



**City of Kingston  
Report to Council  
Report Number 19-014**

---

**To:** Mayor and Members of Council  
**From:** Lanie Hurdle, Commissioner, Community Services  
**Resource Staff:** Colin Wiginton, Cultural Director, Cultural Services  
**Date of Meeting:** December 18, 2018  
**Subject:** Approval of the Project and Operating Grant Recommendations for the 2019 City of Kingston Heritage Fund as Administered by the Kingston Association of Museums, Art Galleries and Historic Sites (KAM)

---

**Executive Summary:**

The purpose of this report is to request that Council approve the recommendations submitted by the Kingston Association of Museums, Art Galleries and Historic Sites (KAM) with regard to the 2019 City of Kingston Heritage Fund in support of both Operating and Project Grants. These funds, which were included and approved as part of the Cultural Services Department's 2018 operating budget, will be allocated to support museum and cultural heritage-related operations, programs and services in 2019.

As part of the 2018 Service Level Agreement with the City of Kingston, KAM was asked to develop and submit a management plan for the 2019 City of Kingston Heritage Fund that was approved by Council in June 2018 ([Report Number 18-156](#)). A total of \$282,662 was also approved as part of the 2018 operating budget for the Cultural Services Department to support the City of Kingston Heritage Fund in 2019. In addition, earned interest and unallocated funds from previous years, a total of \$101.30, was added to the available funds as per the guidelines of the fund's Administrative Plan, bringing the total amount available to be allocated in 2019 to \$282,763.30.

The deadlines to apply for funding were September 12, 2018 for Operating Grants and September 19, 2018 for Project Grants and KAM convened two Grant Committees tasked with assessing the applications received. The Grant Committees completed their assessment of the applications received in October 2018 and the KAM Board of Directors approved their recommendations on November 6, 2018. Council is now being asked to ratify these recommendations in accordance with the Administrative Plan, City of Kingston Heritage Fund, 2018-2019 as approved.

December 18, 2018

Page 2 of 8

**Recommendations:**

**That** Council approve the recommendations submitted by the Kingston Association of Museums, Art Galleries and Historic Sites with regard to the 2019 City of Kingston Heritage Fund, in support of both Operating and Project Grants as outlined in the 'Report from the Kingston Association of Museums, Art Galleries and Historic Sites on the Adjudication of Applications to the 2018-2019 City of Kingston Heritage Fund', attached as Exhibit A to Report Number 19-014; and

**That** Council direct the Kingston Association of Museums, Art Galleries and Historic Sites to release the Operating and Project Grants, as approved, totaling \$282,763.30 to the successful applicants.

December 18, 2018

Page 3 of 8

**Authorizing Signatures:**

---

**Lanie Hurdle, Commissioner, Community Services**

---

**Gerard Hunt, Chief Administrative Officer**

**Consultation with the following Members of the Corporate Management Team:**

Jim Keech, President & CEO, Utilities Kingston	Not required
Desirée Kennedy, Chief Financial Officer & City Treasurer	
Denis Leger, Commissioner, Corporate & Emergency Services	Not required

December 18, 2018

Page 4 of 8

**Options/Discussion:****The City of Kingston Heritage Fund**

The creation of the City of Kingston Heritage Fund was recommended in the Kingston Culture Plan and established in 2013 with an initial allocation of \$100,000 to support Project Grants only. A year later, in 2014, Council approved the management plan prepared by KAM for an expanded 2015 Heritage Fund that included Project Grants as well as two Operating Grant streams (Full Operating Grants and Investment Operating Grants).

As part of its 2018 Service Level Agreement with the city, KAM was asked to develop and submit a management plan for the 2019 City of Kingston Heritage Fund that was approved by Council in June 2018. A total of \$282,662 was also approved as part of the 2018 operating budget for the Cultural Services Department to support the City of Kingston Heritage Fund in 2019. In addition, earned interest and unallocated funds from previous years, a total of \$101.30, was added to the available funds as per the Administrative Plan, bringing the total amount available to be allocated for 2019 to \$282,763.30.

Two separate Grant Committees were convened by KAM in October 2018 to review and assess the applications received and Lena Beliveau served as the Chair of both Grant Committees. Jennifer Campbell, Manager, Cultural Heritage, Cultural Services, also participated as an ex-officio, non-voting member of the Committees as did Caroline Petznick (Managing Director, KAM) and Deborah Holdich (Coordinator, KAM) who provided administrative support.

To serve on the Operating and Project Grant Committees, Council appointed Councillor Rob Hutchison and Councillor Liz Schell to participate as ex-officio, non-voting members. Voting members of the Operating Grant Committee were Fiona Graham, Alex McLean, Shirley Bailey, Ashley Mendez and Terri-Lynn Brennan. Voting members of the Project Grant Committee were Paul Carl, Darragh De Groot, Jennifer Hay, Peter Gower and Paula Antonakos. Rodney Carter also attended these meetings as a non-voting member to observe the process in anticipation of becoming the Chair of both Grant Committees in 2019.

**Administrative and Evaluation Processes**

As previously stated, Council approved the 2019 Administration Plan in June 2018 and that updated management plan included a series of clarifications regarding (1) grant eligibility rules; (2) the submission process; and (3) the adjudication guidelines. These changes were intended to make the review process more clear and the award outcomes more transparent. As part of the administrative process, KAM also held a public information session to advise community members about the various grant streams and also hosted a grant-writing workshop to help potential applicants with their submissions. Once applications are submitted, it is the responsibility of KAM staff to ensure the packages received are complete and that each application meets the eligibility requirements as stated.

As part of the evaluation process, the Operating Grant Committee and Project Grant Committee each met two times and followed a series of procedures that were consistently applied across both funding streams. In their deliberations, the Grant Committees were diligent in their evaluation of each application to ensure the following: (1) that applications met the Heritage

December 18, 2018

Page 5 of 8

Fund criteria; (2) that applications provided clear objectives and a thorough analysis of all relevant details for success; and (3) that applications demonstrated relevant operational capacity. As part of this process, the returning Grant Committee members remarked that the overall quality of the applications has improved, both in terms of content and organization, and that the changes made to the 2019 Administration Plan helped to make the review process more clear and the award outcomes more transparent.

The purpose of the first of the two Grant Committee meetings is to review each application, to review the intent of the particular funding stream and to review the scoring matrix and the process for determining scores. After that first meeting, the Committee members then go away and independently rank each application relative to the other applications in the same funding stream and then complete the evaluation matrix. At the second Grant Committee meeting, both the rankings and scores are compiled and then used in combination to determine the distribution of the available funds in each stream.

In total, KAM received 11 grant applications in 2018, but that number was reduced to ten when one Project Grant application was deemed ineligible. As a result, the Grant Committees were asked to consider ten grant applications between the two funding streams representing a total request of \$371,571. Of the ten grant applications received, five applications were for Full Operating Grants, three applications were for Investment Operating Grants and two applications were for Project Grants. As in previous years, the total funds requested exceeded the total funds available.

As outlined in the Administrative Plan, the total funds available are generally divided according to a 75/25 split with the majority of the funds being allocated to support Operating Grants and the lesser amount being allocated to support Project Grants. Working within these parameters, the Grant Committees then decide how to distribute the funds within their respective streams. This 75/25 split is an issue that gets revisited each year in relation to the funding requests received. The division is intended to ensure that, at the outset, an equitable distribution of the funds is made available between the funding streams. When the total funds available in the Project stream have not been fully awarded, the practice has been to transfer the unallocated funds to the Operating stream for distribution.

The reallocation of funds from the Project Grant stream to the Operating Grant stream is something that has happened four out of the five past years but the amounts reallocated have been relatively modest. This year, however, the amount reallocated was significant due to a decline in the number of Project Grant applications received. The number of Project Grant applications received fell from seven last year to three this year (of which only two were deemed eligible). This also meant that 95% of the available funding was awarded to support the Operating Grant stream with 5% of the available funding being awarded to support the Project Grant stream. This issue was discussed by the Grant Committee tasked with reviewing the Project Grant stream.

City staff have also raised concerns about this issue with KAM staff and Board members. It has been flagged as a point of discussion in relation to the development of the 2020 Administration Plan for the Heritage Fund as well as in relation to the on-going administration of this funding

December 18, 2018

Page 6 of 8

program that is critical to the continuing growth and sustainability of the heritage sector. Topics to be covered as part of these discussions are expected to include the allocation and distribution of funds between the Operating Grant and Project Grant streams; the practice of redistributing unallocated funds from one stream to the other; and strategies that need to be developed to ensure the Heritage Fund is properly promoted in order to attract an increasing number of grant applications each year. It is also anticipated the outcomes of these discussions will inform the development of the 2019 Service Level Agreement between the City and KAM.

### Funding Recommendations - Operating Grants

Operating Grants are intended to assist in providing stable base funding for Kingston's cultural heritage organizations and, by so doing, to enhance their sustainability. They are also intended to support core operating expenses as well as program-related costs. In response to the needs of the community, the management plan actually includes two different levels of support: (1) Full Operating Grants and (2) Investment Operating Grants. Full Operating Grants are designed to support larger, well-established organizations that operate year round to a maximum of \$75,000 annually. Investment Operating Grants are designed to support smaller scale organizations that operate on a seasonal or otherwise limited basis to a maximum of \$5,000 annually.

The total request for Operating Grants was \$356,000 from eight eligible applicants and the total amount recommended to be awarded is \$267,192. The amount being recommended marks a significant increase over last year because of the reallocation of funds from the Project Grant stream to the Operating Grant stream. While this increase may be seen as beneficial to the recipients of the Operating Grants, as recommended, it does have the potential to build expectations that cannot be met in coming years. It will be important that the relationship between the Project Grant and Operating Grant streams be reviewed, as has already been identified.

**Table 1: Operating Grants, Recommended Funding Allocations, City of Kingston Heritage Fund**

Applicant	Full or Investment	Award as Approved in 2018	Award Proposed for Approval in 2019
Museum of Health Care at Kingston	Full Operating	\$48,753.07	\$54,840.91
Kingston Historical Society for the Murney Tower	Full Operating	\$37,517.66	\$51,302.79
Frontenac County Schools Museum	Full Operating	\$32,219.42	\$46,960.55
Marine Museum of the Great Lakes at Kingston	Full Operating	\$25,542.37	\$49,533.73
Beyond Classrooms Kingston	Full Operating	\$42,605.94	\$53,554.32
Kingston Regional Heritage Fair	Investment Fund	\$4,000	\$5,000
Kingston Scouts Museum	Investment Fund	\$1,000	\$1,000
Kingston African Caribbean Association	Investment Fund		\$5,000
<b>Total Operating Grants</b>		<b>\$191,638</b>	<b>\$267,192</b>

December 18, 2018

Page 7 of 8

**Funding Recommendations - Project Grants**

Project Grants are intended to provide support for specific, finite cultural heritage initiatives. The total funding request for Project Grants was \$15,571 for two applications and the amount recommended for approval to fund these projects is \$15,571, with each project receiving 100% of their request. As previously identified, the number of Project grant applications received in 2018 is an issue because the demand for funding should be growing given the number of groups and organizations in Kingston engaged in local history and heritage and the program should be more competitive to ensure the quality and reach of heritage-related projects is increasing.

**Table 2: Project Grants, Recommended Funding Allocations, City of Kingston Heritage Fund**

Applicant/Project	Proposed 2019
Frontenac Heritage Foundation for <i>“Regenerating Places of Faith Workshop”</i>	\$3,500
Lower Burial Ground Restoration Society for <i>“The ‘Lost’ Burial Ground – Inventory and Recording”</i>	\$12,071
<b>Total Project Grants</b>	<b>\$15,571</b>

**Next Steps**

In accordance with the Administration Plan, the KAM Board of Directors approved the two Grant Committees’ recommendations on November 6, 2018. Council is now being asked to ratify these recommendations so that the funding amounts as identified can be distributed at the beginning of 2019. Once the funds have been awarded, KAM will initiate a review of the 2019 Heritage Fund Management Plan and make recommendations for improvements to enhance the program in future years. City staff will also be meeting with KAM staff and Board members to discuss the issues raised here to ensure the City of Kingston Heritage Fund is achieving what is intended in relation to the growth of the heritage sector and for the benefit of Kingston residents.

In 2019, City staff will also be initiating a large-scale review of both the City of Kingston Heritage Fund and the City of Kingston Arts Fund. This work will involve a public engagement process and is intended to ensure the funding programs administered through the Cultural Services Department support the sector as intended, reflect best practices with regard to municipal funding programs, and ensure Kingston residents have access readily available to arts, heritage and cultural programs and resources. The need for this review has been discussed with KAM staff and Board members who will be participating as key stakeholders along with staff and Board members from the Kingston Arts Council, as well as members of the arts, heritage and cultural communities more broadly.

**Existing Policy/By-Law:**

The City of Kingston Heritage Fund aligns with a number of recommendations identified in the Kingston Culture Plan, approved by Council in September 2010, and supports the priority to ‘Protect Heritage’ identified as part of Council’s Strategic Priorities, 2015-2018.

December 18, 2018

Page 8 of 8

**Notice Provisions:**

Not applicable

**Accessibility Considerations:**

Not applicable

**Financial Considerations:**

The funds available to support the City of Kingston Heritage Fund in 2019, totalling \$282,662, were approved as part of the 2018 operating budget for the Cultural Services Department. In addition, earned interest and unallocated funds from previous years, a total of \$101.30, was added to the available funds as per the Administrative Plan, bringing the total amount available to be allocated to \$282,763.30 in 2019.

**Contacts:**

Colin Wiginton, Cultural Director, Cultural Services 613-546-4291 extension 1357

**Other City of Kingston Staff Consulted:**

Jennifer Campbell, Manager, Cultural Heritage, Cultural Services

**Exhibits Attached:**

Exhibit A      Report from the Kingston Association of Museums, Art Galleries and Historic Sites on the Adjudication of Applications to the 2018-2019 City of Kingston Heritage Fund





## CITY OF KINGSTON HERITAGE FUND: 2018-2019

### Report from the Kingston Association of Museums, Art Galleries and Historic Sites on the Adjudication of Applications to the 2018-2019 City of Kingston Heritage Fund

---

#### General Principles

The establishment of a heritage fund was identified in the Kingston Culture Plan (2010) as a priority to help develop the sector and to enrich the cultural experiences available to Kingston residents and visitors. It was also identified as a way to support capacity building while, at the same time, stimulating economic development and cultural tourism related to Kingston's tangible, intangible and natural heritage.

The City of Kingston Heritage Fund (CKHF) was established in 2013 and provides grants to museums, heritage projects, cultural groups and historical societies. Two types of funding are made available through CKHF, specifically Operating Grants and Project Grants. Each type of grant has specific eligibility requirements and guidelines. An annual Service Level Agreement between the City of Kingston and the Kingston Association of Museums, Art Galleries and Historic Sites (KAM) identifies KAM to manage the CKHF on behalf of the City of Kingston, in accordance with an administrative plan. As Kingston's umbrella cultural heritage organization, KAM has the necessary expertise to carry out the management successfully.

#### Administrative Plan

KAM submits an annual Administrative Plan - City of Kingston Heritage Fund: 2018-2019 (Administrative Plan) as part of a Service Level Agreement with the City of Kingston, through the Cultural Services Department. The Administrative Plan provides detailed information on the nature of the grants, outlines application processes, responsibilities, adjudication procedures, and outlines the delivery model for the distribution of both project and operating grants. KAM has a mandate to review the CKHF program on an annual basis and seek input from the community and stakeholders.

In early 2018, the 2017-2018 Administrative Plan was revised and the new 2018-2019 Administrative Plan was presented to the KAM Board and approved on May 8, 2018. It was presented to the Kingston City Council and approved June 12, 2018. Following this, KAM posted the Administrative Plan on its website, [www.kingstonmuseums.ca/CKHF](http://www.kingstonmuseums.ca/CKHF).

**CITY OF KINGSTON HERITAGE FUND: 2018-2019**

---

**Dissemination of Information**

Information announcing the 2018-2019 City of Kingston Heritage Fund Program was widely distributed to the public by e-mail, KAM website, and KAM social media. The 2018-2019 CKHF Grant Guidelines and Application Forms were made available for download on the KAM website, while paper copies of CKHF forms and guidelines were available for pickup during office hours at the KAM office.

Two Heritage Fund information events were organized and presented by KAM to help raise awareness of the CKHF opportunities available to the Kingston community. On Mondays July 9 and August 20, KAM hosted CKHF Information Open Houses at their office featuring a presentation from the CKHF Grants Officer. The presentations covered the CKHF Grant Guidelines, Application Forms and Assessment Criteria for both Operating and Project grants. At the event, the attendees also picked-up hard copies of grant packages.

On Monday August 20, KAM hosted a free Grant Writing workshop. The event took place at the KAM Offices and featured a presentation from the CKHF Grants Officer. The presentation covered the grant writing process as a whole, from planning to research, to putting together the grant proposal. Application Forms and Assessment Criteria for both Operating and Project grants were also reviewed.

Throughout the Heritage Fund process, the CKHF Grants officer offered one-on-one appointments to discuss and answer questions and concerns about the application process and program. The CKHF Grants Officer also supported individual requests regarding CKHF by email and over the phone. In addition, the CKHF Grants Officer participated in outreach initiatives including the Kingston Art Council's *Grant Talks*, specifically discussing CKHF Project Grants and Operating Grants.

**Application Process**

Deadlines for receipt of CKHF applications was September 12, 2018 for Operating Grants and September 19, 2018 for Project Grants. After applications were received and reviewed the applications were shared with the Grants Committee Members for adjudication.

## CITY OF KINGSTON HERITAGE FUND: 2018-2019

---

### **Adjudication**

The adjudication process was led by peer assessment, at arms-length from the City of Kingston. The arms-length character was achieved by ensuring that the voting members of the jury had no affiliation to the City of Kingston.

Peer assessment was accomplished by ensuring that the voting members of the committee were composed of cultural heritage professionals, practitioners, and/or persons who are knowledgeable about cultural heritage, with high standing within the sector. Other criteria included: “representative of a wide range of disciplines and interests within the cultural heritage sector; knowledgeable and experienced in cultural heritage, cultural heritage organizations, and cultural heritage issues; knowledgeable about the City of Kingston context as it relates to cultural heritage; knowledgeable about the broader cultural heritage environment beyond their area of expertise; and able to articulate their opinions, work in a group decision-making environment, and have good communication skills.” (*Administrative Plan 2018-2019*).

The peer assessment process ensured that the heritage community had a voice in how funds were distributed and that those with knowledge and experience evaluated the applications. Adjudication of grant applications for both types of funding were carried out at separate meetings with different voting jury members; CKHF Operating Grant applications were considered separately from CKHF Project Grant applications.

### ***Choosing Voting Members for the Grants Committee***

All potential jury members were asked to submit a completed Juror Interest Form along with a CV, indicating the extent to their involvement in Kingston and area heritage organizations over the past five years. KAM reviewed all documents submitted to ensure that those selected met the juror eligibility requirements. The final list of jurors was presented to the KAM Board for vote on September 11, 2018. The CKHF 2018-2019 Grants Committee members are listed in **Attachment A**.

### **Meetings**

The Grant Committee members were supplied with applications prior to their first adjudication meeting, along with the Administration Plan and Assessment Criteria. Voting members were provided with templates on which to score and rank each application. These preliminary scores were collected by the KAM Grants Officer prior to the meeting, compiled, and then used to facilitate ranking and discussion during the adjudication meetings.

**CITY OF KINGSTON HERITAGE FUND: 2018-2019**

---

All meetings took place at the KAM office and followed detailed agendas. The operating grant adjudication meetings were held at 5 p.m. on September 24 and October 9, 2018. The project grant adjudication meetings were held at 5 p.m. on October 1 and 16, 2018.

Confidentiality: All jury members of the Operating and Project Committees signed a Confidentiality Form prior to adjudication, acknowledging that they read, understood and agreed to the rules of Confidentiality as it pertained to CKHF. As such, all members agreed that all information contained in the applications, support material, and in discussions during the meetings was strictly confidential. Committee members were not permitted to discuss applications or voting decisions outside the meetings except with CKHF Grant Review Officers or other members of the Adjudication Committee on which they sat.

Conflict of Interest: All voting members of the Operating and Project Committees signed a Conflict of Interest form in which they disclosed the applications with which they had any direct or indirect conflict of interest. Each form acted as the basis upon which the Chair required members of the Grants Committee to conform to the Conflict of Interest Rules and Procedures. There was one conflict declared that required action in this process, and the juror left the room for all related discussions and allocations.

Procedure: A spreadsheet with key information was presented at the adjudication meeting, which included the total funding available for allocation, each applicant's CKHF request, last year's CKHF grant (where applicable), as well as juror scores and support data relating to the amount requested, including percentage of total budget.

Discussions: Committee members assessed each application in detail based on the published assessment criteria. Committee members engaged in discussion and contributed opinions about the relative merits of each application. The scoring structure of the applications was a zero-to-ten measure. For the adjudication of funds, only the voting members participated on reaching decisions on whether or not to fund and to what amount.

The total funds available for distribution was less than the total amount requested. For the Operating Grant Program, the 2018-2019 CKHF Jury awarded grants to eight organizations, including a new organization to enter the CKHF Operating Grant Program. For the Project Grant Program, the 2018-2019 CKHF Jury awarded grants to two eligible projects. The results for all the grants are listed in **Attachment B**.

Adjournment: The Chair thanked the jurors, Councillors, the City of Kingston and KAM then adjourned the meetings.

## CITY OF KINGSTON HERITAGE FUND: 2018-2019

---

### Balance of Funds

As of September 23, 2018, the unallocated balance of CKHF funds was as follows:

2018-2019 City of Kingston Heritage Fund	\$282,662.00
Unallocated and returned funds made available to future CKHF	\$40.69
2017 interest and interest earned in 2018 to date	\$60.61
<b>Total 2018-2019 CKHF Funds available for distribution</b>	<b>\$282,763.30</b>
<i>Portion of Funds available for Operating Grants in 2018-2019 (75%)</i>	<i>\$212,072.47</i>
<i>Portion of Funds available for Project Grants in 2018-2019 (25%)</i>	<i>\$70,690.83</i>

As of October 17, 2018, the allocated funds for CKHF 2018-2019 were as follows:

Total Funds awarded to Project Grants in 2018-2019	\$15,571.00
<i>Amount Carried over from Project Grants 2018-2019 and allocated to Operating Grants 2018-2019</i>	<i>\$55,119.83</i>
Total Funds awarded to Operating Grants in 2018-2019	\$267,192.30
Remaining Funds	\$0.00

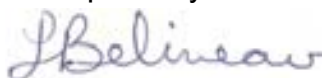
### Dispute Resolution

Any complaints and concerns relating to the adjudication, guidelines and criteria for the allocation of CKHF funding, are forwarded in writing to the Chair of the CKHF grant committees by the complainant, within thirty (30) days of notification of the Jury 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 is notified by KAM of all concerns and complaints received.

### Announcement of the 2018-2019 CKHF Program Results

This *CKHF Adjudication Report 2018-2019* is ratified by the KAM Board of Directors and then presented for ratification by Kingston's City Council. Following this, KAM notifies the recipients. Upon receiving proof of insurance, KAM disseminates the City of Kingston Heritage Fund grant. Once the recipients have been notified, KAM develops a press release that announces the 2018-2019 City of Kingston Heritage Fund recipients and posts it on the KAM website.

I respectfully submit this report.



Lena Beliveau

Chair, City of Kingston Heritage Fund 2018-2019 Grants Committee



## ATTACHMENT A: GRANT COMMITTEES

### CKHF Operating Grant Committee – 2018-2019

Lena Beliveau	Chair of the Committee. Curator, Royal Military College of Canada Museum.
Rodney Carter	Future Chair. Archivist, RHSJ St. Joseph Region Archives.
Fiona Graham	Voting juror. Conservator and Adjunct Professor, Art Conservation, Queen's University.
Alex McLean	Voting juror. Curator, Fort Henry National Historic Site.
Terri-Lynn Brennan	Voting juror. Intercultural Planner, Inclusive Voices Inc.
Shirley Bailey	Voting juror. President, Frontenac Heritage Foundation.
Ashley Mendez	Voting juror. Assistant Curator, Royal Military College of Canada Museum.
Rob Hutchison	Non-voting ex-officio. Councillor, City of Kingston.
Jennifer Campbell	Non-voting ex-officio. Manager of Cultural Heritage, City of Kingston.
Caroline Petznick	Non-voting ex-officio. Grants Officer, CKHF. KAM Managing Director.
Debbie Holdich	Non-voting ex-officio. Grants Assistant, CKHF. KAM Coordinator.

### CKHF Project Grant Committee – 2018-2019

Lena Beliveau	Chair of the Committee. Curator, Royal Military College of Canada Museum.
Rodney Carter	Future Chair. Archivist, RHSJ St. Joseph Region Archives.
Paul Carl	Voting juror. Aboriginal Community Member.
Darragh De Groot	Voting juror. Programming Manager, Marine Museum of the Great Lakes at Kingston & Heritage Assistant, Loyalist Township.
Jennifer Hay	Voting juror. Emerging museum professional.
Peter Gower	Voting juror. Tour Guide, St. George's Cathedral.
Paula Antonakos	Voting juror. Board of Directors, Greek Community of Kingston (Board Secretary)
Liz Schell	Non-voting ex-officio. Councillor, City of Kingston.
Jennifer Campbell	Non-voting ex-officio. Manager of Cultural Heritage, City of Kingston.
Caroline Petznick	Non-voting ex-officio. Grants Officer, CKHF. KAM Managing Director.
Debbie Holdich	Non-voting ex-officio. Grants Assistant, CKHF. KAM Coordinator.

## ATTACHMENT B: GRANT RECOMMENDATIONS

### CKHF 2018-2019 Operating Grant Results

Organization	CKHF Grant
<b>Full Operating Grant</b>	
Beyond Classrooms Kingston	\$53,554.32
Frontenac County Schools Museum	\$46,960.55
Kingston Historical Society – Murney Tower	\$51,302.79
Marine Museum of the Great Lakes at Kingston	\$49,533.73
Museum of Health Care	\$54,840.91
<b>Investment Operating Grant</b>	
Kingston African Caribbean Association	\$5,000.00
Kingston Regional Heritage Fair	\$5,000.00
Kingston Scouts Museum	\$1,000.00
<b>TOTAL Operating Grant Funds Awarded in 2018-2019</b>	<b>\$267,192.30</b>

### CKHF 2018-2019 Project Grant Results

Project	Organization	CKHF Grant
Regenerating Places of Faith Workshop	Frontenac Heritage Foundation	\$3,500.00
The “Lost” Burial Ground – Inventory and Recording	Lower Burial Ground Restoration Society	\$12,071.00
<b>TOTAL Project Grant Funds Awarded in 2018-2019</b>		<b>\$15,571.00</b>

**ATTACHMENT C: ANALYSIS OF CKHF GRANT RESULTS**

<b>Operating Grants</b>	<b>2013-2014</b>	<b>2014-2015</b>	<b>2015-2016</b>	<b>2016-2017</b>	<b>2017-2018</b>	<b>2018-2019</b>
Grants Requested	N/A	\$162,300	\$209,000	\$294,000	\$365,700	\$356,000
Available Funds		\$115,500	\$138,000	\$148,166	\$187,954	\$212,072
Grants Allocated		\$147,300	\$138,000	\$158,905	\$191,639	\$267,192
Applicants Requesting Funding		5	7	7	7	8
Applicants Recommended for Funding		5	6	6	7	8
Requests as a % of available funds		141%	151%	198%	195%	168%
% of Applicants to receive		100%	86%	86%	100%	100%
% of Applicants declined		0%	14%	14%	0%	0%
% of Requested Funding granted		91%	66%	54%	52%	75%
Average Full Operating Grant		\$67,500	\$32,750	\$37,476	\$37,327	\$51,227
<b>Project Grants</b>		<b>2013-2014</b>	<b>2014-2015</b>	<b>2015-2016</b>	<b>2016-2017</b>	<b>2017-2018</b>
Grants Requested	\$76,084	\$112,783	\$163,282	\$45,482	\$89,388	\$25,460
Available Funds	\$100,000	\$60,710	\$46,000	\$49,389	\$62,651	\$70,690
Grants Allocated	\$62,634	\$55,059	\$46,000	\$38,650	\$58,966	\$15,571
Applicants Requesting Funding	7	8	14	5	7	3
Applicants Recommended for Funding	5	7	8	5	5	2
Requests as a % of available funds	76%	186%	355%	92%	142%	36%
% of Applicants to receive	72%	88%	57%	100%	72%	67%
% of Applicants declined	29%	13%	43%	0%	29%	33%
% of Requested Funding granted	82%	49%	28%	85%	66%	61%
Average Grant	\$12,527	\$7,866	\$5,750	\$7,730	\$11,793	\$7,785
<b>Total CKHF Available</b>	<b>\$100,000</b>	<b>\$165,000</b>	<b>\$183,007</b>	<b>\$196,669</b>	<b>\$250,600</b>	<b>\$282,662</b>
Added Interest; Undistributed; Returned		\$37,366	\$1,871	\$886	\$5	\$101