



kingston and
area association
of museums
art galleries +
historic sites

City of Kingston Heritage Fund
Community Cultural Heritage Project Grant
Application 2024-2025



Completed City of Kingston Heritage Fund (CKHF) COMMUNITY CULTURAL HERITAGE PROJECT GRANT APPLICATIONS must be submitted by 11:59 PM on: **WEDNESDAY, SEPTEMBER 25th, 2024**

Contact Information:

Jamie McKenzie-Naish
CKHF Grant Review Officer
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CKHF Community Cultural Heritage Project Grant Application 2024-2025

Check boxes below to ensure that your application package is complete.

	<p>Section Checklist</p> <div style="border: 1px dashed black; padding: 5px;"> <p>A Applicant Information</p> <p>A.1 Declaration</p> <p>A.2 Organization Summary</p> <p>B Project Summary</p> <p>B.1 Information</p> <p>B.2 Project Objectives/Outcomes</p> <p>B.3 Alignment with CKHF Objectives</p> <p>B.4 Audience</p> <p>C Project Viability</p> <p>C.1 Human Resources</p> <p>C.2 Workplan</p> <p>C.3 Accessibility</p> <p>C.4 Contingency Planning</p> <p>C.5 Health and Safety</p> <p>D Financials</p> <p>E Project Assessment</p> </div>
<input type="checkbox"/>	<p>Obtain required signatures.</p> <p><i>In the event of a collaborative application, complete a copy of section A – Declaration and Organization Summary for <u>each</u> partner.</i></p>
<input type="checkbox"/>	<p>Letters of Support from All collaborative partners involved in project.</p> <p>Letters should detail the role and responsibilities of each partner within the project.</p>
<input type="checkbox"/>	<p>Financial Documentation: attach a copy of your previous year’s Financial Statement and your current operating budget (See CKHF Community Cultural Heritage Project Grant Guidelines, p. 11 – “A Note on Financial Statements.”)</p>

CKHF Community Cultural Heritage Project Grant Application 2024-2025

A. Applicant Information

1. DECLARATION

We the undersigned certify that:

- the information contained in this application and the accompanying documents is true, accurate and complete;
- we have full rights and financial control over the project for which we are requesting funding;
- if there are significant changes to the project, or if we fail to carry the project through to completion, we understand that we may be required to return the CKHF grant to KAM; and
- 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 terms and conditions of the *Administrative Plan City of Kingston Heritage Fund 2024-2025*, including but not limited to:
 - CKHF will not reimburse any expenses incurred prior to January 1, 2025;
 - CKHF grant funds must be spent prior to Dec. 31, 2024, or be repaid to the grant program;
 - CKHF grants may only be used for the purposes outlined in the application. Changes in scale, activities and timeframe must be reported promptly to the Grant Review Officer, and approved before proceeding;
 - a CKHF Grant Interim Report must be submitted by July 15th, 2025;
 - a CKHF Grant Final Report must be submitted by January 30th, 2026;
 - Externally audited statements covering the period of the grant (if required) must be submitted no later than April 1st, 2026;
 - 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 received;
 - Organizations receiving CKHF grants are required to recognize the City of Kingston and KAM's contribution in promotional literature and material developed for the funded project. Copies of corporate logos and guidelines for their use can be provided to successful applicants, for this purpose;
 - KAM reserves the right to use the project in future promotion of grant; and
 - 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:
Name, signature, position

Date:

Signing Officer:
Name, signature, position

Date:

**CKHF Community Cultural Heritage Project Grant
Application 2024-2025**

2. ORGANIZATIONAL SUMMARY			
Common Name of Applicant Organization:			
Legal Name:			
Address:			
Mailing Address: <i>(if different from above)</i>			
Are you the Sponsoring Partner? (see definition in CKHF Admin Plan 2024-2025)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
As the Sponsoring Partner, I understand that IF my organization is receiving separate City of Kingston funding, we may not receive any CKHF funds or be actively involved in the development or implementation of the project we are sponsoring.			<input type="checkbox"/>
If yes, please tell us the name of the partner you are sponsoring:			
Address/location where the project activities occur:			
Website:			
Name of Contact Person:			
Title/Position:			
Telephone:		Email:	
Registered Charitable Number OR Incorporation Number:			
Is your organization currently in receipt of City of Kingston grant funding, not including the Heritage Fund?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	

**CKHF Community Cultural Heritage Project Grant
Application 2024-2025**

B. Project Summary

1. INFORMATION			
Project Title:			
Start Date:		Completion Date:	
Brief Description of Project: <i>(max 50 words)</i>			
Funding Requested: (maximum \$20,000)		Total Project Cost:	
		% of Total Project Cost:	

2. PROJECT OBJECTIVES/OUTCOMES
Please describe YOUR key project objectives/outcomes.
350 words Max

**CKHF Community Cultural Heritage Project Grant
Application 2024-2025**

3. ALIGNMENT WITH CKHF OBJECTIVES

Please explain how the project's objectives are compatible those of the CKHF (choose 3 objectives)

500 words Max

**CKHF Community Cultural Heritage Project Grant
Application 2024-2025**

4. AUDIENCE

Please describe the target audience and how this project will benefit them.

250 words Max

C. Project Viability

1. HUMAN RESOURCES

Please list the project-related qualifications and/or experience of the proposed project staff (paid or volunteer).

250 words Max

**CKHF Community Cultural Heritage Project Grant
Application 2024-2025**

2. WORK PLAN

Please describe the proposed project work plan, with timeline and critical milestones. Indicate all key activities and human resources required for project success.

500 words Max

**CKHF Community Cultural Heritage Project Grant
Application 2024-2025**

3. ACCESSIBILITY

Please describe how the project deliverables are accessible and inclusive (in all relevant aspects).

250 words Max

4. CONTINGENCY PLANNING

Please describe how your project will move forward if you do not receive your total requested amount of funding from the CKHF.

200 words Max

**CKHF Community Cultural Heritage Project Grant
Application 2024-2025**

5. HEALTH & SAFETY

Describe how you will manage any health & safety considerations for your community project (for your audiences as well as staff and volunteers)

250 words Max

**CKHF Community Cultural Heritage Project Grant
Application 2024-2025**

E. Project Assessment

6. EVALUATION

How will you measure the success of your project objectives/outcomes?

200 words Max

Describe what methods you will use to collect and analyze data through the project to evaluate its success

250 words Max