



kingston
association
of museums
art galleries +
historic sites

City of Kingston Heritage Fund
Large Operating Grant Application
2021-2022



**Completed City of Kingston Heritage Fund (CKHF)
OPERATING GRANT APPLICATIONS are due at the KAM
Office by 3:00 PM on:**

TUESDAY, SEPTEMBER 7th, 2021

Contact Information:

Jamie McKenzie-Naish
CKHF Grant Review Officer
Kingston Association of Museums, Art Galleries and Historic Sites, Inc.
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CKHF Large Operating Grant Application 2021-2022

Ensure that your application package is complete.

Section Checklist

A Applicant Information

- A.1 Declaration
- A.2 Organization Summary
- A.3 Organizational Objectives
- A.4 Significant Role in Community
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- C.1 Assets
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D Planning and Evaluation

- D.1 Strategic Planning
- D.2 Measures and Evaluation

Obtain required signatures for Declaration.

Financial Documentation: attach a copy of your latest year-end financial statements (see guidelines for appropriate type of statements)

Governance: attach Curriculum Vitae or Resume for three (3) members of the Board executive.

Proof of Incorporation: first time applicants must include a copy of Letters Patent, or other incorporation documents.

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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>2021-2022 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, 2022, 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 2022; • a CKHF Grant Final Report must be submitted by March 15th, 2023; • 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
Signing Officer (<i>Name, signature, position</i>)	Date

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2. ORGANIZATION SUMMARY			
Common Name of 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 of the Organization:			
Registered Charitable Number OR Incorporation Number:			
Has organization previously been in receipt of a CKHF grant?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Is organization currently in receipt of municipal operating funding, not including the Heritage Fund?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Request Amount:		% of total 2022 operating budget:	

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3. ORGANIZATIONAL OBJECTIVES

Please explain how the organization's objectives are compatible 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 narrative.

200 words Max

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5. FINANCIAL INFORMATION

Please complete all relevant sections, and provide a copy of the organization's latest year-end financial statements.

i. REVENUE	Last Year (Actuals) 2020	Current Year (Budget) 2021	Next Year (Projected) 2022
Earned Revenue			
Admissions			
Membership			
Programming			
Rentals			
Sales			
Investments			
Other (specify: _____)			
Other (specify: _____)			
<i>Total Earned Revenue</i>			

Private Sector Revenue

Corporate Donations/Sponsorships			
Foundation Grants			
Individual Donations (cash)			
Fundraising Events (gross)			
Other (specify: _____)			
Other (specify: _____)			
<i>Total Private Sector Revenue</i>			

Government Revenue

Federal			
Provincial			
Ontario Trillium Foundation			
City of Kingston			
Other (specify: _____)			

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Other (specify: _____)			
<i>Total Government Revenue</i>			
TOTAL REVENUE (A)			

	Last Year (Actuals) 2020	Current Year (Budget) 2021	Next Year (Projected) 2022
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ii. EXPENSES

Operating Expenditures

Salaries & Benefits			
Fundraising (gross)			
Physical Plant, Property & Maintenance			
Marketing & Promotion			
Rent or Mortgage			
Financial Management fees			
Liability Insurance			
Office Supplies			
Other (specify: _____)			
Other (specify: _____)			
Other (specify: _____)			
Total Operating Expenditures			

Program Expenditures

Collections Management			
Exhibition Expenses			
Programming Expenses			
Member Communications			
Staff Development/Professional Development			
Other (specify: _____)			
Other (specify: _____)			
Other (specify: _____)			
Total Program Expenditures			

TOTAL EXPENDITURES (B)

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iii. COVID-19 IMPACTS (FINANCIAL)

Please describe financial impacts of COVID-19 on your organization and your approach to mitigation.

300 words Max

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B. Human Resources

1. GOVERNANCE

Please list the current directors of the Board, indicating their positions.

Attach Curriculum Vitae or Resume for three (3) members of the Board executive

2. OPERATIONS

Please list the cultural heritage-related qualifications and/or experience of the organization's operational staff (paid and/or volunteer)

250 words Max

C. Contributions to Kingston's Cultural Heritage

1. ASSETS

Please describe organization's cultural heritage resource management responsibilities and management (i.e. collections management, historic site designation, etc...)

350 words Max

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2. CULTURAL HERITAGE ACTIVITIES AND SERVICES		
Please complete all relevant sections in the chart below.	Last Year (Actuals) 2020	Current Year (Projected) 2021
<i>Operations</i>		
Total number of annual operating hours		
Total number of Full-time staff		
Total number of Part-time staff		
Total number of contract staff (not Student)		
Total number of Seasonal staff (Student)		
Total number of Volunteers		
Total number of Student Placements/Internships		
<i>Public Cultural Heritage Programming (Total)</i>		
Total number of annual programming hours		
Total number of education programs and events delivered		
Total number of exhibits		
Total number of publications, newsletter issues produced		
Other: (specify:)		
Other: (specify:)		
<i>Anticipated Cultural Heritage Programming (as a direct result of CKHF funding)</i>		
Total number of Exhibitions		
Total number of events		
Total number of programs		
Other (specific:)		

Describe three of the organization's activities and/or services that interpret and convey the cultural heritage of Kingston (completed in 2020).		
a)	Title	
	Type of activity	
	Brief description: (1-2 sentences)	

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b)	Title	
	Type of activity	
	Brief description: <i>(1-2 sentences)</i>	
c)	Title	
	Type of activity	
	Brief description: <i>(1-2 sentences)</i>	

i. COVID-19 IMPACTS (CULTURAL HERITAGE ACTIVITIES AND SERVICES)
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Please describe the impact of COVID-19 your Cultural Heritage Activities and Services; and how you mitigated these impacts.
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300 words Max

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3. AUDIENCE ENGAGEMENT AND ACCESSIBILITY

i. AUDIENCE ENGAGEMENT

Describe the organization's target audience(s) and how their needs are addressed.

250 words Max

List your organization's marketing strategies used to engage target audience(s).

200 words Max

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Please complete all sections of the chart below that are relevant to the organization.		
	Last Year (Actuals) 2020	Current Year (Projected) 2021
Attendance, Participation and Membership		
General visitation		
Education programming and special event attendance		
Other attendance not recorded above (i.e. fundraising events) (specify: _____)		
Other Attendance (specify: _____)		
Total Engagements		

ii. ACCESSIBILITY
Describe how the organization ensures access to its cultural heritage services and activities.
<div style="text-align: right; margin-top: 20px;">150 words Max</div>

iii. COVID-19 IMPACTS (AUDIENCE ENGAGEMENT AND ACCESSIBILITY)

Describe the impacts of COVID-19 on audience engagement and accessibility and your approach to mitigating these impacts.

300 words Max

D. Planning & Evaluation

1. STRATEGIC PLANNING

- i. List the strategic priorities for the next year of operations and explain how they align with organization’s mandate.

300 words Max

NOTE: In light of the continuing impacts of COVID-19, please discuss your plans to manage/strengthen/enhance the following categories of your operations within the context of this “new normal” as well as your strategic plans.

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

200 words Max

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

250 words Max

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iv. Describe plans to enhance accessibility to organization's activities and services.

250 words Max

v. Describe plans to manage a physical safe re-opening of your site to the public (protocols; resources; community partnerships, etc.)

250 words Max

2 MEASURES and EVALUATION

How do you measure success? Describe how you evaluate the achievement of your strategic objectives. (Discuss 3 objectives minimum)

350 words Max