



**City of Kingston
Report to Council
Report Number 24-006**

To: Mayor and Members of Council
From: Jennifer Campbell, Commissioner, Community Services
Resource Staff: Kevin Gibbs, Acting Director, Heritage Services
Date of Meeting: December 5, 2023
Subject: Approval of the Project and Operating Grant
Recommendations for the 2023-2024 City of Kingston Heritage
Fund as Administered by the Kingston and Area Association
of Museums, Art Galleries and Historic Sites

Council Strategic Plan Alignment:

Theme: 5. Drive Inclusive Economic Growth

Goal: 5.7 Foster culture, history, education, arts and recreation (CHEAR).

Executive Summary:

The purpose of this report is to request that Council approve the recommendations submitted by the Kingston and Area Association of Museums, Art Galleries and Historic Sites (KAM) with regard to the 2023-2024 City of Kingston Heritage Fund (CKHF) in support of both Operating and Project Grants. This funding program was first established in 2013 and is administered by KAM on behalf of the City through a Service Level Agreement (SLA).

Applications to the fund for Operating Grants (Large Operating Grants and Small Operating Grants) and Project Grants (Community Cultural Heritage Project Grants and Cultural Heritage Development Grants) were received in September 2023 and KAM convened two Adjudication Committees tasked with assessing the applications received in each stream. The Adjudication Committees completed their assessments in September and October 2023 and the KAM Board of Directors ratified their recommendations on October 4, 2023. Council is now being asked to approve these recommendations in accordance with the Administrative Plan, City of Kingston

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Heritage Fund, 2023-2024, previously approved by Council on June 20, 2023 through [Report Number 23-170](#).

The recommendations submitted by KAM regarding the distribution of Operating Grants and Project Grants through the CKHF in 2024 are attached to Report Number 24-006 as Exhibit A.

Recommendation:

That Council approve the recommendations submitted by the Kingston and Area Association of Museums, Art Galleries and Historic Sites with regard to the 2023-2024 City of Kingston Heritage Fund, in support of both Operating and Project Grants as outlined in the 'CKHF Adjudication Report 2023-2024', attached to Report Number 24-006 as Exhibit A; and

That Council direct the Kingston Association of Museums, Art Galleries and Historic Sites to release the Operating and Project Grants, as approved, totaling \$428,496.37 to the successful applicants.

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Authorizing Signatures:

ORIGINAL SIGNED BY COMMISSIONER

**Jennifer Campbell,
Commissioner, Community
Services**

ORIGINAL SIGNED BY CHIEF

ADMINISTRATIVE OFFICER

**Lanie Hurdle, Chief
Administrative Officer**

Consultation with the following Members of the Corporate Management Team:

Paige Agnew, Commissioner, Development & Growth Services	Not required
Neil Carbone, Commissioner, Corporate Services	Not required
David Fell, President & CEO, Utilities Kingston	Not required
Peter Huigenbos, Commissioner, Major Projects & Strategic Initiatives	Not required
Brad Joyce, Commissioner, Infrastructure, Transportation & Emergency Services	Not required
Desirée Kennedy, Chief Financial Officer & City Treasurer	

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

The City of Kingston's annual investment in the Heritage Fund provides critical support for museums, heritage projects, cultural groups and historical societies to improve on and expand how Kingston's stories are shared. Operating Grants (Large Operating Grants up to \$75,000 and Small Operating Grants up to \$5,000) help provide stable base-funding for museums and heritage organizations in Kingston. Project Grants (Community Cultural Heritage Project Grants up to \$20,000 and Cultural Heritage Development Grants up to \$5,000) support cultural heritage initiatives in Kingston that expand the histories, stories and programs that sites and community groups can offer. Since its inception in 2013, over \$2.6 million in funding has been allocated through the Heritage Fund and 107 grants have been awarded as of 2023. Operating Grants have helped to develop nine community museums and heritage organizations in Kingston and 31 organizations have been supported through Project Grants.

City of Kingston Heritage Fund 2023-2024

As part of its 2023 SLA with the City, KAM was asked to develop and submit an Administrative Plan for the 2023-2024 CKHF. The 2023-2024 Administrative Plan was approved by Council on June 20, 2023 ([Report Number 23-170](#)). A total of \$349,015.56 was also approved as part of the 2023 operating budget for the Heritage Services Department to support the CKHF in 2023-2024. Earned interest (\$69.20), and unallocated funds from previous years (\$99,580.61) were added to the available funds as per the Administrative Plan, bringing the total amount available to be allocated in the 2023-2024 fund cycle to \$448,665.37. In 2022-2023 the total amount available to be allocated was \$419,275.98, representing an increase of approximately 7% for the 2023-2024 fund cycle.

Adjudication Committees

Two separate Adjudication Committees were convened by KAM in September and October 2023 to assess the applications received. Cameron Smith served as the Chair of both Grant Committees. Kevin Gibbs, Acting Director (City of Kingston, Heritage Services), participated as an ex-officio, non-voting member of the Committees as did Jamie McKenzie-Naish (Grants Officer, CKHF, KAM Managing Director) and Deborah Holdich (Grants Assistant CKHF, KAM Coordinator).

To serve on the Operating and Project Grant Committees, Council appointed Councillor Stephen and Councillor Cinanni to participate as ex-officio, non-voting members.

Voting members of the Operating Grant Committee were Michael Rikley-Lancaster, Kim Hill-Tout, Jim Neill, Judith Brown and Brianne Franklin. Voting members of the Project Grant Committee were Jake Miller, Hugh Ostrom, Deirdre Bryden, Heather Home and Linda Tsuji.

As outlined in the Administrative Plan for 2023-2024, Operating Grants are divided into two streams, referred to as "Large Operating Grants" and "Small Operating Grants". Project Grants

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are also split into two grant streams: “Community Cultural Heritage Project Grants” and “Cultural Heritage Development Grants.” The Community Cultural Heritage Project Grants support community projects developed by applicant organizations while the Cultural Heritage Development Grants support projects that address identified thematic gaps or that support product readiness improvements at organizations. For 2023-2024, applications to this grant stream focussed on the theme: “Indigenization, Inclusion, Diversity, Equity & Accessibility Program Development”.

In total, the Fund received 17 eligible grant applications in 2023 (all recommended for funding), representing a total request of \$508,400. By comparison, the Fund received 18 grant applications in 2022, representing a total request of \$518,944.00. Within the 2023 applications, five applications were for Large Operating Grants, one application was for a Small Operating Grant, five applications were for Community Cultural Heritage Grants and six applications were for Cultural Heritage Development Grants.

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 and encourage growth. They are also intended to support core operating expenses as well as program-related costs. In response to the needs of the heritage sector, the Administrative Plan includes two different levels of support: (1) Large Operating Grants and (2) Small Operating Grants. Large Operating Grants, up to \$75,000, are designed to support larger, well-established organizations that operate year-round. Small Operating Grants, up to \$5000, are designed to support smaller scale organizations that operate on a seasonal or otherwise limited basis.

Applications were received from six eligible applicants and the total amount recommended to be awarded in this stream is \$315,307.75. This leaves \$69.00 from the 2023-2024 funds to be carried forward into 2024-2025. In addition, returned Operating Grant funds from the previous grant cycle in the amount of \$254.25 will be carried forward into 2024-2025. Five grants are Large Operating Grants and one is a Small Operating Grant.

Table 1: Operating Grants, Recommended Funding Allocations, City of Kingston Heritage Fund 2023-24

Applicant	Large or Small Grant	Proposed Award in 2023	% of Organization’s Total 2023 Operating Budget
Beyond Classrooms Kingston	Large	\$61,707.98	59% (54% in 2022-2023)
Frontenac County Schools Museum	Large	\$61,128.81	54% (54% in 2022-2023)

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Marine Museum of the Great Lakes at Kingston	Large	\$62,087.07	3.8% (14% in 2022-2023)
Kingston Historical Society – Murney Tower Museum	Large	\$63,308.59	58% (60% in 2022-2023)
Museum of Health Care at Kingston	Large	\$64,193.14	17.7% (19% in 2022-2023)
Kingston Regional Health Fair	Small	\$2,882.16	39.7% (51% in 2022-2023)
Total Operating Grants	\$315,307.75		

Funding Recommendations – Project Grants

Project Grants are designed to encourage the development and creation of innovative cultural heritage programming and initiatives that promote cultural vitality in a more focused way. Eleven eligible Project Grant applications were submitted. Five applications were for Community Cultural Heritage Project Grants and six were for Cultural Heritage Development Grants.

The total funding request for Project Grants in 2023 was \$129,900.00 which is lower than the \$139,944.00 requested in 2022 but significantly higher than the \$72,219.49 requested in 2021.

The total amount recommended to be awarded in the 2023-2024 Project Grant stream is \$113,188.62, with \$83,288.62 going to Community Cultural Heritage Project Grants and \$29,900.00 going to Cultural Heritage Development Grants.

Table 2: Community Cultural Heritage Grants, Recommended Funding Allocation, City of Kingston Heritage Fund 2023-24

Project	Organization	Grant Amount
Women’s Pop Up History	Canadian Museum of Women’s History	\$11,644.31
Veteran’s Week Kingston Celebration	Military Communication & Electronics Museum Foundation	\$20,000

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Making Artifacts Accessible	Kingston Scout Museum	\$11,644.31
L'Or Vador – Phase 2	Beth Israel Congregation	\$20,000
The Kingston Film Heritage Project	Lakeshore Parents Council Inc.	\$20,000
TOTAL Community Cultural Heritage Grants		\$83,288.62

Table 3: Cultural Heritage Development Grants, Recommended Funding Allocation, City of Kingston Heritage Fund 2023-2024

Project	Applicant	Grant Amount
Indigenous Veterans' Week Kingston Celebration	Military Communications & Electronics Museum Foundation	\$5,000
Mashkawizii Miinikaanan: Strong Seeds	Kingston School of Art	\$4,900
Indigenous Resurgence	Beyond Classrooms Kingston	\$5,000
Frontenac County Schools Museum Oral History Project	Frontenac County Schools Museum	\$5,000
The Kingston Film Heritage Project	Lakeshore Parents Council Inc.	\$5,000
Making the Website French Accessible	Kingston Scout Museum	\$5,000
TOTAL Cultural Heritage Development Grants		\$29,900

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Unallocated Funds and Carry Forward

Each year unallocated funds or funds returned from previously approved grants are held by KAM in accordance with the CKHF Administrative Plan and are then added under the terms of the Administrative Plan to the funds approved by Council as part of the subsequent year’s Heritage Services Operating budget. The total carry forward into 2024 is \$31,072.10, which is a significant reduction from the \$99,580.61 in unallocated funds from the previous grant cycle. This move towards greater alignment between funds available and funds allocated reflects a greater capacity for museums and community organizations to undertake projects as sector recovery from the COVID-19 pandemic continues. Table 4 provides a break down of the sources of these funds.

Table 4: Summary of Funds to be Carried Forward for Award as part of the City of Kingston Heritage Fund 2024-2025

Fund Source	Carry Forward Amount
Returned to Operating Fund from 2022-2023 Award	\$254.25
Unawarded in 2023-2024 Operating Fund	\$69.00
Unawarded in 2023-2024 Cultural Heritage Development Fund	\$20,100.00
Returned to Cultural Heritage Development Fund from 2022-2023 Award	\$645.25
Returned to Community Cultural Heritage Project Fund from 2022-2023 Award	\$10,003.60
Total Carry Forward to 2024-2025 Grant Cycle	\$31,072.10

Next Steps

In accordance with the Administrative Plan for 2023-2024, the KAM Board of Directors approved the two Grant Committees’ recommendations in October 2023. Council is now being asked to approve these recommendations so that the funding amounts as identified can be distributed at the beginning of 2024. Once the funds have been awarded, KAM will finalize its review of the

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Administrative Plan for 2024-2025 and make recommendations for improvements to enhance the program in future years.

Existing Policy/By-Law:

None

Notice Provisions:

None

Accessibility Considerations:

None

Financial Considerations:

Funds to support the CKHF in 2023-2024, totalling \$349,015.56, were approved as part of the 2023 Operating budget for the Heritage Services Department. In addition, earned interest (\$69.20) and unallocated funds from previous years (\$99,580.61) were added to the available funds as per the guidelines of the fund's Administrative Plan, bringing the total amount available to be allocated in the 2023-2024 fund cycle to \$448,665.37. The total amount being recommended for allocation in the 2023-2024 fund is \$428,496.37. Unallocated funds from Cultural Development Project Grants (\$20,100.00) and Operating Grants (\$69.00) and returned funds from the previous grant cycle including \$254.25 from Operating grants, \$10,003.60 from Community Cultural Heritage Grants and \$645.25 from Cultural Development Project Grants) will be carried forward as per the guidelines of the fund's Administrative Plan adding \$323.25 to available funds for Operating Grants in 2024-2025, \$10,003.60 for Community Cultural Heritage Grants and \$20,745.25 available for Cultural Development Project Grants in 2024-2025.

Contacts:

Kevin Gibbs, Acting Director, Heritage Services, 613-546-4291 extension 1354

Other City of Kingston Staff Consulted:

None

Exhibits Attached:

Exhibit A – CKHF Adjudication Report 2023-2024

CKHF ADJUDICATION REPORT 2023-2024

The Kingston & Area Association of Museums, Art Galleries and Historic Sites, Inc. (KAM) is pleased to submit an Adjudication of Applications Report for the City of Kingston Heritage Fund (CKHF) 2023-2024 grant cycle.

October 2023

Ratified by the Kingston & Area Association of Museums, Art Galleries and Historic Sites Board of Directors on October 4th, 2023.



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



GENERAL PRINCIPLES

The Kingston Culture Plan (2010) identified the establishment of a heritage fund as a priority to help develop the sector and to enrich the cultural experiences available to Kingston residents and visitors. This fund 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. The CKHF provides four types of grants: Large Operating, Small Operating, Community Cultural Heritage Projects and Cultural Development Heritage Projects, through two core-funding categories: Operating and Project. 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 as the manager of 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 of this grant program successfully.

ADMINISTRATIVE PLAN

KAM submits an annual Administrative Plan - City of Kingston Heritage Fund: 2023-2024 (Admin Plan) - as part of a Service Level Agreement (SLA) with the City of Kingston, through the Heritage Services Department. The Admin 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 to seek input from the community and stakeholders.

In early 2023, the 2023-2024 Administrative Plan was revised, and the new 2023-2024 Administrative Plan was presented to the KAM Board and approved in May 2023, and in turn was presented to the Kingston City Council and approved June 19th, 2023. All details on the CKHF grant program are available through the KAM website: kingstonmuseums.ca/CKHF.

COMMUNICATIONS STRATEGY

Each year, KAM develops a communication strategy for the CKHF program cycle. Building on the promotional asset development completed in early 2023, this year's strategy included a variety of infographics (see **Attachment A**), a robust social media campaign, CKHF webpage on the KAM website, traditional press releases, a public information webinar, as well as our annual grant writing workshop series.

KAM facilitated an online public information session about the CKHF grant program on July

17th, 2023. KAM also hosted two free, online (through ZOOM) Grant Writing Workshops-Critical Approaches to Project Grants on July 20th, 2023, and Critical Approaches to Operating Grants on July 27th, 2023. Each session explored the grant writing process as a whole and the skills associated with this process, and then more specifically at the CKHF program itself. Participants registered through Eventbrite (see **Attachment B**). To support these sessions, the Grant Review Officer also developed an infographic entitled: “Top Tips for Grant Writing.” This infographic was shared through the KAM website, as well as over social media (see **Attachment C**).

APPLICATION PROCESS

The CKHF 2023-2024 grant cycle launched July 7th, 2023. Digital applications, as well as grant guidelines, were available from the CKHF webpage within the KAM website. During August 2023, the CKHF Grant Review staff offered one-on-one appointments every Wednesday with potential grant applicants, as well as supporting additional requests and questions by email and phone.

Deadlines for submission of CKHF applications was September 12th, 2023, for Operating Grants and September 19th, 2023, for Project Grants. All applications were submitted digitally to the KAM office. Staff then reviews each application completeness and eligibility, organizes, and makes available to the CKHF Adjudication committees for adjudication.

ADJUDICATION PROCESS

The CKHF adjudication is a peer-assessment process, at arms-length from the City of Kingston. There is a separate adjudication committee for each funding stream – operating and projects. The adjudication committee members consist of voting and non-voting members. This arms-length character is achieved by ensuring that the voting members of the jury had no affiliation to the City of Kingston. Voting members of the committee are composed of cultural heritage professionals, practitioners, and/or community persons who are knowledgeable about and interested in cultural heritage, with high standing and strong connections within the sector. Other criteria for voting members described in the 2023-2024 Admin Plan include:

- 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;
- able to articulate their opinions, work in a group decision-making environment, and have good communication skills.

Assuming a peer assessment approach to adjudication ensures that the cultural heritage

community has a voice in how funds are distributed and that those with knowledge and experience evaluate the applications. CKHF Operating Grant applications are considered separately from CKHF Project Grant applications; each adjudication committee includes different voting jury members.

CHOOSING VOTING MEMBERS FOR THE ADJUDICATION COMMITTEE

Previous years' jurors were contacted first regarding their interest and eligibility to return to the adjudication committees. All new, potential jury members for the 2023-2024 grant cycle 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 and cultural heritage more generally. KAM reviewed all documents submitted to ensure that those selected met the juror eligibility requirements. For the 2023-2024 CKHF grant cycle, five jurors returned from the previous year's cycle and five new jurors were recruited for this year's cycle. The KAM Board of Directors approved the CKHF Juror list for the 2023-2024 cycle on September 8th, 2023. The CKHF 2023-2024 Grants Committee members are listed in **Attachment D**.

MEETINGS

Each adjudication committee met twice within a two-week period to discuss and assess the applications. This year adjudication meetings returned to an in-person format and followed established agendas. The Operating Grant adjudication meetings were held at 6:00pm on September 18th and September 25th, 2023. The Project Grant adjudication meetings were held at 6:00 p.m. on September 26th and October 2nd, 2023.

Confidentiality Agreement and Conflict of Interest: All jurors, both new and returning, were required to submit a signed and dated *Confidentiality Agreement and Conflict of Interest Declaration* prior to adjudication, acknowledging they read, understood, and agreed to the rules of Confidentiality as it pertained to CKHF during the first meeting. 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. All jurors were also required to disclose any personal or pecuniary interest in any application submitted and agree to conform to the conflict-of-interest rules and procedures as cited in the CKHF Administration Plan. One juror from the Operating Committee declared a conflict of interest for two different applications, and one voting member from the Project Committee declared a conflict of interest with one applicant for the 2023-2024 grant cycle.

Procedure: Prior to the first meeting, all committee members, voting and non-voting, were supplied with the appropriate MS Teams document folders, which included agendas, a copy of the 2023-2024 Admin Plan, the CKHF Juror's Guide, the CKHF Confidentiality Agreement and Conflict of Interest Declaration form, CKHF scoring matrices, Applicant Report Cards (returning

applicants only), and applicant submissions.

The CKHF Chair explained and clarified the adjudication processes and protocols during the first adjudication meeting, and each application was discussed within the group. Key information was presented at the first 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 support data relating to the amount requested, including percentage of total budget. Following this meeting, jurors scored each application independently, and returned their scoring matrices to the CKHF Grants Review Officer for aggregation and funding allocation calculation – as outlined in the Admin Plan. The second adjudication meeting reviewed the aggregated scores, associated funding allocations, and discussed any relevant funding conditions.

Discussions: Committee members assessed each application in detail based on the published assessment criteria. Committee members, both voting and non-voting 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 funding decisions as per the guidelines in the 2023-2024 Admin Plan.

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

Evaluation of Adjudication Process: Following the final adjudication committee meeting, all members of the committee, voting and non-voting were sent an electronic link to a digital survey, asking them evaluative questions about the jury process and the CKHF grant program in general. This feedback will assist in reviewing protocols and processes for the next grant cycle.

ALLOCATION OF FUNDS

2023-2024 Operating Grants: six organizations applied for operating funding in total - five Large Operating Grant applications and one Small Operating Grant applications. All were returning applicants from the previous cycle. The six applicants requested a total amount of \$378,500.00, exceeding the available funds by \$63,23.25 or 20%. The total amount awarded (based on the merit-based assessment/allocation strategy) to applicants was \$330,350.37, exceeding the funds available by \$14,942.62 or 4.7%. On average, the requested amounts for operating funding constituted 43% of the applicants total operating budgets, ranging from 5% to 65% for individual applicants. **The 2023-2024 CKHF Operating Jury committee awarded grants to six organizations for a total allocated amount of \$315,376.75, with \$0.00 to be carried over into 2025.**

2023-2024 Community Cultural Heritage Project Grants: five organizations applied for

Community Cultural Heritage Grants. Total applications for this project grant stream decreased from last year’s applicant pool, though not by a significant amount. The Grant Review Officer (GRO) reported that several applicants reached out to discuss project ideas and their viability but were having issues finding non-profit organizations who were eligible to sponsor them in the application process. The five applicants requested a total amount of \$100,000.00, oversubscribing available funds by \$16, 711.38 or 20%. **The 2023-2024 CKHF Project Jury committee awarded grants to five projects for a total allocated amount of \$83, 288.62, with \$0.00 to be carried over into 2025.**

2023-2024 Cultural Heritage Development (Project) Grants: two CKHF operating grant applicants, three Community Cultural Heritage project grant applicants, and one independent organization (with no other CKHF applications) applied for Cultural Heritage Development Grants, for a total of six applicants. Three applicants focused on Indigenous programming initiatives, two applicants focused on EDI initiatives, and one applicant focused on Accessibility. These applicants requested a total amount of \$29,900.00, undersubscribing available funds by \$20,100.00 or 40%. However, the number of applicants to this grant stream has increased each year since its introduction in 2021-2022. The 2023-2024 CKHF Project Jury committee awarded grants to six applicants for a total allocated amount of \$29,900.00, with \$20,100.00 to be carried over into 2025. Detailed results for both funding streams are available in **Attachment E.**

BALANCE OF FUNDS

As of September 1st, 2023, the unallocated balance of CKHF funds was as follows:

Area of Allocation	Amount of Funds
2023-2024 City of Kingston Heritage Fund	\$448, 596.17
Interest Earned in 2023 (to date)	\$69.20
Total 2023-2024 CKHF Funds available for distribution	\$448, 665.37
<i>Portion of Funds available for Operating Grants in 2023-2024</i>	<i>\$ 315, 376.75</i>
<i>Portion of Funds available for Community Cultural Heritage Project Grants in 2023-2024</i>	<i>\$ 83, 288.62</i>
<i>Portion of Funds available for Cultural Heritage Development Grants in 2023-2024</i>	<i>\$50,000.00</i>

As of October 3rd 2023, the allocated funds for CKHF 2023-2024 were as follows:

Area of Allocation	Amount of Funds
Deferred and Unassigned funds for future CKHF cycles	\$66, 268.99
Total Funds awarded to Operating Grants in 2023-2024	\$ 315,307.55
Unallocated Operating Funds in 2023-2024	\$0.00

Area of Allocation	Amount of Funds
Returned Operating Funds (from previous cycle)	\$254.25
Total Funds available to future CKHF (Operating)	\$254.25
Total Funds awarded to Community Cultural Heritage Project funds in 2023-2024	\$83, 288.62
Unallocated funds from Community Project funds in 2023-2024	\$0.00
Returned funds from Community Project funds (from previous cycle)	\$10,003.60
Total Funds available to future CKHF (Community Projects)	\$10,003.60
Total Funds awarded to Development Projects Grants in 2023-2024	\$29, 900.00
Unallocated Funds from Development Projects Grants in 2023-2024	\$20, 100.00
Returned Development Projects funds (from previous cycle)	\$645.25
Total Funds available to future CKHK (Development Projects)	\$20, 745.25

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. KAM notifies the City of Kingston of all concerns and complaints received.

ANNOUNCEMENT OF THE 2023-2024 CKHF PROGRAM RESULTS

Upon ratification of the CKHF Adjudication Report 2023-2024 by the KAM Board of Directors in October 2023, this report will be submitted to Heritage Services, and ultimately will be presented for ratification by Kingston City Council in December 2023. Following this, KAM notifies all applicants of the jury's decision regarding their application. Successful applicants are sent a digital grant package, which includes a Notice of Award, a Grant Agreement contract, reporting templates and appropriate logo files and guidelines for use. To receive their grant funds, recipients must attend a MS Teams online meeting to review the CKHF grant program conditions, as well as submit a signed copy of their Grant Agreement contract and provide proof of insurance. Once the recipients have been notified, KAM will release a press release that announces the 2023-2024 City of Kingston Heritage Fund recipients and publicly posts the information on the KAM website. KAM will produce a social media-friendly awards video highlighting 2024 CKHF recipients with introduction and congratulations from the mayor, which will be publicly posted in late January/early February 2024.

I respectfully submit this report.

Cameron Smith


Cameron Smith

Chair, City of Kingston Heritage Fund 2023-2024 Grants Committee

ATTACHMENT A: CKHF INFOGRAPHICS (EXAMPLES)

CKHF Operating Grants

CKHF Operating Grants provide support to Kingston's non-profit, cultural heritage organizations for operational stability and capacity-building, as well as the development and delivery of cultural heritage programming and services in the community.



There are two Operating Grant Categories:

- Large Operating Grants**
\$75,000 (max)
- Small Operating Grants**
\$5,000 (max)

kingston and area association of museums art galleries + historic sites

2023-2024

CKHF Project Grants

CKHF Project Grants nurture and support specific cultural heritage initiatives within the local Kingston community.



There are two Project Grant Categories:


- Community Cultural Heritage Project Grants**
\$20,000 (max)
- Cultural Heritage Development Project Grants**
\$5,000 (max)

kingston and area association of museums art galleries + historic sites

2023-2024

City of Kingston Heritage Fund (CKHF) 2023-2024

The CKHF supports cultural heritage organizations and initiatives in their efforts to share Kingston's stories and histories.



Over \$175 Million dollars invested in the community since 2014.

- Applications for the 2023-2024 grant cycle now closed!
- Thank you for your interest!
- Stay tuned in December for our CKHF 2023-2024 Awards Announcement!

kingston and area association of museums art galleries + historic sites

For further information visit: www.kingstonmuseums.ca

A SHORT GUIDE TO THE CITY OF KINGSTON HERITAGE FUND



The CKHF supports cultural heritage organizations and initiatives in their efforts to share Kingston's stories and histories.

**\$488,596 AVAILABLE
FOR 2023-2024 !**



- AVAILABLE GRANTS:
- LARGE OPERATING (\$75,000 MAX)
- SMALL OPERATING (\$5,000 MAX)
- COMMUNITY CULTURAL HERITAGE PROJECT (\$20,000 MAX)
- CULTURAL HERITAGE DEVELOPMENT PROJECT (\$5,000 MAX)

- ELIGIBILITY:
- BASED WITHIN THE MUNICIPALITY KINGSTON
- BE INCORPORATED AS A NON-PROFIT
- HAVE A CULTURAL HERITAGE FOCUS
- DEMONSTRATE ALIGNMENT WITH CKHF OBJECTIVES



**\$315,307
IN OPERATING GRANTS**

**\$83,288 IN COMMUNITY
CULTURAL HERITAGE
PROJECT GRANTS**

**\$50,000 IN CULTURAL
HERITAGE DEVELOPMENT
PROJECT GRANTS**

SUBMISSION DEADLINES

**SEPTEMBER 12TH 2023
(3:00 PM) FOR OPERATING
GRANTS**

**SEPTEMBER 19TH 2023
(3:00 PM) FOR PROJECT
GRANTS**



THE FOCUS OF CULTURAL HERITAGE DEVELOPMENT GRANTS FOR 2024:

- INDIGENIZATION, INCLUSION,
DIVERSITY, EQUITY & ACCESSIBILITY
PROGRAM DEVELOPMENT



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

**FOR MORE
INFORMATION VISIT:**

WWW.KINGSTONMUSEUMS.CA/CKHF



ATTACHMENT B: GRANT WRITING WORKSHOPS & INFORMATION SESSIONS

kingston and area association of museums art galleries + historic sites

City of Kingston Heritage Fund Public Information Session

Monday, July 17th, 2023
11:00 am - 12:30 pm

Diagram illustrating the interconnected components of the Heritage Fund: Governance, Volunteers, Mission, Vision, Strategic Planning, Impact, Financials, Kingston's Stories, Marketing, Project Planning, Staffing, Culture Collaboration Heritage, Collections Planning, Risk Assessment.

KINGSTON

kingston and area association of museums art galleries + historic sites

CKHF Grant Writing Series:
Critical Approaches to Operating Grants

Operating Grants

Diagram illustrating the components of Operating Grants: How do I pull it together?, Project Planning, Staffing/Volunteers, Collections/Outreach, Risk Assessment, Audience Marketing, Community Stories, Financials, Impact, Strategic Planning, Governance, Mission/Vision.

KINGSTON

kingston and area association of museums art galleries + historic sites

CKHF Grant Writing Series:
Critical Approaches to Project Grants

Project Grants

Diagram illustrating the components of Project Grants: How do I pull it together?, Research, Structure, I'm getting a plan..., Risk?, Marketing, People are interested..., Budget, Impact?, I have an idea..., Purpose?, Voice?, Research, Structure, I'm getting a plan..., Risk?, Marketing, People are interested..., Budget, Impact?, I have an idea..., Purpose?, Voice?

KINGSTON

ATTACHMENT C: “TOP TIPS FOR GRANT WRITING”



kingston and
area association
of museums
art galleries +
historic sites

TOP TIPS

FOR

GRANT WRITING


TIP #1



Do Your Research.

Are you a right fit for the grant program? Is the grant program the right fit for you?


TIP #2



Be Clear, Concise and Convincing.

This is your chance to tell your story, and why it matters.

TIP #3



Focus on Deliverables.

What are your **OUTCOMES** (what you want to do) and your **OUTPUTS** (what you will do to achieve them).

TIP #4



Emphasize Impact.

Don't talk about what the grant money will do for you, but what you will be able to do for the community with the grant money.

WWW.KINGSTONMUSEUMS.CA

ATTACHMENT D: GRANT ADJUDICATION COMMITTEE **MEMBERSHIP**

CKHF OPERATING GRANT COMMITTEE – 2023-2024

Name of Juror	Description of Role
Cameron Smith	Chair of the Committee. Saint Lawrence Parks Commission (SLPC)
Michael Rikley-Lancaster	Voting Juror. Secretary of the Board – Ontario Museum Association
Kim Hill-Tout	Voting Juror. PhD Candidate, Department of Geography & Planning, Queen’s University
Jim Neill	Voting juror. Limestone DSB Trustee and former City of Kingston Councillor.
Judith Brown	Voting juror. Kingston African Caribbean Collective; Limestone DSB Trustee
Brianne Franklin	Voting Juror. Executive Director, Tett Centre for Creativity & Learning
Wendy Stephen	Non-voting ex-officio. Councillor, City of Kingston.
Kevin Gibbs	Non-voting ex-officio. Manager of Heritage Programming, City of Kingston
Jamie McKenzie-Naish	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 – 2023-2024

Name of Juror	Description of Role
Cameron Smith	Chair of the Committee. Saint Lawrence Parks Commissions (SLPC)
Jake Miller	Voting juror. Programming & Outreach Librarian, Kingston Frontenac Public Library
Hugh Ostrom	Voting Juror. Cultural Resource Manager, Parks Canada
Deirdre Bryden	Voting Juror. Archivist, Queen’s University Archives
Heather Home	Voting Juror. Archivist, Queen’s University Archives
Linda Tsuji	Voting juror. Curator, Miller Museum of Geology
Vincent Cinanni	Non-voting ex-officio. Councillor, City of Kingston.
Kevin Gibbs	Non-voting ex-officio. Manager of Heritage Programming, City of Kingston.
Jamie McKenzie-Naish	Non-voting ex-officio. Grants Officer, CKHF. KAM Managing Director.
Debbie Holdich	Non-voting ex-officio. Grants Assistant, CKHF. KAM Coordinator.

ATTACHMENT E: GRANT ALLOCATION RECOMMENDATIONS

CKHF 2023-2024 OPERATING GRANTS

Large Operating Grant Recipient	CKHF Grant	% of total operating budget
Beyond Classrooms Kingston	\$61,707.98	59%
Frontenac County Schools Museum	\$61,128.81	54%
Marine Museum of the Great Lakes at Kingston	\$62,087.07	3.8%
Kingston Historical Society – Murney Tower Museum	\$63,308.59	58%
Museum of Health Care at Kingston	\$64,193.14	17.7%
TOTAL Large Operating Grants Awarded: \$312,425.59		

Small Operating Grant Recipient	CKHF Grant	% of total operating budget
Kingston Regional Heritage Fair	\$2,882.16	39.7%
TOTAL Small Operating Grants Awarded: \$2,882.16		

CKHF 2023-2024 COMMUNITY CULTURAL HERITAGE PROJECT GRANT

Project Title	Organization	Amount
Women's Pop Up History	Canadian Museum of Women's History	\$11,644.31
Veterans' Week Kingston Celebration	Military Communications & Electronics Museum Foundation	\$20,000.00
Making Artifacts Accessible	Kingston Scout Museum	\$11,644.31
L'Or Vador – Phase 2	Beth Israel Congregation	\$20,000.00
The Kingston Film Heritage Project	Lakeshore Parents Council Inc	\$20,000.00
TOTAL Community Project Funds Awarded: \$83,288.62		

CKHF 2023-2024 CULTURAL HERITAGE DEVELOPMENT GRANT
“Indigenization, Inclusion, diversity, Equity & Accessibility Program Development”

Project Title	Thematic	Organization	Amount
Indigenous Veterans' Week Kingston Celebration	Indigenous programming	Military Communications & Electronics Museum Foundation	\$5,000.00
Mashkawizii Miinikaanan: Strong Seeds	Indigenous programming	Kingston School of Art	4,900.00
Indigenous Resurgence	Indigenous programming	Beyond Classrooms Kingston	\$5,000.00
Frontenac County Schools Museum Oral History Project	EDI	Frontenac County Schools Museum	\$5,000.00
The Kingston Film Heritage Project	EDI	Lakeshore Parents Council Inc.	\$5,000.00
Making the Website French Accessible	Accessibility	Kingston Scout Museum	\$5,000.00
TOTAL Cultural Heritage Development Project Funds Awarded: \$29, 900.00			