full Operating Grants will not exceed \$75,000 annually.

After applications have been scored, each application is then allocated a relative proportion of available funds. For example, if there are only three applicants and they receive scores of 65, 80 and 95, the total of their scores would be 240 points. Portions of allocated points are used to calculate each applicant's relative proportion of available funds. In this example, the proportions are 27%, 33% and 40%, so if \$100,000 were available then the awarded funds would be \$27,000, \$33,000 and \$40,000. Consideration is also given to the total amount of requested funds.

Notification of Award

KAM will notify all CKHF grant recipients of the results by email. Successful applicants will also receive a digital grant package containing relevant documents.

CKHF recipients must agree to the Terms and Conditions of CKHF funding, sign the Operating Grant Agreement and provide proof of \$5,000,000 liability insurance.

Terms and Conditions of the CKHF Operating Grant include:

- Two signing officers of any organization receiving a CKKF Grant will be required to sign a contract, recognizing its obligations regarding the use of the funds and reporting requirements, prior to delivery of the grant cheque;
- Evidence of \$5,000,000 liability insurance coverage will be required from the applicant organization before any funds are released. This insurance coverage

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must name the Kingston Association of Museums, Art Galleries and Historic Sites, The Corporation of the City of Kingston, Kingston-Frontenac Library Board, Kingston Police Services Board, The Kingston Police Services Board, Kingston Hydro Corporation, 142445 Ontario Ltd. (Utilities Kingston) and 1425447 Ontario Ltd. as additionally insured;

- Grants are to be spent during the organization's 12-month fiscal year ending prior to 31 December 2020. Unspent funds remaining by this date must be returned with the final report.
- Grants shall be used only for the purpose(s) outlined in the application. Any changes in scale, activities, key personnel, and/or timeframe must be reported immediately to the KAM;
- As a recipient of public funds, successful applicants are required to maintain adequate and accurate financial records;
- 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;
- Grant recipients are required to acknowledge the support of the Kingston Association of Museums, Art Galleries and Historic Sites and the City of Kingston in all publications and promotional materials.

Reporting Requirements

The following reporting requirements are mandatory for all organizations in receipt of CKHF grant funding:

- (i) Interim Report; to be submitted by July 15th 2020; and
- (ii) Final Report; to be submitted by March 15th, 2021. (Final Reports will be accepted for submission at any time between February 10th 2021 and March 15th 2021).

Interim reports must include progress on key milestones and measurables. Significant changes in the organization's operations (scale, activities, key personnel, timelines, etc.) must be reported promptly to the Grant Review Officer, and approved before proceeding.

Final Reports will take the form of a short narrative. Operating final reports must reflect overall the sustainability of the organization, diversification of revenue streams, and ensuring that key performance indicators are recognized (visitor data, programming and outreach, professional development, market readiness, etc.). A detailed budget versus

actual report is required, and any unspent portion of grant allocation remaining by December 31, 2020 must be returned with the Final Report.

A Note on Financial Statements

- For operating grant awards greater than \$30,000, financial statements must be independently audited and signed by a CA, CGA or CMA with an auditor's report.
- If an organization has an operating budget between \$30,000 and \$50,000 a review engagement (notice of review) is acceptable to fulfill the request for an audited statement.
- If the organization has an operating budget greater than \$50,000 but less than \$250,000 they can, as an organization, choose to submit either an audit or a review engagement (notice of review).
- If the organization has an operating budget greater than \$250,000 they would be required to submit an audit.

Non-Compliance with Guidelines

In the event of non-compliance with grant guidelines, late and/or missing reports, the Grant Review Officer will report issues to the Chair of the Grant Committee, and these issues may also be referred to the City of Kingston's designate for resolution.

Privacy and Protection of Information

KAM has a responsibility to protect the privacy of the personal information of our partners and clients. The collection, retention and disclosure of personal information, online or offline is governed by the PIPEDA. As a publicly funded Association, some sections of the MFIPPA also apply to KAM.

For more information regarding our *Information Management Policy*, please contact KAM.