

Completed City of Kingston Heritage Fund (CKHF) INVESTMENT OPERATING GRANT APPLICATIONS are due at the KAM Office by 3:00 PM on: **WEDNESDAY, SEPTEMBER 11th, 2019.**

Contact Information:

Jamie McKenzie-Naish
CKHF Grant Review Officer
Kingston Association of Museums, Art Galleries and Historic Sites, Inc.
837 Princess St. Suite 203A
Kingston, ON
K7L 1G8

(613) 507-4014
grants@kingstonmuseums.ca

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(or Debbie Holdich, info@kingstonmuseums.ca)

Ensure that your application package is complete	
<input type="checkbox"/>	Obtain required signatures for Declaration (section A.1).
<input type="checkbox"/>	Financial Documentation: attach a copy of your latest year-end financial statements (section A.5).

CKHF Investment Operating Grant Application 2019-2020

A. Applicant Information

1. DECLARATION	
<p>We the undersigned certify that:</p> <ul style="list-style-type: none"> • the information contained in this application and the accompanying documents is true, accurate and complete; • we have the legal authority to sign for the organization requesting funding; • 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 regulations, terms and conditions outlined in the <i>2019-2020 Administrative Plan – City of Kingston Heritage Fund</i>, including but not limited to: <ul style="list-style-type: none"> • All funding decisions are final, and rest with the Jury of the CKHF Grants Committee as ratified by the Kingston Association of Museums, Art Galleries and Historic Sites and Kingston City Council; • Funds will not be used to cover the cost of an organization’s existing deficit; • CKHF grant funds must be spent prior to Dec. 31, 2020, or be repaid; • CKHF grants may only be used for the purpose(s) outlined in the application. Significant organizational changes in scale, activities, key personnel, and/or timeframe must be reported promptly to the CKHF Grant Review Officer; • if there are significant changes to the organization’s operations we understand that we may be required to return the CKHF grant to KAM; • a CKHF Grant Interim Report must be submitted by July 15th 2020; • a CKHF Grant Final Report must be submitted by March 15, 2021; • 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; • organizations receiving CKHF grants are required to recognize the City of Kingston and KAM’s contribution. Copies of corporate logos and guidelines for their use can be provided to successful applicants, for this purpose; • 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: <i>Name, signature, position</i>	Date:
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2. ORGANIZATIONAL SUMMARY			
Common Name of Applicant Organization:			
Legal Name of Organization:			
Address:			
Mailing Address: <i>(if different from above)</i>			
Address where the majority of organization's activities occur:			
Website:			
Name of Contact Person:			
Title/Position:			
Telephone:		Email:	
Mission Statement (or Mandate) of the Organization:			
Registered Charitable Number OR Incorporation Number <i>(if applicable)</i>			
Is organization currently in receipt of municipal operating funding? <i>(not including the Heritage Fund)</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Request Amount:		% of total operating budget:	

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3. ORGANIZATIONAL OBJECTIVES

Please explain how the organization's objectives are compatible with those of the CKHF (match 3 objectives).

250 words Max

4. SIGNIFICANT ROLE IN COMMUNITY

Please describe how the organization fulfills a significant role in Kingston's cultural heritage.

200 words Max

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5. FINANCIAL INFORMATION

Please provide a copy of organization's latest year-end financial statements.

B. Human Resources

1. OPERATIONS

Please list the cultural heritage-related qualifications and/or experience of the organization's operational staff (or volunteers), indicating their positions.

Please include a brief explanation of your organizational structure.

300 words Max

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C. Contributions to Kingston's Cultural Heritage

1. ASSETS

Please describe the organization's cultural heritage assets and the management of these resources (i.e. collections management, historic designation, etc...)

250 words Max

2. CULTURAL HERITAGE ACTIVITIES AND SERVICES

Please complete all relevant sections in the chart below.

Last Year
(Actuals)
2018

Current Year
(Projected)
2019

Public Cultural Heritage Programming

	Last Year (Actuals) 2018	Current Year (Projected) 2019
Total number of education programs and events delivered		
Total number of exhibits		
Total number of publications, newsletter issues produced		
Other public cultural heritage programming presented:		

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Please describe three of the organization's activities and/or services that interpret and convey the cultural heritage of Kingston (completed in previous year).	
Title	
Type of activity	
Brief description: <i>(only 1-2 sentences)</i>	
Title	
Type of activity	
Brief description: <i>(only 1-2 sentences)</i>	
Title	
Type of activity	
Brief description: <i>(only 1-2 sentences)</i>	

3. ACCESSIBILITY

Please describe how the organization provides access to its services and activities.

150 words Max

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D. Planning

1. STRATEGIC PRIORITIES

i. Please list the strategic priorities for the next year of operations and explain how they align with the organization's mandate.

250 words Max

ii. Please describe plans to enhance the organization's human resources (e.g. learning plan, succession plan, job descriptions for future positions, etc.)

200 words Max

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iii. Please describe plans to enhance activities for target audience and/or to reach additional audiences.

250 words Max