



**City of Kingston
Report to Council
Report Number 19-200**

To: Mayor and Members of Council
From: Peter Huigenbos, Acting Commissioner, Community Services
Resource Staff: Colin Wiginton, Cultural Director, Cultural Services
Date of Meeting: July 9, 2019
Subject: 2019 City of Kingston Arts Fund Grant Recommendations

Executive Summary:

The purpose of this report is to ask Council to ratify the funding recommendations submitted by the Kingston Arts Council (KAC) in relation to the 2019 City of Kingston Arts Fund (CKAF). This funding program was first established in 2007 and is administered by KAC on behalf of the City through a Service Level Agreement (SLA).

The Review Committee for the Operating Grants met on May 28, 2019 and the Review Committee for Project Grants met on May 30, 2019 to review all the eligible submissions and to make recommendations regarding the allocation of funding. As a next step, the Board of Directors for KAC approved the Review Committees' recommendations on June 13, 2019 as part of a regularly scheduled Board meeting.

The recommendations submitted by KAC regarding the distribution of Operating Grants and Project Grants through the CKAF in 2019, for Council ratification, are attached to Report Number 19-200 as Exhibit A.

Recommendation:

That Council approve the Kingston Arts Council's recommendations for the distribution of Operating Grants and Project Grants from the 2019 City of Kingston Arts Fund as outlined in Exhibit A to Report Number 19-200.

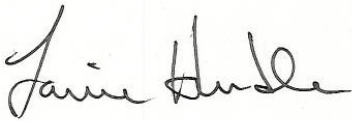
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Authorizing Signatures:



**Peter Huigenbos, Acting
Commissioner, Community
Services**



**Lanie Hurdle, Acting 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	Not required
Sheila Kidd, Commissioner, Transportation & Public Works	Not required
Deanne Roberge, Acting Commissioner, Corporate Enterprise Services	Not required

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Options/Discussion:

City Council first established the CKAF in 2007 in the amount of \$500,000. Since that time, the KAC has administered the fund on behalf of the City of Kingston through a SLA. In 2019, the total funds available to be allocated through the CKAF were \$587,000 with \$410,900 being allocated to support Operating Grants and \$176,100 being allocated to support Project Grants.

As in previous years, applications for review are submitted in two categories: Operating Grants and Project Grants. The two Review Committees met on May 28th to review Operating Grants and on May 30th to review Project Grants. At these meetings, the Review Committees assessed applications and determined allocation of funding from CKAF, which was subsequently approved by the Board of Directors for the KAC on June 13, 2019.

Grant Review Committees

Council appointed Councillor Stroud as a non-voting member to the Operating Grant Review Committee and Councillor Hill as a non-voting member to the Project Grant Review Committee. Due to a scheduling conflict, Councillor Hill was unable to attend the meeting and submitted his resignation on May 14, 2019. At a Council meeting, staff sought a replacement but no Councillors were available. Danika Lochhead, Manager, Arts and Sector Development, Cultural Services, also participated in this process as a non-voting member and as the designate of Colin Wiginton, Cultural Director.

In addition to the Councillor and City staff, members of the Operating Grant Review Committee (voting) included Rheni Tauchid, Karma Tomm, Crystal Day and Megan Hamilton. A fifth jury member, David Parker, was unable to attend. KAC staff participated in a supporting role that was non-voting and included Kirsi Hunnako, Executive Director and Chair of the CKAF Grants Committee; Felix Lee, Grants Coordinator; and Diana Gore, Programming and Communications Coordinator.

Members of the Project Grant Review Committee (voting) included Camille Georgeson-Usher, Su Sheedy, Lib Spry, Henry Heng Lu and Andrea Haughton. KAC staff participated in a supporting role that was non-voting and included Kirsi Hunnako, Executive Director and Chair of the CKAF Grants Committee; Felix Lee, Grants Coordinator; and Diana Gore, Programming and Communications Coordinator.

Funding Recommendations

In 2019, the total request for funding for Operating Grants was \$451,000 and the total grants recommended for approval is \$410,900. The total request for funding for Project Grants in 2019 was \$332,186 and the total grants recommended for approval is \$176,100. Therefore, the total request for funding in 2019 was \$783,186 and the total grants recommended for dispersal is \$587,000, or 75% of the total request, which is on par with the previous year.

The Funding Envelope and Funding Recommendations

The total amount of funding available for allocation through this program in 2019 included an increase of 2.0% (or \$11,500). That increase was approved by Council as part of the annual

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budgeting process and is consistent with the increases approved in the previous year as part of the ongoing implementation of the Kingston Culture Plan.

Recommendations regarding the distribution of Operating Grants and Project Grants from CKAF in 2019 are found in Exhibit A (Report Submitted by KAC Regarding the Adjudication of Applications to the 2019 City of Kingston Arts Fund). The exhibit also provides detailed information regarding how the program was administered and how the funds were allocated along with an analysis of the CKAF funding allocations since 2007.

CKAF Impact Report

In recent years, the KAC has committed to producing an annual Impact Report to demonstrate the effectiveness of the CKAF. The purpose of the Impact Report is to show how Operating Grants have provided a crucial foundation for increased administrative capacities and professional and artistic development opportunities. It is also used to show how Project Grants help to connect diverse audiences with a range of arts activities across the City.

In 2017 and 2018, the KAC integrated the CKAF Impact Report into its larger annual report that highlighted the achievements of the organization as a whole. The 2017-2018 Annual Report can be found online through the [KAC website](#). KAC's 2017/2018 Annual Report highlights the 2016 and 2017 CKAF program cycle and includes information, images and statistics that illustrate the impact and effectiveness of this municipal funding program.

The CKAF Impact Report will continue to be integrated as part of the KAC's Annual Report. The 2018-2019 edition is to be released this fall at KAC's Annual General Meeting and will include information about the completed 2017 CKAF program cycle, a list of the 2018 CKAF recipients and an overview of the CKAF program to-date.

Next Steps

Once Council has ratified the recommendations as submitted, KAC will distribute the funds in accordance with the 2019 Administration Plan as well as the program guidelines. In the coming months, KAC will also initiate the annual review process that is a requirement of its SLA with the City of Kingston. This review process involves working with various stakeholders to identify potential improvements that may need to be made to the Administration Plan. That work will result in the development of a 2020 Administration Plan that will be shared with the Arts Advisory Committee for review and discussion in Q4 2019, and then with the Arts, Recreation and Community Policies Committee and Council for their approval in Q1 2020.

As previously reported, City staff are also in the process of initiating a large-scale review of both the CKAF and the City of Kingston Heritage Fund in 2019. 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 the KAC staff and Board members who will be participating as key stakeholders along with staff and Board members from the Kingston

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Association of Museums, as well as members of the arts, heritage and cultural communities more broadly. This work is scheduled to be completed by Q4 2019 and staff will report back to Council in 2020 regarding potential changes that may need to be considered along with proposed timelines for implementation. In the meantime, the CKAF and the City of Kingston Heritage Fund will continue to be administered as they have been in recent years.

Existing Policy/By-Law:

The continuing administration of the CKAF aligns with recommendations identified in the Kingston Culture Plan, approved by Council in September 2010, and supports two priorities identified as part of Council's Strategic Priorities. Those priorities include creating 'artistic and cultural opportunities' as well as continuing to implement the Kingston Culture Plan.

Notice Provisions:

Not applicable

Accessibility Considerations:

Not applicable

Financial Considerations:

The funds available to support the CKAF in 2019 totaled \$587,000 and these funds were approved by Council as part of the operating budget for the Cultural Services Department. KAC is contracted under a SLA to facilitate this program and it has been the practice each year to allocate the funding using a 70/30 split between Operating Grants and Project Grants. The KAC has also received a total of \$117,165 in funding in 2019 for services rendered as formalized in the SLA executed in April 2019.

Contacts:

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

Other City of Kingston Staff Consulted:

Danika Lochhead, Manager, Arts and Sector Development, Cultural Services

Exhibits Attached:

Exhibit A Report from the Kingston Arts Council on the Adjudication of Applications to the 2019 City of Kingston Arts Fund

Report from the Kingston Arts Council on the Adjudication of Applications to the 2019 City of Kingston Arts Fund

General Principles

The City of Kingston Arts Fund (CKAF) provides grants to local arts collectives and organizations to foster creativity at all levels and enrich how Kingston residents experience and engage with the arts. CKAF is administered by the Kingston Arts Council (KAC) to ensure that the fund supports and nurtures the capacity of Kingston's artists and the arts sector. As Kingston's umbrella arts service organization, the KAC has the necessary expertise and understanding of contacts and connections within the arts community to carry out the administration successfully. Two types of funding are made available through CKAF, specifically Operating Grants (70%) and Project Grants (30%). Each type of grant has specific eligibility requirements and guidelines.

Plan for Administration

The KAC submits a *Kingston Arts Council Plan for Administration of Arts Funding for the Corporation of the City of Kingston (Plan for Administration)* as part of a Service Level Agreement with the City of Kingston, through the Cultural Services Department. The KAC has a mandate to review the CKAF program on an annual basis and seek input from the arts community including artists, individuals and organizations on how to revise the successive *Plan for Administration*.

For the 2019 CKAF program, the *Plan for Administration 2018* was reviewed in September 2018 by a Review Committee made up of past jurors, KAC staff, and city staff. The Committee reviewed 2018 jury recommendations as well as feedback and suggestions from the public and past applicants.

Based on the work of the Review Committee, changes were made in the *Plan for Administration 2019* that included changes to the eligibility criteria for Operating and Project applicants, clarification of the reporting procedure for Project recipients, definitions for assessment criteria, and clarification of the KAC's role as an administrator.

Details of the changes in the *Plan for Administration 2019* are listed in **Attachment A**.

CKAF Review Committee Members:

- Julia Stroud, Juror, 2018 CKAF Operating
- Rheni Tauchid, Juror, 2018 Operating
- Sayyida Jaffer, Juror, 2018 Project
- Chantal Prud'homme, Juror, 2018 Project
- Georgina Riel, Juror, 2018 Project,
- Colin Wiginton, Cultural Director, Cultural Services, City of Kingston
- Danika Lochhead, Executive Director, Kingston Arts Council
- Felix Lee, Grants Coordinator, Kingston Arts Council



- Diana Gore, Programming and Communications Coordinator, Kingston Arts Council

The *Plan for Administration 2019* was presented to the KAC Board and approved on 22 November 2018. The Plan was then presented to the City of Kingston Arts Advisory Committee and approved on 14 November 2018 as well as the Arts, Recreation and Community Policies Committee, which approved the Plan on 17 January 2019. Kingston City Council approved the *Plan for Administration 2019* on 5 February 2019. Following this, the KAC posted the *Plan for Administration 2019* on its website.

Dissemination of Information

On 11 February 2019, the KAC issued a press release announcing the 2019 City of Kingston Arts Fund program. Information regarding CKAF Guidelines was widely distributed to the public by e-mail, the KAC and City of Kingston websites, the KAC's ArtsBuzz e-newsletter, and through public relations and social media. The 2019 CKAF Guidelines and Application Forms were made available for download on the KAC website and hard copies were available for pick-up during office hours at the KAC office.

Outreach began in November 2018 in anticipation of the 2019 CKAF launch with an event hosted by Canada Council for the Arts, also featuring Ontario Arts Council, at Agnes Etherington Art Centre. At this event, the Grants Coordinator gave a presentation on the CKAF program, highlighting the Operating and Project streams, eligibility, application and assessment process, and program impact. A targeted outreach list was developed for this event and many groups contacted chose to attend or book a one-on-one meeting with the Grants Coordinator.

Following program launch in February 2019, the KAC conducted personalized outreach to returning applicants to the Operating Grant program and past Project Grant applicants to let them know that the 2019 Guidelines and Application Forms were available. The KAC also identified groups in the community that have not previously applied or were unsuccessful in the past and reached out to advise them of the program's details. In the outreach, the KAC shared the various services offered this year to support potential applicants, which included one-on-one meetings with the KAC's Grants Coordinator, a CKAF information session, and a Grant Writing professional development workshop.

The Grants Coordinator held 42 one-on-one meetings with potential CKAF applicants between November 2018 and April 2019. The majority were first-time applicants or previously unsuccessful applicants. These meetings provided additional support for applicants in developing their application and understanding the submission process. The Grants Coordinator will use these meeting notes to develop plans for outreach and professional development workshop topics for 2020, as well as to assist in the revision of the CKAF Guidelines and Applications next year.

The KAC hosted a CKAF information session where potential applicants attended to learn more about the program, review the Guidelines and Application Forms in detail, and ask questions about their application. The event took place on Tuesday 12 March from 6:30 pm - 8:00 pm at Kingston Frontenac Public Library Calvin Park Branch and featured a



presentation from the KAC Grants Coordinator. The presentation covered important changes to the 2019 CKAF Guidelines and Application Forms and reviewed the Assessment Criteria. The presentation also featured informative statistics on the CKAF program and helpful tips and trends of successful grant writing. At the event, the attendees were provided with hard copies of the Guidelines and Application Form. Eight people attended.

To build the grant writing capacity of artists, collectives and organizations, the KAC delivered a professional development workshop on how to write an effective grant application. The workshop took place on Saturday 2 March from 1pm - 4pm in the Rehearsal Hall at the Tett Centre. The workshop was facilitated by Norma Garcia, an arts administrator, grants consultant, and independent filmmaker from Toronto. The workshop explored turning an idea into a strong grant application, the basics of project management, building a comprehensive budget, and deepening understanding of grant processes for both individual artists and organizations. Thirty-one people attended, which exceeded expectations. The KAC has been delivering professional development workshops through a new program called PLATFORM since February 2017. These workshops are designed to help the creative community grow its skills and make new connections.

The KAC Grants Coordinator also supported individual requests regarding CKAF on a case-by-case basis, in person, by email and over the phone and was available to discuss and answer questions and concerns about the application process and program.

Application Process

The KAC edited the 2019 Operating and Project Grant Guidelines documents to reflect changes to the 2019 Plan for Administration, improve clarity, and convey essential information in a succinct and accessible way. The Application Form was developed as a fillable PDF document, as it was in 2018. The Application Form had limited space with locked answer boxes to remove the need for word counts.

The deadline for receipt of CKAF Operating and Project Grant applications was Wednesday, 17 April 2019 by 5 pm. After applications were received and reviewed, the KAC Grants Coordinator contacted applicants for clarification of information submitted when necessary. Following review of the applications and confirming the eligibility of all applications, the KAC submitted all applications and supplementary material to the jury for review.

Adjudication Process

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

Peer assessment was accomplished by ensuring that the voting members of the committee were "arts professionals, practitioners and/or persons who are knowledgeable in the arts with high standing within the arts community; representative



of a wide range of artistic disciplines; knowledgeable and experienced in the arts, arts organizations and related issues; knowledgeable about the City of Kingston context and the broader arts environment beyond their area of expertise; able to articulate their opinions, and work in a group decision-making environment; good communicators; and Reflective of Kingston's gender, demographic and cultural diversity as much as possible." (*Plan for Administration 2019, G.5.a-d*)

The peer assessment process ensured that the arts community had a voice in how funds were distributed and that artists and other experts with knowledge and experience of the specific art forms, art practices and communities evaluated the applications.

Adjudication of grant applications for each type of funding was carried out at a separate meeting with different jury members.

The Executive Director of the KAC, an ex-officio member of the Grants Committee, acted as Chair for both the Operating and Project Grant program jury meetings, as per the *Plan for Administration 2019*. (F.1.e.)

Composition of Grants Committee

The Grants Committee members for both the Operating and Project programs were appointed by the KAC. Jury members were chosen to represent a wide range of artistic disciplines and involvement in the arts as well as to reflect the gender demographic and cultural diversity of the city. Ex-officio members included KAC staff, City councilors and Danika Lochhead, Arts and Sector Development Manager at City of Kingston.

The Chair of the Grants Committee led the Grants Committee meetings and the quorum for the meeting was a majority of the jury members.

CKAF Grants Committee members for 2019 are listed in **Attachment B**. There were only four jurors for the Operating program in 2019 as the fifth juror, David Parker, had to withdraw on May 24, 2019 due to a personal emergency. The meeting proceeded as four jurors were sufficient for quorum. A City of Kingston Councilor did not sit on the Project jury as the Councilor selected, Councilor Hill, withdrew on May 14, 2019 and no replacement could be found at the Council meeting on May 21, 2019.

Selecting Jury Members of Grants Committee

Jury members of the Grants Committee were contacted by the KAC Grants Coordinator from a list of potential jurors chosen in accordance with the procedure described in the *Plan for Administration 2019*. All shortlisted potential jury members were asked to submit a Juror Interest Form along with a CV that indicated involvement with all Kingston and area arts organizations over the past five years. The KAC reviewed all submitted documents to ensure that the selected jurors met the juror eligibility requirements and to identify any potential conflicts of interest. On accepting to serve on the Grants Committee, all members were informed that their participation and any information they might become aware of as a result of being on the Committee was strictly confidential.



Adjudication Procedure

Before receiving 2019 CKAF applications, members of each Grants Committee were required to sign a Confidentiality Form and received a Grants Committee Package and Juror Contract that outlined responsibilities.

The Grants Committee members were supplied with all applications and supplementary material three weeks prior to the meetings along with copies of Grant Guidelines and Assessment Criteria. Voting members were provided with Assessment Forms on which they were asked to rank each application with a score of one through five.

These preliminary scores were collected by the KAC Grants Coordinator prior to the meeting and were compiled and recorded on a spreadsheet, which was used to facilitate ranking and discussion during the adjudication meetings.

Adjudication Meetings

The Operating Grant adjudication meeting was held on Tuesday 28 May and the Project Grant adjudication meeting was held on Thursday 30 May from 9am to 5pm. Both meetings took place at the Tett Centre and followed a similar agenda. After a welcome from the Chair, introductions were made around the table and the Chair reviewed the charge to the Grants Committee. The Chair outlined the responsibilities of the jury and ex-officio members, confidentiality and conflict of interest rules and procedures, and the adjudication process.

Confidentiality

All members of the Operating and Project Grants Committees signed a Confidentiality Form before receiving the 2019 applications, acknowledging that they read, understood and agreed to the rules of Confidentiality as it pertained to CKAF. 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 KAC staff or other members of the Grants Committee on which they sat.

Conflict of Interest

All members of the Operating and Project Grants Committees signed a Conflict of Interest Declaration 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. During the meetings, any member with a conflict relating to an application was asked to leave the room during discussions and decision-making related to that application.

Conflict of Interest Rules and Procedures are listed in **Attachment C**.



Procedure

A spreadsheet with key information was presented at the adjudication meeting, which included the total funding available for allocation, each applicant's CKAF request, last year's CKAF grant amount (where applicable), as well as juror scores and support data relating to the amount requested, including CKAF as a percentage of an applicant's total budget. The spreadsheet was projected on a wall so that all information could be made visible to all Grants Committee members during the meetings.

Discussions

The jury members on the Grants Committee assessed each application in detail based on the published assessment criteria and the objectives of CKAF. Members with declared conflicts of interest left the room for applications that they had a conflict with and were therefore not part of any discussion or in a decision-making position for the application in question. Jury members engaged in discussion and contributed opinions about the relative merits of each application. As part of the discussion, jury members participated in a secondary scoring process. The secondary scoring structure of the applications was 1 = below expectations, 2 = met expectations and 3 = exceeds expectations. For the adjudication of funds, higher scores were prioritized over lower scores and only the jury members participated in reaching decisions on whether or not to fund an organization or project and to what amount.

Jurors were reminded that as per the Grant Size section of the *Plan for Administration 2019*:

C.1.g. Grant Size

Operating Grants have a \$10,000 minimum and \$75,000 maximum. The Jury has discretion with regard to the amounts awarded. Under the present guidelines, the Jury is required to balance the following requirements, which are:

- (i.) The need to allocate the funding to the maximum number of high quality applications that would be beneficial to the Kingston community; and*
- (ii.) The awarding of grants is sufficient to make a substantial improvement in the operations of the receiving organization.*

C.2.j. Grant Size

The maximum award for a Project Grant is \$20,000. The Jury has discretion with regard to the amounts awarded. Under the present guidelines the Jury is required to balance two requirements, which are:

- (i.) The need to allocate the funding to the maximum number of eligible, high quality applications that would be beneficial to the Kingston community; and*
- (ii.) The awarding of grants are sufficient to make a substantial improvement in the operations of the receiving organization.*



In both Grant Programs, the funds available for distribution was less than the total amount requested. It was agreed upon by the jury members that the applications with most merit and highest scores should receive substantial funding, even if it meant that some applications at the lower end of the merit list would not receive an increase in funding, would receive a reduction in funding, or would not receive any funding.

After lengthy, insightful discussion at both meetings on the merits of each application, decisions were reached; the adjudication of funds directly reflected the jury’s deliberation and scores.

For the Operating Grant Program, the 2019 CKAF Jury awarded grants to 11 organizations. No new organizations joined the program in 2019.

For the Project Grant Program, the 2019 CKAF Jury awarded grants to 14 projects.

The results for Operating Grants are in **Attachment D** and those for Project Grants in **Attachment E**.

Balance of Funds

As of 1 May 2019, the unallocated balance of CKAF funds was as follows:

Total 2019 City of Kingston Arts Fund	\$587,000
Interest earned in 2018	\$143.48
Unallocated funds 2018 The <i>Plan for Administration 2019</i> states “any unclaimed or returned funding would be made available to future CKAF granting programs” (Plan for Administration 2019, I.14)	\$11,027.22
Total Funds for Operating Grants in 2019 (70%)	\$410,900
Total Funds for Project Grants in 2019 (30%)	\$176,100
Other Funds	\$0.00

As per the Plan for Administration 2019 (I.14), the unallocated funds listed above (including \$138.36 in unallocated funds from 2017, \$93.30 in interest earned in 2017, and a withdrawn grant of \$10,795.56 from 2018) will be made available as 2020 CKAF funds.



As of 5 June 2019, the allocated funds for CKAF 2019 was as follows:

Total Funds awarded to Operating Grants in 2019	\$410,900
Amount Carried over from Operating Grants 2019 and allocated to Project Grants 2019	\$0.00
Total Funds awarded to Project Grants in 2019	\$176,100
Other Funds	\$0.00
Remaining Funds	\$0.00

Surrender of Documents

Before the adjudication meetings were adjourned, Grants Committee members were reminded of confidentiality and asked to surrender all documents to KAC staff.

Adjournment

The KAC Executive Director, acting as Chair, thanked the jurors, Councilors, the City of Kingston and the KAC and adjourned the meetings.

Improvements to Program and Procedures

The *Plan for Administration 2019* makes provisions toward improvement of the grants program. To this end, the Committee members were asked both in the Adjudication meetings and through an online survey one week after the meetings to provide feedback for improving the process for both applicant and jury.

2019 marks the 13th year of the CKAF program and while the program has expanded and improvements have been made towards the process every year, the KAC and the City of Kingston will begin the process of a formal City of Kingston Arts Fund Review. This review will be led by a third-party that will be identified through a Request for Proposal issued from the City of Kingston. The review will actively solicit widespread community, applicant and juror feedback, research best practices of municipal funding models, and evaluate current CKAF practices, procedures and policies.



Dispute Resolution

All complaints and concerns relating to the adjudication, guidelines and criteria for the allocation of funds pursuant to the CKAF should be addressed to the Executive Director of the KAC.

The KAC will develop and forward a written report with respect to such complaints and concerns to the KAC Board of Directors. In the event that a complaint specifically involves/implicates the Chair, that complaint may be addressed directly to the Chair of the KAC Board of Directors.

Any concerns or complaints regarding a potential undeclared conflict of interest of a member of the Grants Committee shall be made in writing to the Executive Director of the KAC. The City of Kingston will be notified by the KAC of all concerns and complaints received.

Announcement of 2019 CKAF Program

The *CKAF Adjudication Report 2019* is ratified by the KAC Board of Directors and then presented and ratified by Kingston City Council. Following this, the KAC notifies the recipients by email and then mails out a CKAF Grant Package that includes a notification letter, Terms and Conditions and a Grant Agreement. Upon receiving a signed Grant Agreement and proof of insurance, the KAC disseminates the City of Kingston Arts Fund grant. For the Project Grant Program, there is a 10% holdback of the total grant that is released upon successful approval of a Final Report.

Once the recipients have been notified, the KAC will develop and disseminate a press release that announces the 2019 City of Kingston Arts Fund recipients and posts it on the KAC website.

Report

The Chair of the 2019 CKAF Grants Committees and the Kingston Arts Council staff respectfully submit this report to the KAC Board of Directors to be ratified at a Board Meeting on 13 June 2019.

A handwritten signature in cursive script, appearing to read "Kirsi Hunnako".

Kirsi Hunnako
Executive Director, Kingston Arts Council
Chair, CKAF Operating and Project Grants Committee meetings

A handwritten signature in cursive script, appearing to read "Felix Lee".

Felix Lee
Grants Coordinator, Kingston Arts Council



ATTACHMENT A

Changes were made to the Plan for Administration 2019 to improve clarity and streamline the administrative process. These revisions included eligibility criteria for Operating and Project applicants, clarification of the reporting procedure for Project recipients, definitions for assessment criteria, and clarification of the KAC's role as an administrator. These changes were made to better reflect CKAF objectives and the KAC's administrative role in a direct response to feedback from the 2018 annual review of the City of Kingston Arts Fund. Summary of the major change to the *Plan for Administration 2019* is as follows:

- Page 5, C.1.c. **Eligibility** – new criteria stipulates that first-time Operating applicants must book a consultation with the Grants Coordinator by March 15, 2019 to be eligible for the 2019 application deadline.
- Page 6, C.1.e. and Page 10 C.2.g. **Eligible Costs** – new stipulation that applicants must include artist fees in expenses to be eligible for CKAF.
- Page 8, C.2.b. **Term of Project Grants** – information submitted by applicants to KAC may be shared with jurors adjudicating future applications of a recurring project or to the Operating program.
- Page 8, C.2.c. **Eligibility** – language has been added to clarify that all project applicants must have a component with a mission or mandate focusing on an artistic endeavour or engage professional artist(s) in a community arts project.
- Page 8, C.2.d. **Collectives and Sponsors** – language defining requirements for collectives has been clarified.
- Page 11, C.2.k. **Reporting Requirements** – changes to a project must be submitted to KAC in writing in advance for approval and unapproved changes may result in funds being withheld.
- Page 12, D.3. **Other Adjudication Criteria** – definitions have been added for the words “access, diversity, and inclusion”. See also an identical addition to Appendix C, Glossary of Terms.
- Page 14, F.1.e. and F.1.h. **Responsibilities of the Kingston Arts Council** – additions clarifying the role of the KAC in the adjudication process, acting as Chair of the meetings, and administration of the funds, ensuring that applicants are eligible and that funds are used only for the purpose described in the application.
- Page 18, G.3. **Grant Meetings** – the Grants Committee meeting will take place over a single full day.
- Page 23, H.4. and H.7. **Funding** – language has been added to reflect procedure for handling CKAF funds, specifically that unallocated funds will be added to the next year's funds and that the signed grant agreement and \$5 million liability insurance must be received in advance of the project dates for Project applicants.
- Page 24, I.11. **Financial Plan** – language has been added to reflect procedure for handing interest accumulated on CKAF account.
- Page 28, 29 **Appendix C Glossary of Terms** – definitions have been added for corporate sponsorship, diversity, inclusion, access, and partnership.



ATTACHMENT B

2019 CKAF Committee Members

2019 CKAF Operating Grants Committee

- Rheni Tauchid, Visual Artist, Arts Education Coordinator at Art Noise Studio, jury member
- Karma Tomm, Director, Sistema Kingston and Director, Queen's Community Music, jury member
- Crystal Day, Dancer and Instructor, Kingston School of Dance, jury member
- Megan Hamilton, Musician, jury member
- Felix Lee, Grants Coordinator, Kingston Arts Council, ex-officio member
- Diana Gore, Programming and Communications Coordinator, Kingston Arts Council, ex-officio member
- Kirsi Hunnako, Executive Director, Kingston Arts Council, ex-officio member
- Danika Lochhead, Manager, Arts and Sector Development at City of Kingston, ex-officio member
- Peter Stroud, Councilor, City of Kingston, ex-officio member

2019 CKAF Project Grants Committee

- Camille Georgeson-Usher, Artist, Director of Programming, Aboriginal Curatorial Collective, jury member
- Su Sheedy, Visual Artist, jury member
- Lib Spry, Theatre Artist, jury member
- Henry Heng Lu, Artistic Director, Modern Fuel Artist Run Centre, jury member
- Andrea Haughton, General Manager, Kingston Symphony Association, jury member
- Felix Lee, Grants Coordinator of Kingston Arts Council, ex-officio member
- Diana Gore, Programming and Communications Coordinator of Kingston Arts Council, ex-officio member
- Kirsi Hunnako, Executive Director, Kingston Arts Council, ex-officio member
- Danika Lochhead, Manager, Arts and Sector Development at City of Kingston, ex-officio member



ATTACHMENT C

The following are the CKAF Conflict of Interest Rules and Procedures as per the Plan for Admin 2019.

Conflict of Interest Rules for Members of the Grants Committee (*G.7, 2019 Plan for Administration*)

There are two types of conflict of interest – direct and indirect. There are also two kinds of direct conflict of interest – financial and private.

G.7.a. Jury Conflict of Interest Rules

(i.) A juror is in a direct conflict of interest with a particular application if he or she, or a member of the Juror's immediate family (spouse or equivalent, son or daughter, parent, sibling or member of the immediate household) has a financial interest in the success or failure of the application.

(ii.) A juror is also in a direct conflict of interest with a particular application if he or she has a private interest in the success or failure of the application. Staff or board members of the organization applying for funds, or members of their immediate families (spouse or equivalent, son or daughter, parent, sibling or member of the immediate household) would be in direct conflict. For such applications a private interest also includes affiliations or activities that compromise or unduly influence decision-making.

(iii.) Any reason that makes it difficult for a juror to evaluate an application objectively may create an indirect conflict of interest. For example an indirect conflict of interest may arise when a juror's record includes previous participation with an applicant.

(iv.) All jurors are asked to sign forms to identify direct and/or indirect conflicts of interest as a means of documenting the integrity of the process. At the jury meeting, the KAC staff may answer any questions, facilitate a discussion on the juror's impartiality and decides how the situation will be managed.

(v.) To prevent conflicts of interest and ensure the arms length character of the peer jury, members of the Board of Directors and staff of the Kingston Arts Council and those employed by or under contract with the City of Kingston will not serve on the Jury.

(vi.) Immediate family members of Kingston Arts Council and City of Kingston staff (spouse or equivalent, son or daughter, parent, sibling or member of the immediate household) serving as Jurors must declare an indirect conflict of interest.



G.7.b. Ex-Officio Conflict of Interest Rules

(i.) City of Kingston members are subject to the same conflict of interest rules as the jury members. They are not permitted to take part in adjudication discussions (except as specified in section G.2.b.i. above).

(ii.) KAC Staff are subject to the same conflict of interest rules as the jury members. They are not permitted to take part in adjudication discussions and in addition they have in their employment contracts the following clause(s):

a. That you will not take any action to either favour or prejudice any applications submitted to the CKAF (see Note 1 below);

b. That you will not participate in the writing of any application to the CKAF for another party (see Note 2 below);

c. That you will not hold a *primary role* with any organization applying to CKAF;

d. That you will not profit financially in any way from a successful CKAF application, Operation or Project Funding;

e. That you will bring to the attention of the KAC Board of Directors any potential conflicts of interest arising from activities of the Kingston Arts Council.

In addition, City of Kingston members and KAC Staff may not be associated with any organization applying to or receiving funds from CKAF as board members, committee members, or in a paid consultancy role. However, other associations, such as being a member or volunteer, may be allowed.

Note 1: As part of the grant management process, providing information or clarification of application guidelines to applicants or potential applicants do not constitute participation in the writing of grant applications.

G.7.c. Procedures with respect to Conflict of Interest Issues

(i.) All members of the Grants Committee must abide by the Conflict of Interest Rules set out in this document and as amended from time to time.

(ii.) All potential disclosures of conflicts of interest must be submitted in writing to the KAC and will be retained as part of CKAF records.

(iii.) Individuals who are in direct conflict of interest with any of the applications being assessed cannot serve on the Grants Committee. If a direct conflict of interest becomes apparent at any time before or during the assessment process, the jury member will be immediately released from their duties.



(iv.) Individuals who have an indirect conflict of interest with any of the applications are managed based on their ability to remain objective in assessing the application. Individuals who declare an indirect conflict of interest that makes it difficult for them to evaluate an application objectively will be asked to leave the room.

(v.) If any conflict of interest becomes apparent during the discussion of the relevant application, the Chair will ask the juror to leave the room immediately for the remainder of that discussion.

(vi.) If a member of the Grants Committee failed to make proper prior disclosure of his or her conflict(s) of interest and that omission resulted in a profit or benefit to the member or member's family, the Executive Committee of the KAC shall review the circumstances and if satisfied that the member failed to comply with the applicable Conflict of Interest Rules, then the member may be required to compensate the KAC for the profit or benefit improperly realized.

(vii.) The Chair will oversee compliance with conflict of interest rules pertaining to the Grants Committee adjudication meetings.

(viii.) Any concerns or complaints regarding a potential conflict of interest of a member of the Grants Committee shall be made in writing to the Chair of the KAC Board of Directors.



ATTACHMENT D
2019 CKAF Operating Grant Results

Organization	2019 CKAF Grant
Agnes Etherington Art Centre	\$ 75,000.00
Cantabile Choirs of Kingston	\$ 27,183.00
Centre culturel Frontenac	\$ 16,000.00
H'art Centre	\$ 11,655.00
Kingston Canadian Film Festival	\$ 43,911.00
Kingston Symphony Association	\$ 75,000.00
Kingston WritersFest	\$ 41,551.00
Modern Fuel Artist-Run Centre	\$ 48,200.00
Reelout Queer Film Festival	\$ 21,400.00
Theatre Kingston	\$ 41,000.00
Union Gallery	\$ 10,000.00
TOTAL Operating Grant Funds Awarded in 2019	\$ 410,900.00



ATTACHMENT E
2019 CKAF Project Grant Results

Project	Organization/Collective	2019 CKAF Grant
2020 Juvenis Festival	Blue Canoe Productions	\$ 17,000.00
Electric Circuits Festival 2020	Electric Circuits Collective	\$ 15,000.00
Festival of Live Digital Art (foldA)	SpiderWebShow	\$ 13,000.00
Fun House Concert Series	Kingston Punk Productions	\$ 5,100.00
In Dulci Jubilo - Freeing the Voice	Melos Choir and Period Instruments	\$7,528.00
Ka'tarohkwi Languages Nest	Kingston Filmmakers Collective	\$ 13,762.00
King Con 2019/2020	King Con Collective	\$ 11,000.00
Kingston Multicultural Arts Festival	Kingston Community Health Centres	\$11,160.00
Kingston Women's History Project	The Circus Kingston Collective	\$ 17,000.00
Live Wire Music Series 2019-2020	Live Wire Music Series	\$ 2,250.00
Midwinter Solstice Celebration	Calliope Collective	\$ 13,800.00
Shortwave Theatre Festival	CFRC 101.9FM	\$ 15,000.00
Skeleton Park Arts Festival	Skeleton Park Arts Festival	\$18,500.00
Tone Deaf Festival and Satellite Concerts 2019-2020	Tone Deaf Collective	\$16,000.00
TOTAL Project Grant Funds Awarded in 2019		\$ 176,100.00



2019 CKAF Analysis of Grant Results

Operating Grants	2007	2008	2009*	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019
Grants Requested	\$535,000	\$424,500	\$491,500	\$398,500	\$427,860	\$462,419	\$462,250	\$440,250	\$525,661	\$437,195	\$447,000	\$467,450	\$451,000
Grants Recommended	\$300,000	\$300,000	\$300,000	\$318,300	\$335,000	\$345,500	\$359,750	\$365,750	\$381,370	\$382,571	\$394,431	\$402,500	\$410,900
Applicants Requesting Funding	14	12	14	11	12	13	12	11	13	11	11	12	11
Applicants Recommended for Funding	8	9	9	9	10	10	10	10	10	10	11	11	11
Requests as a % of available funds	178%	142%	164%	125%	128%	134%	129%	120%	138%	114%	113%	116%	110%
% of Applicants to receive funding	57%	75%	64%	82%	83%	77%	83%	91%	77%	91%	100%	92%	100%
% of Applicants declined	43%	25%	36%	18%	17%	23%	17%	9%	23%	9%	0%	8%	0%



% of Requested Funding granted	56%	71%	61%	80%	78%	75%	78%	83%	73%	88%	88%	86%	91%
Average Grant	\$37,500	\$33,333	\$33,333	\$35,367	\$33,500	\$34,550	\$35,875	\$36,575	\$38,137	\$38,257	\$35,857	\$33,541	\$37,354



Project Grants	2007	2008	2009*	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019
Grants Requested	\$373,686	\$387,190	\$394,718	\$237,500	\$361,007	\$303,779	\$361,911	\$345,921	\$401,276	\$365,190	\$389,293	\$294,528	\$332,186
Grants Recommended	\$130,000	\$135,300	\$133,050	\$130,000	\$145,000	\$149,934	\$150,250	\$153,500	\$166,000	\$166,927	\$169,430	172,500	\$176,100
Applicants Requesting Funding	32	32	36	23	30	27	32	28	31	30	27	22	24
Applicants Recommended for Funding	17	17	16	18	18	20	20	20	19	18	15	14	14
Requests as a % of available funds	287%	286%	297%	183%	249%	203%	226%	221%	242%	219%	230%	171%	189%
% of Applicants to receive funding	53%	53%	44%	78%	60%	74%	63%	71%	61%	60%	56%	64%	58%
% of Applicants declined	47%	47%	56%	22%	40%	26%	38%	29%	39%	40%	44%	36%	42%



% of Requested Funding granted	35%	35%	34%	55%	40%	49%	44%	45%	41%	46%	44%	59%	53%
Average Grant	\$7,647	\$7,959	\$8,316	\$7,222	\$8,056	\$7,497	\$8,013	\$7,818	\$8,737	\$9,274	\$11,295	\$12,321	\$12,579

*2009 was the final year applicants could receive both Operating and Project grants.