



**kingston
and area
association
of museums
art galleries +
historic sites**



City of Kingston Heritage Fund

Community Project Grant Guidelines

2026 - 2027

Application Deadline: September 22, 2026

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1.0 Introduction

The City of Kingston Heritage Fund (CKHF) Community Project Grant provides support to cultural heritage organizations and community organizations delivering cultural heritage programs and/or services in the community, with a total of **\$73,995.09** available for distribution in the 2026-2027 grant cycle.

Organizations may apply for up to **\$20,000** through the Community Project Grant stream.

Two types of projects are supported for the 2026-2027 Community Project Grant cycle:

- **Organization-specific project (single organization)**
- **Collaborative project (multiple organizations)**

A single organization may apply for its own project grant and may serve as a supporting partner in a concurrent collaborative project grant application. However, it cannot serve as the sponsoring partner for the collaborative project application.

Community Project Grants are awarded for a term of one calendar year. No grant will be made retroactively, or to fund deficits or shortfalls. Applications for projects that recur or are phased must be submitted annually for each grant cycle.

The Kingston & Area Association of Museums, Art Galleries, and Historic Sites (KAM) administers the grant program through a juried peer-review process, subject to a Kingston City Council-approved CKHF Administrative Plan.

2.0 Purpose

Community Project Grants are intended to fund cultural heritage projects based on themes identified by the applicant during the grant cycle. Cultural heritage includes activities that present the traditions and historical practices of the community. The grants support specific work within a defined time period and can only be used for project-related costs.

2.1 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;
- ix. support initiatives that align with the City's strategic objectives for promotion of heritage and cultural vitality.

2.2 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.

3.0 Eligibility

CKHF Community Project Grants require applicant organizations to meet a set of eligibility criteria. Community Project Grants also have requirements for eligible expenses.

3.1 Organizational Eligibility

To be eligible to apply for a CKHF Community Project Grant, organizations **must meet all** of the criteria below:

- o Be located in the City of Kingston

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- The applicant organization must be **either**:
 - incorporated as a non-profit cultural heritage organization; or
 - 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
 - incorporated as a non-profit, whose fundamental focus may not be cultural heritage exclusively, but whose project application is cultural heritage-based
- Provide latest year-end financial statements.

Collaborative Projects

Collaborative projects involving multiple partners and organizations will be considered for CKHF Community Project funding. To meet CKHF funding requirements, any incorporated non-profit or charitable organization may serve as the sponsoring partner for a collaborative project.

The following eligibility criteria must be met **for all** collaborative project applicants:

- all collaborating partners must be in the City of Kingston;
- 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;
- 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;
- (v) the sponsoring partner assumes ultimate responsibility for providing proof of insurance, financial management, and meeting the reporting requirements for the collaborative project.

3.2 Exclusions

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

- academic units of publicly or privately funded educational institutions (colleges, universities, training institutions, etc.);
- organizations and activities outside the City of Kingston;
- individuals;
- for-profit organizations;
- cultural heritage institutions that are wholly owned and operated by senior levels of government.

- academic units of publicly or privately funded educational institutions (colleges, universities, training institutions, etc.);
- organizations that budget on a deficit basis;
- organizations where City of Kingston Heritage Services and/or KAM permanent or contract staff hold a primary role

3.3 Concurrent Grants

Organizations currently receiving grant funding from the City of Kingston through sources other than CKHF are ineligible to receive CKHF funding for the duration of the grant agreement.

- **Exception:** Organizations awarded a CKHF Community Project Grant are **NOT** eligible to receive a CKHF Operating Grant (Large or Small) in the same year. However, they **ARE** eligible to receive one Development Project Grant in addition to a Community Project Grant.
- **Exception:** An organization acting as a sponsoring partner on a collaborative project, but not receiving any CKHF project funds and not actively involved in the development or implementation of the CKHF project, remains eligible.

For organizations that submit applications for an Operating Grant and a Community Project Grant: if the Operating Grant application is successful, the Community Project Grant application will automatically be removed from consideration. If the Operating Grant application is not successful, the Community Project Grant application will proceed for due consideration. Operating Grants are adjudicated before Project Grants.

In cases where eligibility is uncertain, the Grants Review Officer will work with the City of Kingston's Director of Heritage Services, or their designate, to make eligibility decisions.

3.4 Eligible Costs

CKHF Community Project Grants may be used for costs associated with developing and delivering the specified project.

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

- major capital projects including, but not restricted to, the purchase of land, facility renovations, fixed equipment;
- to benefit a for-profit venture;
- built heritage preservation projects;
- refreshments;
- for fundraising events and/or to recover the cost of a deficit;

- to fund bursaries and/or scholarships;
- retroactive funding for projects that have already occurred;
- to pay staff salaries related to the daily operations of a site/venue

4.0 Application Process

First time applicants are strongly encouraged to discuss their intention to apply for CKHF funding with the CKHF Grants Review Officer, prior to submitting an application.

4.1 Application Deadline

CKHF 2026-2027 Community Project Grant applications are due by **11:59 pm on TUESDAY, SEPTEMBER 22, 2026**. Applications will not be accepted following this deadline. Applications received in advance of the deadline will be reviewed for completeness and applicants may receive a request for any missing information. The applicant can submit additional materials up to the application deadline.

4.2 Access and Submission

- Application packages are available for download on the KAM website:
<https://www.kingstonmuseums.ca/ckhf>
- Should you require technical assistance or information in an alternative format, please contact the Kingston & Area Association of Museums, Art Galleries and Historic Sites.
- Application packages must be submitted electronically to
managing.director@kingstonmuseums.ca with the Subject Line: **2026-2027 CKHF Grant Application**

5.0 Adjudication and Allocation

5.1 Adjudication Process

Following submission, the Grants Review Officer reviews applications for eligibility and completeness. Applications are then forwarded to the CKHF Grants Adjudication Committee for peer-review adjudication and allocation recommendations. The committee is composed of independent jurors representing the Kingston and/or cultural heritage community. The committee reviews all applications and evaluates each based on the approved adjudication criteria. Each juror assigns a score to each application according to the approved scoring matrix. Following evaluation, the committee recommends grant allocations based on the approved allocation procedure (see 5.3).

5.2 Evaluation Criteria

The Grants Adjudication Committee will consider the degree to which the applicant organization demonstrates:

- alignment of the project's objectives with those of the CKHF;
- deliverables that are accessible and inclusive;
- benefits to the target audience are well defined;
- a project plan that includes all key activities and human resources required for the project's success, in the available timeframe;
- clear and measurable project objectives/outcomes;
- that the project staff/volunteers, including collaborators, have the required qualifications/experience to successfully complete the project;
- a project budget that reflects diversified funding (in-kind contributions qualify);
- a project budget that reflects sufficient resources to achieve project objectives;
- success of the project in the previous grant cycle (if applicable);

5.3 Allocation Procedure

Community Project Grants will be merit-based and will not exceed \$20,000 annually.

The individual juror scores for each grant application will be aggregated into a single score. After all applications have been scored and aggregated, each applicant is ranked relative to the other application scores. Applications must receive a minimum score of 60% to receive funds from the Community Project Grant stream. The highest-ranked application will be discussed first, and funds will be allocated at the jury's discretion. All other applications are discussed in their rank order until all the available funds have been allocated.

5.4 Dispute Resolution

All complaints and concerns relating to the adjudication, guidelines and criteria for the allocation of CKHF funding, must 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.

6.0 Awards and Disbursement

6.1 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 all relevant documents.

CKHF recipients must agree to the Terms and Conditions of CKHF funding, sign the Community Project Grant Agreement and provide proof of \$5,000,000 liability insurance in order to receive their CKHF Grant funds.

6.2 Terms and Conditions

CKHF Community Project Grants are subject to the following terms and conditions:

- 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 Inc", and "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 2027. 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 & Area Association of Museums, Art Galleries and Historic Sites and the City of Kingston through the use of organizational logos in all publications and promotional materials.

6.3 Disbursement

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

6.4 Reporting Requirements

Successful applicants will be provided with official templates for all reports. In the event of non-compliance with grant guidelines, late and/or missing reports, the Grants Review Officer will report issues to the Chair of the Grant Adjudication Committee, and these issues may also be referred to the City of Kingston's designate for resolution. **Note: Please promptly report all significant changes in project activities and timelines as they occur to the Grants Review Officer for approval before proceeding.**

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

- **Interim Report: due July 15th 2027**
 - Includes progress on key milestones and measurables, as well as the opportunity to report on any significant changes in project activities and timelines.
- **Final Report: due January 30th, 2028**
- **Year-End Financial Statements: due April 1, 2028**
 - Audit **OR** Review Engagement is acceptable
 - For grants **less than \$30,000**, a compilation statement will be deemed an acceptable year-end financial statement.
 - Compilation is the process by which unaudited financial information is compiled to produce financial statements that are based on information provided by the organization.

7.0 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 non-profit Association, some sections of the MFIPPA also apply to KAM. Please contact KAM for more information