



City of Kingston Heritage Fund

Project Grant Guidelines 2019-2020

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Introduction

The City of Kingston Heritage Fund (CKHF) Project Grants provides support to cultural heritage organizations and community organizations operating heritage or cultural programs and/or services in the community. For the 2019-2020 CKHF grant cycle there are \$338,733 approved for distribution. Of this total, approximately 25% will be available for project grants.

There are two types of project grants available, **organization specific** and **collaborative project grants**. A single organization may apply for a project grant AND may be a partner in a concurrent collaborative project grant application. However, they cannot be the lead in the collaborative project application.

Both organization specific and collaborative projects may each be eligible to **a maximum of \$20, 000 per successful application**.

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.

Objectives

The CKHF Project Grants are intended to support initiatives that align with the 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 Project Grant, organizations must meet **all** the criteria listed below:

- (i) Be in the City of Kingston.
- (ii) The applicant organization must be either:

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- a. incorporated as a non-profit cultural heritage organization; or
 - b. incorporated as a distinct and discrete non-profit entity organization created solely to support a cultural heritage organization or initiative. Examples of eligible supporting organizations include “Friends of...”; or
 - c. incorporated as a non-profit, whose fundamental focus may not be cultural heritage exclusively, but whose project application is culturally or heritage based.
- (iii) 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.

Collaborative Projects

Collaborative projects involving multiple partners and organizations will be considered for CKHF Project Funding. To meet CKHF funding requirements, any incorporated non-profit or charitable organization (except for KAM) may agree to serve as the lead agency for a collaborative project. The following eligibility criteria must be met for all collaborative project applicants:

- (i) all collaborators must be in the City of Kingston;
- (ii) applications must identify the lead organization (responsible for signing and submitting the application), list partner agencies, and provide letters of support for the project from the partners;
- (iii) applications must state the terms of the collaborative project, and the way the duties, and responsibilities for the project will be shared;
- (iv) applications must identify the division of project costs and budget responsibilities, in addition to the distribution of any potential project deficit; and
- (v) the lead organization assumes ultimate responsibility for providing proof of insurance, financial management, and for meeting the reporting requirements for the collaborative project.

Exclusions from Eligibility

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

- (i) academic units of publicly or privately funded educational institutions (colleges, universities, training institutions, etc.);
- (ii) organizations and activities outside the City of Kingston;

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- (iii) individuals;
- (iv) for-profit organizations; or
- (v) cultural heritage institutions that are wholly owned and operated by senior levels of government.

Please note, each organization may apply for support for one organization specific project per grant cycle.

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 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.

Term of Project Grants

CKHF Project Grants are awarded for a term of one calendar year. No grant will be made retroactively, or to fund deficits or shortfalls. An amount equal to 10% of the awarded funds are held back until after the project is satisfactorily completed and the final report is submitted. Applications for projects, which recur or are phased, must be submitted annually.

Exclusions from Project Grant Eligible Costs

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

- (i) major capital projects including, but not restricted to, the purchase of land, facility renovations, fixed equipment;
- (ii) to benefit a for-profit venture;

- (iii) built heritage preservation projects;
- (iv) refreshments;
- (v) for fundraising events and/or to recover the cost of a deficit;
- (vi) to fund bursaries and/or scholarships;
- (vii) retroactive funding for projects that have already occurred; or
- (viii) to pay staff salary related to the daily operations of a site/venue.

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 Project Grant Applications are due by 3 pm on **WEDNESDAY, SEPTEMBER 18th, 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

To score eligible CKHF Project Grant applications, the CKHF Jury will base their recommendations on the merit of each application. To determine the merit of Project Grants, the grant committee will consider the degree to which the applicant organization's proposed project demonstrates:

- (i) alignment of the project's objectives with those of the CKHF;
- (ii) deliverables that are accessible and inclusive;

- (iii) benefits to the target audience are well defined;
- (iv) a project plan that includes all key activities and human resources required for project's success, in the available timeframe;
- (v) clear and measurable project objectives/outcomes;
- (vi) that the project staff/volunteers, including collaborators, have the required qualifications/experience to successfully complete project;
- (vii) a project budget that reflects diversified funding (in-kind contributions qualify);
and
- (viii) a project budget that reflects sufficient resources to achieve project objectives.

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 Project Grants will not exceed \$20,000 annually.

After applications have been scored, each applicant is then ranked relative to the other applications. The highest ranked application is discussed first and the funds are allocated at the discretion of the Grant Committee. All other applications are discussed in their rank order until either all the available funds have been allocated, or all applications have been discussed.

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 Project Grant Agreement and provide proof of \$5,000,000 liability insurance.

Upon signing the Project Grant Agreement, CKHF recipients will receive 90% of the allocated grant funding; the final 10% will be issued upon receipt of the project's final report.

Terms and Conditions of the CKHF Operating Grant include:

- Two signing officers of any organization receiving a CKHF 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 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 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 project 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. Project final reports must reflect how the stated goals and objectives of the project were met, including outcomes and analyses of data collected during the project. 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.

Upon successful completion of project grant reporting requirements, a final payment representing the 10% holdback will be released to the grant recipient.

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.