City of Kingston Heritage Fund

Community Cultural Heritage Project Grant
Guidelines 2022-2023

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Introduction

Two different project grants will be available for 2022-2023: the **Community Cultural Heritage Project Grant** and the **Cultural Heritage Development Grant**. Kingston City Council has approved a total of $110,000 for the project grant category.

The **Community Cultural Heritage Project Grant** provides support to cultural heritage organizations and community organizations operating heritage or cultural programs and/or services in the community, and there is a total of **$60,000** available for distribution in 2022-2023.

Organizations may apply up to a maximum of **$20,000** within the **Community Cultural Heritage Project Grant** stream.

Two types of project grant applications are eligible:

- **Organization specific**; and,
- **Collaborative project grants**.

A single organization may apply for their own project grant **AND** may be a supportive partner in a concurrent collaborative project grant application. However, they **cannot be the sponsoring partner** in the collaborative project application.

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

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

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(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.

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Organization Eligibility

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

(i)   Be in the City of Kingston.

(ii)   The applicant organization must be either:
   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.

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 sponsoring partner for a collaborative project. The following eligibility criteria must be met for all collaborative project applicants:

(i)   all collaborating partners 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.

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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;

(iii)   individuals;

(iv)   for-profit organizations; or

(v)   cultural heritage institutions that are wholly owned and operated by senior levels of government.

(vi)   A CKHF Project Grant will not be awarded to an applicant that budgets on a deficit basis.

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 *New for 2022-2023*

Organizations awarded a CKHF Community Cultural Heritage Project Grants are not eligible to receive a CKHF Operating Grant (Large or Small) in the same year, but they are eligible to receive one Cultural Heritage Development Grant in addition to a Community Cultural Heritage Project Grant.

The following grant combinations are possible:

- Community Cultural Heritage Project Grant plus Cultural Heritage Development Grant
- Large/Small Operating Grant plus Cultural Heritage Development Grant

Organizations may submit applications to both CKHF funding categories, on the understanding that should their application to the Operating Grant category be successful, their Community Cultural Heritage Project Grant application will automatically be removed from consideration (if the application to the Operating Grant category is not successful, the Community Cultural Heritage Project Grant application will proceed for due

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consideration). To facilitate this consideration, Operating Grants are adjudicated prior to Project Grants.

Term of Community Cultural Heritage 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 2022-2023 Project Grant Applications are <u>due by 3 pm</u> on **TUESDAY, SEPTEMBER 20th, 2022**.

- Application packages are available for download on the KAM website.
- Should you require information in an alternative format, please contact the Kingston & Area Association of Museums, Art Galleries and Historic Sites.
- Applications may be submitted electronically to info@kingstonmuseums.ca

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- 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 CKHF Grant Review Officer 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 Adjudication Committee.

Adjudication

To determine the merit of CKHF Community Cultural Heritage Grant applications, the CKHF Jury will base their recommendations on consideration of 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.

Projects which recur, or are phased, will be adjudicated on the following additional criteria:

(i) success of the project in the previous grant cycle;

(ii) availability of funds, in the context of the priorities for funding;

(iii) relevance to the applicant's audience, residents of Kingston, and Kingston's historical narrative.

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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. Applications must **receive a minimum aggregated score of 60%** in order to receive funds from the Project Grant stream.

The highest ranked application is discussed first, and funds are allocated at the discretion of the jury. All other applications are discussed in their rank order until all the available funds have been allocated.

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 Community Cultural Heritage Project Grant Agreement and provide proof of $5,000,000 liability insurance in order to receive your first CKHF cheque.

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.

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<u>Terms and Conditions of the CKHF Operating Grant include</u>:

- 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 2023. 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.

Reporting Requirements

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

(i)   Interim Report; to be submitted by July 15th 2023; **<u>and</u>**

(ii)   Final Report; to be submitted by March 15th, 2024. (Final Reports will be accepted for submission at any time between February 10th 2024 and March 15th 2024).

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Successful applications will be provided with reporting templates for both Interim and Final Reports. You are required to use both of these templates for the 2022-2023 grant cycle.

Interim reports include progress on key milestones and project measurables and allows you the opportunity to report on any significant changes in operations and timelines. Note: Please promptly report all changes as they occur to the Grant Review Officer for approval before proceeding.

Final Reports provide a summative reflection upon operations and activities supported through the grant. A detailed budget versus actual report is required, and any unspent portion of grant allocation remaining by December 31, 2023 must be returned with the Final Report.

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.

A Note on Financial Statements

For grant awards greater than $30,000, **financial statements must be independently audited, and a signed auditors' report (by a CA, CGA or CMA) must be submitted to KAM.**

    a. If an organization has an operating budget between $30,000 and $50,000, **a Review Engagement is acceptable to fulfill the request for year-end financial statements.**

    b. If the organization has an operating budget greater than $50,000 but less than $250,000 they can, as an organization, choose to **submit either an Audit OR a Review Engagement is acceptable to fulfill the request for year-end financial statements.**

    c. If the organization has an operating budget greater than $250,000 they are **required to submit an Audit to fulfill the request for year-end financial statements.**

For grant awards less than $30,000, a **compilation statement will be deemed an acceptable year-end financial statement.** Compilation is the process by which

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unaudited financial information is compiled to produce financial statements that are based on information provided by the organization.

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. Please see KAM's Privacy and Data Collection Use Statement on our website or contact KAM for more information.

Glossary of Terms

Accessibility: physically, intellectually, economically and socially inclusive.

Built Heritage: unique and irreplaceable architecture, which merits preservation.

Capital Expenses: Major Capital: real property; fixed assets.

Minor Capital: removable, non-fixed assets.

Compilation: Compilation is the process by which unaudited financial information is compiled to produce financial statements that are based on information provided by the organization. A compilation does not provide any assurances as to the accuracy or veracity of the financial statements since there has been no audit or review engagement done.

Cultural Heritage: heritage sites and collections of objects; traditions or living expressions inherited and passed on, such as oral traditions, performing arts, social practices, rituals, and festive events.

Cultural Resource: elements of tangible and intangible cultural heritage.

Financial Sustainability: the ability to operate consistently in a manner where expenses do not exceed revenue.

Large Operating Grants: grants designed to support cultural heritage organizations that operate on a year-round basis with day-to-day running costs.

Intangible Cultural Heritage: non-physical aspects of a culture, maintained by social customs; may include social values and traditions, customs and practices, aesthetic and spiritual beliefs, artistic expression, language and other aspects of human activity.

Small Operating Grants: grants designed to support cultural heritage organizations that operate on a seasonal or otherwise limited basis, in developing their potential.

Museum: A building, place, or institution devoted to the acquisition, conservation, study, exhibition, and educational interpretation of objects having scientific, historical, or artistic value.

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Natural Heritage: features include distinctive units such as wetlands, woodlands, valley lands, habitats of endangered and threatened species, areas of scientific interest, and unique or representative visual landscapes.

Operating Grants: support for the day-to-day costs of running an organization.

Peer Review: the evaluation of a body of work by others in the same field, based on a series of benchmarks.

Primary Role: Someone who occupies an executive position and/or decision-making staff or board position within an organization.

Product: in the case of a cultural heritage organization, product can refer to any tangible means by which the mission and mandate of the organization is presented to the public (i.e. exhibits, displays, programming, events, and publications).

Project Grants: support for a specific, finite activity.

Sponsoring Partner: An organization that assumes the financial and reporting responsibilities on a collaborative project grant application. This organization must meet the base eligibility requirements for grant application.

Tangible Cultural Heritage: physical aspects of a culture, including but not limited to buildings, monuments, landscapes, books, works of art, and artifacts.

Tourism: for this document, tourism is interpreted in its broadest context, to include any casual visitor.

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