



City of Kingston
Arts, Recreation & Community Policies Committee
Agenda

2025-05
Thursday, October 30, 2025
6:00 p.m.
Council Chamber

Committee Composition

Councillor Glenn, Chair
Councillor Amos
Councillor Boehme
Councillor Chaves
Councillor Ridge
Councillor Stephen

Please provide regrets to Iain Sullivan, Committee Clerk at 613-546-4291, extension 1864 or isullivan@cityofkingston.ca
Watch live on the [City of Kingston website](#) or register to receive the [Zoom](#) link.

Pages

1. Call to Order
2. Approval of the Agenda
3. Confirmation of Minutes

That the minutes of Arts, Recreation & Community Policies Committee Meeting 2025-04, held Thursday, June 26, 2025, be approved.

4. Disclosure of Pecuniary Interest
5. Delegations
6. Briefings
7. Business

1. City of Kingston Arts Fund New Framework and 2025 Grant Recommendations

The Report of the Commissioner of Community Services (ARCP-25-008) is attached.

Recommendation:

That the Arts, Recreation & Community Policies Committee recommend to Council:

That Council approve the City of Kingston Arts Fund Framework, attached as Exhibit A to Report Number ARCP-25-008; and

That Council approve the Report from the Kingston Arts Council on the Adjudication of Applications to the 2025 City of Kingston Arts Fund, attached as Exhibit B to Report Number ARCP-25-008.

8. Motions

9. Notices of Motion

10. Other Business

11. Correspondence

12. Date of Next Meeting

The next meeting of the Arts, Recreation & Community Policies Committee is scheduled for Thursday, December 11, 2025 at 6:00 p.m.

13. Adjournment



City of Kingston
Report to Arts, Recreation & Community Policies Committee
Report Number ARCP-25-008

To:	Chair and Members of the Arts, Recreation & Community Policies Committee
From:	Jennifer Campbell, Commissioner, Community Services
Resource Staff:	Danika Lochhead, Director, Arts & Culture Services
Date of Meeting:	October 30, 2025
Subject:	City of Kingston Arts Fund New Framework and 2025 Grant Recommendations

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 present the final City of Kingston Arts Fund (CKAF) Framework (Exhibit A) to this Committee and to Council for approval. A draft Framework was presented to this Committee at its meeting on April 24, 2025 ([Report Number ARCP-25-007](#)) along with the CKAF Review Report and Recommendations and the 2025 CKAF Transition Plan, both of which were approved by Council at its meeting on May 6, 2025 ([Report Number 49](#)).

The Framework (Exhibit A) was developed as part of the CKAF Review and will become the guiding policy for the CKAF in terms of its administration and governance. This document will supersede the Kingston Arts Council (KAC) Plan for Administration of Arts Funding for the Corporation of the City of Kingston, and pending approval, will be implemented starting in 2026. The Framework provides guidance and structure to the City's investment of funding for arts organizations, collectives and individual artists through the CKAF. It also outlines how Kingston City Council, City of Kingston staff, KAC staff and the KAC Board of Directors contribute to and govern this work.

October 30, 2025

Page 2 of 7

Pending approval of the new CKAF Framework, the KAC will launch new guidelines, applications and professional development for the CKAF in alignment with the new Framework, starting in 2026. Annual reporting to Council will continue, to ensure that all grant recommendations are approved by Council prior to being distributed.

This report also includes an update on the 2025 CKAF Transition Plan, which included the proposed distribution of grants this year. The Transition Plan was developed to bridge the fund from the previous administrative framework, through the CKAF Review Report and Recommendations and into the new proposed arts funding structure that will be implemented in 2026.

The Transition Plan included grant recommendations for arts organizations who receive CKAF Operating Grants and to annual festivals who receive either Operating or Project Grants. The Transition Plan also included the commitment to issuing an open call for applications for new projects, offering low barrier access to groups seeking funding. A report from the KAC on the Adjudication of Applications to the 2025 City of Kingston Arts Fund is attached to this report (Exhibit B) and outlines the distribution of the CKAF in 2025 in alignment with the 2025 CKAF Transition Plan, and staff are seeking Council approval of the distribution of funds in 2025.

Recommendation:

That the Arts, Recreation & Community Policies Committee recommend to Council:

That Council approve the City of Kingston Arts Fund Framework, attached as Exhibit A to Report Number ARCP-25-008; and

That Council approve the Report from the Kingston Arts Council on the Adjudication of Applications to the 2025 City of Kingston Arts Fund, attached as Exhibit B to Report Number ARCP-25-008.

October 30, 2025

Page 3 of 7

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, Growth & Development Services	Not required
Neil Carbone, Commissioner, Corporate & Emergency Services	Not required
David Fell, President & CEO, Utilities Kingston	Not required
Desirée Kennedy, Chief Financial Officer & City Treasurer	☒
Jenna Morley, City Solicitor	Not required
Ian Semple, Commissioner, Transportation & Infrastructure Services	Not required

October 30, 2025

Page 4 of 7

Options/Discussion:

Background

The CKAF was first established in 2007 and has been an important source of funding for arts in Kingston, and in turn, grant recipients have had significant impacts in the City by delivering public programming, engaging audiences and providing opportunities to participate in the arts, paying artists and employing staff, and contributing to cultural vitality. They have also been able to access other levels of arts funding with municipal support. Since the beginning, the KAC has administered the CKAF on behalf of the City, and this process has been based on the CKAF Plan for Administration.

Based on community and Council interest, and to ensure the CKAF remains relevant and responsive to the needs of the arts sector as well as public interest and access to arts experiences and opportunities, staff have completed a formal and comprehensive review of the CKAF. The results of this review and recommendations for the CKAF was approved by this Committee at its meeting on April 24, 2025 ([Report Number ARCP-25-007](#)) and by Council at its meeting on May 6, 2025 ([Report Number 49](#)).

The recommendations include expansion of eligibility criteria; diverse application methods; new supports for grant applicants to increase access to equity deserving groups; and the revisioning of the grant streams to move from two grant streams to four, including a more inclusive operating grant stream; a dedicated festival grant stream to support these recurring events and activities across Kingston; an updated project grant stream that supports creative arts projects; and a new grant stream that provides funding to individual artists for creation and development. Recommendations also include application of IIDEA (Indigenization, Inclusion, Diversity, Equity and Accessibility) principles across all grant funding streams.

Analysis

The need to develop a new Framework for the CKAF and its administration was identified through the CKAF Review process. Staff developed a draft Framework, in consultation with KAC staff and the Board of Directors, and based on the CKAF Review Report and Recommendations and this framework was presented to this Committee at its meeting on April 24, 2025, for review and feedback. A final Framework is attached to this report as Exhibit A for approval. No major changes have been made to the Framework since the draft was presented.

The Framework provides guidance and structure to the City's investment of funding for organizations, collectives and individual artists through the CKAF. It also outlines how Kingston City Council, City of Kingston staff, KAC staff and the KAC Board of Directors contribute to and govern this work. Additionally, it identifies new goals and priorities for the CKAF and outlines how the CKAF supports organizations, festivals and artists, artist groups and collectives, and it provides a high-level overview of eligibility, assessment and decision making, adjudication criteria and roles, and responsibilities. The KAC will develop new CKAF guidelines, application

October 30, 2025

Page 5 of 7

forms, peer assessment forms and criteria, and all other required grant program materials, in alignment with the Framework, which will be made available to the public and to grant applicants.

This Framework intends to supersede and replace any previous policies and plans related to managing the CKAF, including the KAC Plan for Administration of Arts Funding for the Corporation of the City of Kingston (Plan for Administration). The Plan for Administration is a detailed administration document that has functioned as a policy and governance document, and every year this document comes to Council for approval. Overall, the annual changes to the Plan for Administration have often only included date changes in terms of when applications for the upcoming grant cycle are due and some language changes for clarity, which are more administrative in nature.

The Framework, as a policy and governance document, also clarifies authorities and approvals in relation to the CKAF which includes final authority of the approval of this Framework with City Council and administration of this Framework with the KAC Board of Directors, which aligns with how the Plan for Administration was developed, administered and approved.

2025 Grant Recommendations

Staff are also seeking Council approval on the distribution of the CKAF in 2025, as described in the Report from the KAC on the Adjudication of Applications to the 2025 CKAF, attached to this report as Exhibit B. The distribution of funds is based on the 2025 CKAF Transition Plan (Exhibit C) that Council approved at its meeting on April 24, 2025. The KAC has now successfully completed its implementation. The Transition Plan included funding recommendations for Operating Grants and Project Grants for festivals that are recurring, and a commitment to administering a low barrier grant application process for organizations, groups and artists for Project Grants, with a focus on providing funding to groups who have not received a CKAF grant in recent years.

The allocation of funds for CKAF in 2025 is as follows:

Total allocated to 2025 Operating Grants	\$434,745
Total allocated to 2025 Project Grants – recurring/annual festivals	\$60,000
Total allocated to 2025 Project Grants – new applicants	\$118,045
Total Investment through the CKAF in 2025	\$612,790

October 30, 2025

Page 6 of 7

All organizations, collectives and artists who received a 2025 CKAF grant will be required to apply to the new CKAF, starting in 2026.

A list of all grant recipients can be found in Exhibit B in attachments C and D. For the 2025 CKAF Project Grants that were awarded through an open call for applications and a jury adjudication process, 12 out of 17 recipients were new applicants and had not received a CKAF grant in 2023 and 2024 and together received \$89,045 of the available funding of \$118,045.35. Seventeen applications were received through this grant stream with a total grant request amount of \$317,326.

Next Steps

Pending approval of the new CKAF Framework, the KAC will begin to launch and administer the funding program. This will include significant administrative work to create new guidelines, application forms, budget forms and supporting documents, as well as deliver wide-reaching communications and outreach campaigns to ensure there is broad awareness of the new CKAF and opportunities that are available. The KAC will also be delivering programming and professional development opportunities to support capacity building within the arts sector and to increase access to the CKAF for artists, organizations and collectives.

Funding to support the CKAF Framework will be confirmed as part of the annual operating budget process, in accordance with the Mayor's budget direction.

The CKAF Review process, which led to the creation of the CKAF Framework, included significant public engagement, which was outlined in detail in report to this Committee at its meeting on April 24, 2025.

Existing Policy/By-Law

The CKAF aligns with the Kingston Culture Plan, approved by Council in September 2010, and will be included in a new Kingston Culture Plan that has been included as part of Council's 2023-2026 Strategic Priorities.

Financial Considerations

The report from the KAC on the Adjudication of Applications to the 2025 CKAF includes recommendations on grant distribution based on the approved budget for the CKAF of \$612,790, which was included in the 2025 Arts & Culture Services operating budget.

Interest earned on the CKAF in 2024 and 2025 and any unallocated or returned CKAF grants from previous years will be added to the available CKAF grants in 2026.

October 30, 2025

Page 7 of 7

Contacts:

Danika Lochhead, Director, Arts & Culture Services, 613-546-4291 extension 1277

Other City of Kingston Staff Consulted

None

Exhibits Attached:

- | | |
|-----------|--|
| Exhibit A | City of Kingston Arts Fund Framework |
| Exhibit B | Report from the Kingston Arts Council on the Adjudication of Applications to the 2025 City of Kingston Arts Fund |
| Exhibit C | 2025 CKAF Transition Plan |

Title City of Kingston Arts Fund Framework	Approved: TBC Next Review: TBC
Type Governance	
Approvals and Authority • Approval: Kingston City Council • Ownership/Administration: Kingston Arts Council, Board of Directors	

1. Preamble

The City of Kingston has a long history of investing funds directly into the local arts sector, through the City of Kingston Arts Fund (CKAF). These funds are administered by the Kingston Arts Council (KAC) on behalf of the City. Since 2007, the CKAF has been focused on supporting arts organizations and arts projects, as outlined in a Plan for Administration developed when the CKAF was first established. Given the growth and evolution of the arts sector, in 2025, the City completed a review of the CKAF to determine how it can continue to support the arts in Kingston and this Framework is the outcome of the review.

2. Purpose

This Framework provides guidance and structure to the City's investment of funding for organizations, festivals, collectives, and individual artists through the City of Kingston Arts Fund. It also outlines how Kingston City Council, City of Kingston staff, KAC staff and its Board of Directors contribute to and govern this work.

3. Scope

This Framework applies to work that the KAC undertakes in managing the CKAF, on behalf of the City, and distributing grants across the sector. This Framework supersedes and replaces any previous policies and plans related to managing the City of Kingston Arts Fund, including the Plan for Administration.

4. CKAF Goals and Priorities

The CKAF serves as a catalyst for a vibrant, inclusive, and resilient arts sector in Kingston. By fostering creativity, accessibility, collaboration, and capacity building, CKAF strengthens Kingston's cultural fabric and supports the professional growth of local artists, festivals, and arts organizations, and helps provide access to arts experiences to the broader Kingston community.

The CKAF's goals reflect a commitment to addressing the evolving needs of the sector, while maintaining its focus on inclusion, equity, diversity, accessibility, and long-term

sustainability. Together, they provide a Framework for impactful investment that aims to inspire broad participation in the arts and enrich the lives of Kingston residents.

- **Increase Access and Inclusivity:** Expand access to the arts through inclusive activities that reflect the diversity of Kingston's artists, audiences, and cultural landscape and address systemic barriers to ensure all residents can engage in meaningful artistic experiences.
- **Support Kingston Artists:** Ensure Kingston artists receive professional opportunities with equitable, fair compensation, and support artists' creation and experimentation within their practice.
- **Foster Creativity and Community Engagement:** Support projects that nurture creativity and inspire engagement with the arts among residents. Ensure there is a diverse offering of programs that reflect the needs, values, and interests of the Kingston community, emphasizing inclusivity and cultural relevance.
- **Build Capacity and Resiliency:** Strengthen the organizational capacity and promote resilience of arts organizations and the industry at large through sustained and expanded support.
- **Encourage Collaboration and Partnerships:** Support partnerships within the arts sector and across public and private sectors to drive innovation and shared resources, support multidisciplinary collaboration, and enhance the reach and impact of arts programming.

5. Framework Goals

- a. The CKAF seeks to understand the Kingston arts sector maximizing the impact of distribution of available funds towards the ambition of a thriving, sustainable, and supported industry.
- b. The CKAF has the ability year over year to be adaptive to emerging needs in the local arts sector and based on arts and culture strategies and plans approved by City Council, with the goal to continue to maintain sustainable funding for arts organizations, festivals, and artists.
- c. The KAC manages the available grant funds through a portfolio of funding streams which respond to the wide range of artists and organizations that pursue their own artistic visions and organizational goals.
- d. The CKAF broadly defines the sector it supports through this Framework as any combination of:
 - Kingston-based artists and arts organizations working in all artistic disciplines and their various cultural forms including music, drama, dance, Indigenous arts, Deaf and Disability arts, visual arts, literature, theatre, film, media arts, multidisciplinary, storytelling, fine craft, performing arts, and combinations thereof.
 - Creation, production, presentation, or dissemination of artwork in any of those forms.

- Services that support artists, an artistic community or similar group.
 - Production and presentation of festivals and events that engage with the community and celebrate an artform or a subject of public interest.
- e. When investing in artistic creation or development, the CKAF values artistic freedom, without predetermined limits on creativity or content.
 - f. When considering investment in any organization or project, the CKAF values the fair compensation of artists and arts workers.
 - g. The CKAF is based on published guidelines that define factors such as deadlines, funding cycles, program goals, eligibility, assessment, funding amounts, priorities, and decision-making.
 - h. In any year, any unawarded funding in a CKAF grant stream can be rolled into another grant stream or into the following year's available funds, to ensure that taxpayer dollars are maximized in terms of impact and intent to support the arts community.
 - i. Based on regular assessments of applications received, investment levels to the CKAF, funding amount requested, funding amount allocated, and needs of the arts sector, allocation percentages and maximum and minimum grant ranges can be reviewed for adjustment and for Council approval.
 - j. The KAC strives to be transparent when communicating about the CKAF programs, funding choices, processes, and outcomes, including published reporting annually on all funding activities.

6. Grant Stream Structure

The CKAF has four grant streams, accessible to individual artists, collectives, and organizations.

Grant Stream	Description	Allocation % of Total CKAF and Grant Ranges
Operating Grants	Annual and multi-year grants supporting operations, programs and services for not-for-profit arts organizations (professional, semi-professional and emerging organizations) in all artistic disciplines, as well as community-engaged organizations implementing strategies to reduce or eliminate barriers to public participation in the arts.	Approximately 45% of total available fund Grant Range \$10,000 - \$65,000
Festival Grants	Annual grants, which can include an operating grant or project grant, for production and presentation of established	Approximately 35% of total available fund

	and emerging arts festivals and recurring event series' that have a City-wide impact.	Grant Range \$10,000 - \$55,000
Creation and Development Grants	Grants for individual artists, duos and collectives for the creation and development of new artistic work, that could include creation, experimentation, research activities and/or skills and career development.	Approximately 10% of total available fund Grant Range \$3,000 - \$10,000
Project Grants	One-time funds for creative projects, capacity building, partnerships, increasing access, presentation of new work, collaboration between arts and other sectors and industries, and community engagement through the arts. Open to individual artists, collectives, and organizations.	Approximately 10% of total available fund Grant Range \$3,000 - \$12,000

The grant lifecycle, once the Framework has been fully implemented, will be:

Application	Assessment	Council Approval	Reporting
Communications, outreach, professional development, information sessions	Staff and peer assessment review and meetings	Report to Council on grant recommendations for approval and distribution of grants to recipients	Final report on impact

7. Support of Organizations

The CKAF seeks to support organizations:

- That work to the benefit of the Kingston arts industry, specifically their impact(s) on communities, audiences, artists, and artforms.
- That are structured, managed, and governed with practices that align with the level of public support that they seek or receive from the CKAF.
 - This normally means that the organization is registered and governed as a nonprofit, but other structures may be considered to facilitate Indigenous agency, or other cultural structures in support of emerging groups or collectives, at the discretion of the City and the KAC.
- Through a balance of programs and streams of support that respond to different activities and types of organization.
- Through operating grants and investments that are:

- Available to organizations with mandates and goals related to work and impact in and on the Kingston arts sector including community development through the arts.
- Intended to directly support the organization's work in pursuit of their mandates, which could include programming, governance, and management.
- Not available to organizations that receive grants (or equivalent support) from other City of Kingston sources. Examples include those supported through the City's Community Investment Fund or the City of Kingston Heritage Fund, through Service Level Agreements, or receiving funding from another CKAF grant stream.
- Usually expected to be renewable, based on this Framework's assessment and decision-making provisions.
- Not necessarily renewed at the same level, especially for organizations that do not meet reasonable standards based in relation to governance or the delivery of arts-related programs, activities and services.
- Organizations seeking funding through the Festival Grant stream and/or Project Grants are intended to support specific work within a specific period.

8. Support of Individual Artists and Collectives

- The CKAF seeks to support Individual Artists and Collectives:
 - With a history of demonstrated commitment to their artistic or cultural practice;
 - That seek to advance their practice and share their work with others;
 - That are 18 years of age or older, as of the application deadline.
 - That are residents within the City of Kingston; to facilitate Indigenous agency, residents or nearby First Nation or Indigenous communities may be supported at the discretion of the KAC in consultation with City staff; and the intent is to support individuals who live in Kingston, and contribute to Kingston's arts community, as opposed to other descriptions of residency.
- The CKAF seeks to support collectives when they:
 - Consist of a majority of individuals who would otherwise be eligible;
 - Are based on a shared artistic input, shared workload, shared risks, and rewards amongst a group of individuals that works together regularly.
- Individuals and Collectives through projects that:
 - Have designated timelines and activities.
 - Prioritize their creative work and the impact of that work on their practice or artform.
 - Are intended to fund creation, experimentation, production, presentation and/or professional skills development.

- Are intended to fund any of a wide range of artistic project expenses such as studio costs, supplies, venue rentals, professional fees, and minor capital expenditures.

9. General Exclusions

Funding is not normally approved for organizations, individuals or projects:

- For significant capital purposes such as purchase or renovation of buildings and/or major equipment purchases.
- Based on fundraising or building awareness for a third party, such as a charitable cause or political movement, focused on religious practice or the goal to change religious belief.
- That directly delivers a curriculum-based education (such as a school) or based on the pursuit of a postsecondary diploma or degree.
- That do not commit to or demonstrate best practices for organizational management, including providing safe and inclusive workplaces.
- That are demonstrably not in good standing with the City of Kingston, or the KAC, due to outstanding reporting as an example.
- That are currently receiving another grant from the City of Kingston.
- If the arts organization is situated within a multi-purpose institution (i.e., library, university, museum, etc.) the applicant must clearly demonstrate their independence by being able to fulfill all eligibility requirements separately and distinctly from the multi-purpose institution. This includes a fully segregated and itemized financial statement specifically for the revenues and expenses of the organization separate from the multi-purpose institution. Arts organizations within a multi-purpose institution must be governed by a board of directors or an advisory body solely responsible for the arts organization. Levels of funding for organizations associated with and supported by a multi-purpose institution will be determined based on need and maximizing the impact of municipal funding.

10. Assessment and Decision Making

The CKAF will employ a variety of assessment methods and use all information available to:

- a. Seek to understand the arts sector and local community;
- b. Seek to understand any one artist or organization that it may support, relative to the CKAF's published assessment criteria;
- c. To make decisions that direct available funds where they will have the most impact aligned with this Framework, and any current arts and culture strategy adopted by City Council.

- d. The CKAF is committed to peer assessment, overseen by the KAC, as the primary tool to evaluate the creative work of applicants and the impact(s) of artistic work, and to determine funding allocations.
 - The KAC actively seeks the engagement of a wide range of peers, which may include artists/arts workers from outside of Kingston, as one way to pursue inclusive and equitable assessment.
 - The KAC commits to engaging different assessors over time to pursue diverse knowledge and viewpoints.
 - The assessment of non-artistic factors, such as finances, planning, management, or governance, as well as allocation of funding amounts, will be pursued through peer assessment and supported by the KAC's own internal expertise and evaluation. Records of past assessment and feedback may inform current assessment of organizations and festivals.
- e. The outcomes of the peer assessment process are final.

11. Assessment Criteria

Assessment criteria will be published online through the Kingston Arts Council website and will be part of specific publicly available guidelines for all grant streams. The general assessment criteria for the CKAF, in alignment with the CKAF goals, includes artistic merit and/or artistic and/or service quality, impact and benefit to Kingston residents, viability (administrative/financial), support for artists and arts workers, and commitment to IIDEA (Indigenization, Inclusion, Diversity, Equity, and Accessibility).

12. Accountability Measures and Impact Reporting

The following accountability measures and impact assessment requirements outline a clear and practical approach for evaluating CKAF's success. These measures prioritize streamlined reporting, equity-focused metrics, and regular evaluations to assess the effectiveness of funding programs. Together, they aim to highlight CKAF's support of the local arts sector and the positive impact of this investment on Kingston's cultural and economic landscape.

Grant recipients will provide concise reports detailing how funds were used to achieve their proposed goals. These reports will include:

- Key accomplishments.
- Metrics on community engagement and impact.
- Artistic outcomes, such as works created or performances delivered.

A tiered reporting system will be implemented:

- Project and Creation & Presentation Grants: Require brief financial summaries and short narratives on project outcomes, as well as reporting on key metrics or impact statistics.

- Operating and Festival Grants: Require comprehensive financial documentation and detailed reporting on outcomes, alignment with CKAF goals, and measurable community impacts.

The KAC will produce an annual impact report summarizing:

- Total funding distributed.
- Key performance indicators (KPIs), such as attendance, funds paid to artists, number of activities/programs delivered, economic impact, and diversity of funded projects.
- Testimonials and success stories from grant recipients and community members.

Metrics will be developed to measure progress on equity and inclusion, including:

- Number of new applicants to grant streams.
- Representation of equity-deserving groups among grantees.
- Accessibility of funded projects to underserved communities.
- These metrics will be included in annual reports to demonstrate CKAF's commitment to IIDEA principles (Indigenization, Inclusion, Diversity, Equity, Accessibility).

The KAC and the City will also conduct periodic evaluations to assess the long-term impact of CKAF funding on:

- Artist retention and development within Kingston.
- Strengthening cultural infrastructure and community partnerships.
- Benchmark Kingston's performance against similar municipalities to track progress and identify opportunities for growth.

The KAC and the City will also conduct outreach to the local sector to collect input from grant recipients and applicants, artists, organizations, peer assessors, and more on CKAF's effectiveness and areas for improvement. This feedback will guide refinements to the CKAF going forward. Any significant changes made to this Framework will be shared publicly for input and with Council for approval.

13. The Role of the Kingston Arts Council

The KAC roles and responsibilities in relation to the CKAF, which are outlined in a Service Level Agreement with the City, include:

- a. Administration of the CKAF, that includes managing the application process, communications and professional development, peer assessment process, distribution of funds, and reporting.
- b. The KAC Board of Directors are responsible for governance of the KAC and therefore oversee the implementation of this Framework and engage with and

approve any new or revised Framework or strategy related to the CKAF, before it's presented to City Council.

- c. The KAC Board of Directors will review and approve final grant recommendations, before being presented to Council.
- d. Submit quarterly reporting to the City on the relevant actions of the KAC but not limited to:
 - Activities and work that falls under this Framework.
 - Financial statements that show the status of distribution of the CKAF to grant recipients.
 - Data and analysis about how recent work and outcomes reflect the state of the arts sector and the impact of the funding portfolio.
 - Planning and recommendations on any relevant factors.
- e. Present final grant recommendations to Council.
- f. Receive timely and regular updates from grant recipients about activities and outcomes of the CKAF investment.
- g. Oversee the expenditure of the KAC resources to this work through its usual budgeting and auditing processes.
- h. Require final approval of funding decisions that:
 - Commit the KAC and the City to multi-year support of any organization.
 - Provides operating investment to any organization based outside of the Kingston region or with significant activities that fall outside their impact on the Kingston arts industry.
 - Are, in the informed opinion of the KAC staff and in consultation with City staff, controversial and therefore impact the reputation of the KAC or the City, including but not limited to proposed reductions to operating grants that may impact the viability of the applicant.

14. The Role of the City of Kingston

The City's roles and responsibilities in relation to the CKAF include:

City Council members are responsible for approving any Frameworks, strategic plans, or policies related to the CKAF; the annual investment in the CKAF as determined through the approval of the municipal operating budget in Arts & Culture Services; and the final grant recommendations as determined by the peer assessment jury and approved by the KAC Board of Directors.

City staff are responsible for management of the partnership with the KAC and its Service Level Agreement, to ensure the work and activities that fall under this Framework are completed, and by supporting and providing City context within the peer assessment process as needed but not participating in any assessment conversations.

15. Authorities and Approvals

Authorities and Approvals related to the CKAF are:

- Approvals: final authority for the approval or revision of this Framework rests with Kingston City Council.
- Ownership/Administration: The KAC Board of Directors is responsible for receiving and engaging with plans and reporting arising from this Framework and the associated approvals. KAC staff are responsible for the actions defined in this Framework, including approvals not specifically reserved to the Board, and delegation of specific work to specialized staff. This work is to be done in consultation with City of Kingston staff.

16. Related Information

Council's Strategic Plan and the KAC's Service Level Agreement with the City of Kingston are relevant to this Framework. Existing arts and culture strategies and plans, as well as new strategies to be developed, including a new City Culture Plan and a new Strategic Plan for the KAC, will be considered and integrated into this Framework.



Report from the Kingston Arts Council on the Adjudication of Applications to the 2025 City of Kingston Arts Fund

General Principles

The City of Kingston Arts Fund (CKAF) provides funding to local art 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, context, and connections within the arts industry to successfully carry out the administration of this program. Traditionally two types of funding are made available annually via CKAF: Operating Grants (70%) and Project Grants (30%).

CKAF Review

To ensure that CKAF continues to effectively support Kingston-based arts organizations, projects, artists, and the public, the City of Kingston initiated a comprehensive review of the granting program. The City-led CKAF Review, conducted by consulting firm Saffy Inc., considered the program mandate, objectives, outputs, reporting and evaluation mechanisms, administrative capacity, and granting streams. The CKAF Review commenced in 2023 and concluded with the presentation of [Report Number ARCP-25-007](#) at the Arts, Recreation, and Community Policies (ARCP) Committee in April 2025 and Kingston City Council in May 2025. *Report Number ARCP-25-007* included the CKAF Review Report (*Exhibit A*), along with a Draft CKAF Framework (*Exhibit B*) and the CKAF 2025 Transition Plan (*Exhibit C*), along with six Recommendations from City staff.

These recommendations included, in brief: endorsing the CKAF Review Report and Recommendations (*Report Number ARCP-25-007 Exhibit A*); directing Staff to finalize the CKAF Framework (*Exhibit B*); approving the 2025 CKAF Transition Plan (*Exhibit C*); directing staff to explore increased investment into both the CKAF and the KAC as included in the CKAF Review Report and Recommendations as part of the 2026 Arts & Culture Services Department budget; approving one-time transition funding for KAC in the amount of \$80,000; and authorizing the execution of an associated Amending Agreement.

The KAC maintained communication with CKAF recipients and invested parties throughout the CKAF Review, ensuring updates were provided to groups who regularly receive or are interested in seeking CKAF funding in 2025. The KAC disseminated updates regarding *Report Number ARCP-25-007* via the KAC Newsletter and KAC website, in addition to providing information via direct email outreach to 2024 CKAF Operating and Project Grant recipients. Approximately 30 artists and arts workers attended, both in person and virtually, the meeting of the ARCP Committee in which the report was endorsed.

CKAF 2025 Transition Plan

Developed by City of Kingston staff in collaboration with the KAC, the CKAF 2025 Transition Plan detailed the distribution and administration of CKAF funds in 2025. The Transition Plan ensured that stable, continuous funding was provided to organizations that receive an operating grant or recurring project grant annually, and introduced a low-barrier grant application process



for those seeking funding in 2025. This streamlined Project Grant program prioritized applicants who did not receive funding via CKAF in 2023 or 2024.

KAC executed the 2025 grant program according to the approved CKAF 2025 Transition Plan. As such, a new Plan for Administration (*Kingston Arts Council Plan for Administration of Arts Funding for the Corporation of the City of Kingston*) was not required to be developed in 2025. To ensure consistency with the previously approved CKAF program objectives, conflict of interest regulations, and other relevant procedural details, KAC continued to administer the program in alignment with the relevant sections of the 2024 Plan for Administration, using both the CKAF 2025 Transition Plan and the CKAF 2024 Plan for Administration as guiding documents for the program in 2025.

Dissemination of Information

Following the approval of the CKAF 2025 Transition Plan, the KAC contacted the organizations identified therein to receive Operating Grants and Project Grants to provide further updates regarding next steps. The 11 Operating Grant recipients and 4 Project Grant recipients were provided with Notification Letters, Terms and Conditions, and Grant Agreements on 3 July 2025, and grant amounts were issued in full following the fulfilment of the conditions required for dissemination of funds. Grant details for these groups are outlined in **Attachment C**.

On 26 June 2025, the KAC issued a press release announcing the 2025 CKAF Project Grants program. Information regarding the streamlined application process was widely distributed to the public via email, the KAC website, the KAC Newsletter, the KAC Members Newsletter, and through public relations and social media. The 2025 CKAF Project Grant Guidelines and Application Forms were made available for download on the KAC website, which was revised to highlight the 2025 program and information session. The KAC conducted personalized outreach to past Project Grant applicants to promote the grant stream. KAC staff additionally developed an extensive outreach list targeting artists and community groups who have not previously engaged with or been successful in the CKAF program, ensuring a wide range of community members were provided with information on the program.

The KAC Executive Director additionally offered a CKAF 2025 Project Grants Information Session on 10 July 2025. This one-hour session, offered free of charge via Zoom, detailed the changes to the 2025 program, the application process, CKAF objectives, updated assessment criteria, and more, and included a Q&A session with KAC staff. 17 attendees were present, along with 2 ASL interpreters and 3 KAC staff members. The session was recorded and posted on the KAC website for those who couldn't attend, along with the powerpoint presentation slides used during the session.

The KAC encouraged potential applications to attend the information session, as well as to book one-on-one meetings with the KAC Executive Director, and contact KAC staff with questions via email or phone. In total, the Executive Director met with 11 potential applicants, and ASL interpretation was provided for one applicant meeting. These individual meetings provided additional support for applicants in understanding the submission process and developing their applications. KAC staff continue to retain notes and feedback from these meetings to inform future efforts in this program, including programming decisions (ex. What type of professional development offerings are needed, which topics require the most attention, etc.) as well as program documentation and application processes. KAC staff were available to discuss and



answer questions about the program and application process prior to and throughout the application period, and continue to remain available for inquiries regarding CKAF and other granting programs.

Application Process

In alignment with the CKAF 2025 Transition Plan, the KAC introduced a streamlined application process for CKAF 2025 Project Grants. The 2025 Project Grant Guidelines were edited to improve clarity, reduce administrative burdens, reduce barriers for potential applicants, and convey essential information in a succinct and accessible manner. The Application Forms were condensed to 6 key questions focused on the essential project details including: applicant information, project overview and goals, project timeline, participants, IDEA practices, and finally, engagement with Kingston artists and rates of pay. Applicants were additionally required to complete a Budget Form and submit Supplementary Materials as well as Partnership Letters, if relevant.

The Application Forms were developed as fillable PDF documents with a character limit, and the Budget Form was developed as a fillable Excel (.xlsx) sheet. As in previous years, all required documents were submitted via email, unless otherwise requested for accessibility purposes. The deadline for applications was 11:59 PM ET on 31 August 2025. Deadline extensions were provided as needed in alignment with the 2024 Plan for Administration.

Applications were screened for eligibility by the KAC Executive Director and the Administrative and Grants Assistant in alignment with the eligibility criteria outlined in the CKAF 2025 Project Grant Guidelines, and informed by the CKAF 2024 Plan for Administration. All applicants were informed of the status of their application, and those whose applications were deemed ineligible were provided with specific reasons as to why. In total, 46 applications were received, of which 10 were deemed ineligible for consideration by the jury due to contravention of the CKAF Project Grant Guidelines, and 1 was withdrawn by the applicant. 35 eligible applications were provided to the jury for review and assessment.

Adjudication Process

Applications were adjudicated via peer assessment and at arm's-length from both the City of Kingston and the KAC. The arm's-length nature of this process was achieved by ensuring that the voting members of the jury had no affiliation with either the City of Kingston or the KAC, and that City and KAC staff participated in an ex-officio capacity.

Peer assessment was achieved by ensuring that jurors were “artists, professionals, 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 as much as possible, reflective of Kingston’s gender, demographic and cultural diversity.” (*Plan for Administration 2024, 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.



Composition of Grants Committee

The Grants Committee members for the CKAF 2025 Project Grant program 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 and Danika Lochhead, Director, Arts and Sector Development, City of Kingston. As in previous years and per the *Plan for Administration 2024* (F.1.e.), the Executive Director of the KAC acted as Chair (ex-officio) of the Grants Committee. Quorum for the meeting was a majority of Jurors. CKAF 2025 Grants Committee members are listed in **Attachment A**.

Selecting Jury Members of Grants Committee

Jury members of the Grants Committee were contacted by the KAC Executive Director from a list of potential jurors chosen in accordance with the procedure described in the *Plan for Administration 2024*. This list is composed of potential jurors identified by KAC for their knowledge, expertise, diversity, and range of disciplines, as well as candidates who applied through KAC's open application process, which solicited applications from a wide range of community members. All applicants and 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. The KAC additionally strived to ensure jurors represented a range of communities and artistic disciplines. 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 2025 CKAF applications, Jurors were required to sign a Confidentiality Form, after which they received a Grants Committee Package, including Juror Agreements which outlined their responsibilities. Grants Committee members were supplied with applications four weeks prior to the meetings, along with copies of the Grant Guidelines and Assessment Criteria. Voting members were provided with Assessment Forms on which they were asked to rank each application and record notes, scoring each of the assessment criteria on a scale of one through five, for a maximum total of forty-five. These preliminary scores were collected by the KAC Executive Director prior to the meeting, recorded, and compiled in a spreadsheet which was used to facilitate ranking and discussion during the adjudication meeting. All documents, including contracts, forms, applications, and scores, were shared between the KAC and Grants Committee members by email or private Dropbox folder.

Adjudication Meetings

The CKAF 2025 Project Grants adjudication meeting was held on 5 September 2025, from 9AM to 5PM at the KAC office. 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

Each member of the Grants Committee signed a Confidentiality Form before receiving the 2025 CKAF applications, acknowledging that they read, understood, and agreed to the rules of Confidentiality as they pertain to CKAF. As such, all members agreed that all information contained in the applications, support material, and discussions during the meetings would remain strictly confidential. Committee members are 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

Each member of the Grants Committee signed a Conflict of Interest Declaration Form in which they disclosed any 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 B**.

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; basic applicant details including the applicant type and history with the program (if applicable); the jurors' preliminary scores; and support data including the applicant's requested CKAF grant amount as a percentage of their total budget. Secondary scores were added to this spreadsheet throughout the meeting by KAC staff, and the spreadsheet was projected in the room to facilitate the funding allocation process once scoring was complete.

Prior to discussing applications in detail, the Grants Committee assessed the number of applications in comparison to available funding, the time allotted for adjudications, and the average number of grants awarded per year. The jury agreed by consensus to set aside the seven lowest-ranking applications to ensure sufficient time to complete the adjudication process. Once the discussion portion was completed, the Chair provided a final opportunity for jurors to address any applications which were not discussed at their discretion. It was noted that KAC strives to provide comprehensive feedback by request to any and all applicants; in the case of those whose applications were not discussed at the meeting, KAC staff will utilize jury score sheets and comments in addition to staff expertise and independent assessment of the applications in question to ensure comprehensive feedback is provided.

Discussions

The jury members of the Grants Committee assessed applications in detail based on the published assessment criteria and the objectives of CKAF. Members with declared conflicts of interest were asked to step outside the meeting room for applications with which they were in indirect conflict, and were therefore not part of any discussion or in a decision-making position for the application in question. There were no direct conflicts of interest declared prior to or during the adjudication meeting. Jury members engaged in discussion and contributed opinions about the relative merits of each application as related to the criteria. As part of the discussion, jury members participated in a secondary scoring process, providing an overall score for each application on a scale of one through three. The secondary scoring structure of the applications



was: 1 = below expectations, 2 = meets expectations, and 3 = exceeds expectations. Half marks were also permitted. For the adjudication of funds, higher scores were prioritized over lower scores, with consideration given to the potential impact of funding on the project as well as identified priorities (i.e. prioritizing applicants who have not received CKAF funding in the past two years). Ex-officio members did not participate in the adjudication of applications; they provided context and support as needed during this process, inputting funding amounts and developing funding scenarios at the discretion of the jury, and reminding jurors of the CKAF program objectives and the City of Kingston's priorities for this program.

Jurors were reminded that as per the *2025 CKAF Transition Plan*:

CKAF 2025 Project Grants could be awarded for a value of up to \$10,000. The jury had discretion with regards to the amounts awarded, and was required to balance the following requirements and priorities when allocating and awarding funding:

- To support the maximum number of eligible, high quality applications and projects which would be beneficial to the Kingston community;
- To ensure project plans are viable, accountable, and responsive to community needs;
- To award grant amounts that are sufficient to enable the success of the projects; and
- To prioritize applicants who have not received funding in the past two years.

The funds available for distribution were significantly less than the total amount requested. It was agreed upon by jury members that the applications with the most merit and highest scores should receive funding. Decisions were reached following insightful and carefully considerate discussion on the merits of each application, and the allocation of funds directly reflects the jury's deliberation, scores, and priorities. Out of 35 eligible applications, 17 Project Grants were awarded. The results are outlined in Attachment D.

Balance of Funds

The allocation of funds for CKAF in 2025 was as follows:

Total 2025 City of Kingston Arts Fund Investment	\$612,790
Total allocated to 2025 Operating Grants	\$434,745
Total allocated to 2025 Project Grants - recurring/annual festivals	\$60,000
Total allocated to 2025 Project Grants - new applicants	\$118,045
Total Funds Allocated (100%)	\$612,790



Unallocated funds which will be applied to CKAF in 2026 are as follows:

Unallocated 2025 City of Kingston Arts Fund investment:	\$0
2024 City of Kingston Arts Fund Interest	\$37.06
Unallocated or returned funds	\$10,500.78
Total Unallocated Funds Available for 2026 *	\$10,537.84

*Unallocated or returned funds include \$0.34 remaining from 2024 and one 2024 CKAF Project Grant in the amount of \$10,500 which was withdrawn by the recipient. The 90% grant payment issued to that recipient was returned and is now held in the CKAF bank account. These funds will be applied to the 2026 CKAF Grant cycle, along with interest from 2024 and 2025, and any additional returned funds, if applicable.

Surrender of Documents and Adjournment

Grants Committee members were reminded of confidentiality and asked to surrender all physical documents to KAC staff. All digital copies and personal notes were to be deleted by the committee immediately. Access to the shared Dropbox folder was removed by KAC staff.

Once this process was complete, the KAC Executive Director, acting as Chair, thanked the jurors, the City of Kingston, and KAC staff and adjourned the meetings.

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 as the Chair of the Grants Committee. 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 of the Grants Committee, that complaint may be addressed directly to the Interim 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 the 2025 CKAF Project Grant Results

The *CKAF Adjudication Report 2025* is ratified by the KAC Board of Directors and then presented to and ratified by Kingston City Council. Following this, the KAC notifies the Project Grant recipients by email along with their Notification Letter, Terms and Conditions, and a Grant Agreement. Once the recipients are notified, the KAC disseminates a press release that announces the 2025 City of Kingston Arts Fund recipients and publicizes the results via the KAC website. CKAF Grant results are also publicized via the KAC Newsletter and social media following the dissemination of the press release.

Upon receiving a signed Grant Agreement and proof of insurance, the KAC disseminates 90% of the CKAF Project Grant via a cheque mailed to the recipient, and a 10% holdback is retained for the duration of the project. Interim Reports are collected in accordance with the Terms and



Conditions of each grant, and each applicant is issued the remaining 10% of their grant upon approval of their Final Report.

REPORT

The Chair of the 2025 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 16 September 2025.

A handwritten signature in black ink, appearing to read "Nicole Daniels", with a long horizontal flourish extending to the right.

Nicole Daniels
Executive Director, Kingston Arts Council
Chair, CKAF 2025 Project Grants Committee



ATTACHMENT A

2025 CKAF Project Grants Committee Members

Jurors (voting members):

- Jarena Lee
 - Occupation: Artist, Actor
 - Expertise: Arts administration, crafts, community arts, film, performance, theatre, visual art
- Jabra Mitwasi
 - Occupation: Artist, Designer, Educator focused on cultural leadership, community engagement, and arts-based public impact
 - Expertise: Arts administration, arts education, crafts, community arts, visual arts, XR
- Haley Sarfeld
 - Occupation: Program Director (Union Gallery), Freelance Writer
 - Expertise: Arts administration, arts education, community arts, literary arts, music, performance, theatre

Jurors self-identified as: 2SLGBTQIAP+, New Generation (ages 18-30), Persons of Colour, and Persons with Disabilities and/or Persons Living with Mental Illness.

Ex-officio members:

- Nicole Daniels (Chair)
 - Executive Director, Kingston Arts Council
- B.C. Gorrie
 - Program and Communications Coordinator, Kingston Arts Council
- Shamara Peart
 - Program Administrator, Kingston Arts Council
- Danika Lochhead
 - Director, Arts and Culture Services, City of Kingston



ATTACHMENT B

The following are the CKAF Conflict of Interest Rules and Procedures as per the Plan for Admin 2024.

Conflict of Interest Rules for Members of the Grants Committee (G.7., 2025 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 1 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 C

2025 CKAF Operating Grants (approved via CKAF 2025 Transition Plan)

Organization	Grant Amount
Agnes Etherington Art Centre	\$ 75,000
Cantabile Choirs of Kingston	\$ 31,620
Centre culturel Frontenac	\$ 14,229
Kingston Canadian Film Festival	\$ 51,000
Kingston Symphony Association	\$ 75,000
Kingston WritersFest	\$ 45,710
Modern Fuel Artist-Run Centre	\$ 54,060
ReelOut Queer Film Festival	\$ 24,480
Single Thread Theatre Company	\$ 10,200
Theatre Kingston	\$ 38,767
Union Gallery	\$ 14,679
Total Operating Grant funds Awarded in 2025	\$ 434,745

2025 CKAF Project Grants for recurring/annual festivals (approved via CKAF 2025 Transition Plan)

Organization	Festival	Grant Amount
Blue Canoe Theatrical Productions	Juvenis Festival (2026)	\$ 15,000
Ground UP Dance Festival	Ground UP Dance Festival (2026)	\$ 15,000
Skeleton Park Arts Festival	Skeleton Park Arts Festival (2026)	\$ 15,000
SpiderWebShow Performance Society	Festival of Live Digital Art (2026)	\$ 15,000
Total Project Grant funds awarded to recurring/annual festivals in 2025		\$ 60,000



ATTACHMENT D

2025 CKAF Project Grants awarded via open application and adjudication process.

Recipient	Project Title	Grant Amount
Afro-Brazilian Arts Festival Association *	Bilingual Capoeira Batizado e Troca de Cordas	\$ 7,000
Breanne Johnson *	"PASS it on" – Project for Accessible Sewing Skills	\$ 7,000
CFRC 101.9 FM	Airwave YGK Musicians-in-Residence Program	\$ 7,500
Deaf Spirit Theatre *	A New Beginning	\$ 8,000
Emily Wu *	Paper Pulse — Regeneration	\$ 7,500
GHY Cheung *	A Rift in the Valley	\$ 5,245
Jane Kirby *	K is for Kingston, K is for Katarokwi	\$ 8,500
Kingston Hidden Artist Collective *	The Colours of Us: A Community Art Project on Connection	\$ 7,000
Kingston Literacy and Skills *	Wordlabs	\$ 7,500
Kingston School of Art *	Kingston Printmakers Collective	\$ 7,500
Lodgepole Arts Alliance *	The Art of Visiting – National Indigenous Presenters Gathering	\$ 7,000
Melos Choir & Period Instruments	Old Wine New Bottles – Early Music Inspiring Young Musicians	\$ 7,000
PeerLess Productions	Both Sides Now	\$ 7,500
Sistema Kingston	Joy!	\$ 7,000
Slow Dance *	Slow Dance 2026	\$ 4,600
Steph Drouin *	Kingston Pop Choir	\$ 6,900
Sumera Khan *	Get Sketchy: An Urban Sketch Carousel	\$ 5,300
Total Project Grant funds awarded via application stream		\$ 118,045

* Applicant did not receive CKAF funding in 2023 or 2024.

Attachment E 2025 CKAF Analysis of Grant Results

Operating Grants	Grants Requested	Grants Recommended	Applicants Requesting Funding	Applicants Recommended for Funding	Request as % of Available Funds	% of Applicants to Receive Funding	% of Applicants Declined	% of Requested Funds Granted	Average Grant
2007	\$535,000	\$300,000	14	8	178%	57%	43%	56%	\$37,500
2008	\$424,500	\$300,000	12	9	142%	75%	25%	71%	\$33,333
2009	\$491,500	\$300,000	14	9	164%	64%	36%	61%	\$33,333
2010	\$398,500	\$318,300	11	9	125%	82%	18%	80%	\$35,367
2011	\$427,860	\$335,000	12	10	128%	83%	17%	78%	\$33,500
2012	\$462,419	\$345,500	13	10	134%	77%	23%	75%	\$34,550
2013	\$462,250	\$359,750	12	10	128%	83%	17%	78%	\$35,975
2014	\$440,250	\$365,750	11	10	120%	91%	9%	83%	\$36,575
2015	\$525,661	\$381,370	13	10	138%	77%	23%	73%	\$38,137
2016	\$437,195	\$382,571	11	10	114%	91%	9%	88%	\$38,257
2017	\$447,000	\$394,431	11	11	113%	100%	0%	88%	\$35,857
2018	\$467,450	\$402,500	12	11	116%	92%	8%	86%	\$36,591
2019	\$451,000	\$410,900	11	11	110%	100%	0%	91%	\$37,355
2020	\$477,000	\$419,569	11	11	114%	100%	0%	88%	\$38,143
2021	\$463,730	\$423,718	11	11	109%	100%	0%	91%	\$38,520
2022	\$492,451	\$429,451	12	11	115%	92%	8%	87%	\$39,041
2023	\$504,550	\$433,542	12	12	116%	100%	0%	86%	\$36,129
2024	\$467,197	\$429,162	12	11	109%	92%	8%	92%	\$39,015
2025	N/A	\$434,745	N/A	11	N/A	N/A	N/A	N/A	\$39,522

Notes:

- *Applicants Requesting Funding* represents the number of eligible applications submitted; ineligible applications are not included in these totals.
- 2025 Operating Grants were approved via the CKAF 2025 Transition Plan; no applications were accepted, thus no statistics are available regarding funding requests.

Project Grants	Grants Requested	Grants Recommended	Applicants Requesting Funding	Applicants Recommended for Funding	Request as % of Available Funds	% of Applicants to Receive Funding	% of Applicants Declined	% of Requested Funds Granted	Average Grant
2007	\$373,686	\$130,000	32	17	287%	53%	47%	35%	\$7,647
2008	\$387,190	\$135,300	32	17	286%	53%	47%	35%	\$7,959
2009 *	\$394,718	\$133,050	36	16	297%	44%	56%	34%	\$8,316
2010	\$237,500	\$130,000	23	18	183%	78%	22%	55%	\$7,222
2011	\$361,007	\$145,000	30	18	249%	60%	40%	40%	\$8,056
2012	\$303,779	\$149,934	27	20	203%	74%	26%	49%	\$7,497
2013	\$361,911	\$150,250	32	20	241%	63%	38%	42%	\$7,513
2014	\$345,921	\$153,500	28	20	225%	71%	29%	44%	\$7,675
2015	\$401,267	\$166,000	31	19	242%	61%	39%	41%	\$8,737
2016	\$365,190	\$166,927	30	18	219%	60%	40%	46%	\$9,274
2017	\$389,293	\$169,430	27	15	230%	56%	44%	44%	\$11,295
2018	\$294,528	\$172,500	22	14	171%	64%	36%	59%	\$12,321
2019	\$332,186	\$176,100	24	14	189%	58%	42%	53%	\$12,579
2020	\$290,299	\$189,625	19	15	153%	79%	21%	65%	\$12,642
2021	\$297,872	\$159,334	23	15	187%	65%	35%	53%	\$10,622
2022	\$287,932	\$183,872	22	17	157%	77%	23%	64%	\$10,816
2023	\$202,873	\$185,803	16**	16	109%	100%	0%	92%	\$11,613
2024	\$452,454	\$183,926	34	17	246%	50%	50%	41%	\$10,819
2025 (festivals)	N/A	\$60,000	N/A	4	N/A	N/A	N/A	N/A	\$15,000
2025 (projects)	\$317,326	\$118,045	35	17	269%	49%	51%	37%	\$6,944

Notes:

- 2009 was the last year applicants could receive both Operating and Project Grants.
- *Applicants Requesting Funding* represents the number of eligible applications submitted; ineligible applications are not included in these totals.
- 2025 (festivals) includes information regarding CKAF 2025 Project Grants issued to recurring/annual festivals. This funding was approved via the CKAF 2025 Transition Plan; no applications were accepted, thus no statistics are available regarding funding requests.
- 2025 (projects) includes information regarding CKAF 2025 Project Grants issued via the open application process.

2025 City of Kingston Arts Fund Transition Plan

The City's investment in the CKAF in 2025 totals \$612,790. Interest earned on the CKAF in 2024 totaling \$37.06 will be applied to 2025. A returned grant of \$10,500 from a recipient due to a withdrawn project in 2024 could also be applied to available funds in 2025 or carried forward into 2026 available funds. The below Transition Plan accounts for the City's 2025 investment level and 2024 interest earned only.

Sustaining Operations of Arts Organizations

Groups that currently receive an annual City of Kingston Arts Fund (CKAF) Operating Grant, within the current CKAF program, generally receive the same grant level year over year with inflationary increases. All groups have submitted an Interim Report to the Kingston Arts Council (KAC), which reports on activities, progress and budget. Upon review and approval of Interim Reports, it's proposed that all organizations will be awarded a 2025 Operating Grant with an inflationary 2% increase to their 2024 Grant Amount, except for those at the current maximum grant level. This funding is to be distributed no later than June 30, 2025.

Below is a breakdown of the proposed 2025 CKAF grant distribution:

Organization	Grant Amount	Description
Single Thread Company	\$10,200	Creates immersive theatre experiences in Canada and internationally
Centre cultural Frontenac	\$14,229	French art centre presenting shows that celebrate Francophone arts and culture
Union Gallery	\$14,679	Gallery space that blends Queen's University students and professional artistic programs and exhibitions
ReelOut Queer Film Festival	\$24,480	Annual LGBTQ film festival established in 1999 by a local queer artist

Cantabile Choirs of Kingston	\$31,620	Providing musical education for choristers and performances for audiences
Theatre Kingston	\$38,767	Produces theatre work, including the Fringe Festival and educational engagement activities
Kingston WritersFest	\$45,710	Literary festival ceased operations in January 2025 but has since resumed after raising sufficient funds to close out all owed payments. Plans are now being put in place to deliver programming in the summer and a literary festival in September 2025. The CKAF funding in 2025 is dependent on successful receipt by the KAC of a report and financial statements from the WritersFest.
Kingston Canadian Film Festival	\$51,000	Largest festival in the world dedicated exclusively to Canadian film
Modern Fuel Artist-Run Centre	\$54,060	Non-profit organization facilitating the presentation, interpretation and production of contemporary visual, time-based and interdisciplinary arts
Agnes Etherington Art Centre	\$75,000	Professional art centre that serves a dual mandate as a leading, internationally recognized public art gallery and as an active pedagogical resource at Queen's University
Kingston Symphony Association	\$75,000	Professional orchestra founded in 1953 that is made up of 50 musicians

TOTAL Funding Awarded in 2025	\$434,745	
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Project Grants

Various groups were awarded CKAF Project Grants in July 2024 which must be applied to projects that occur after that timeframe and before December 31, 2025, meaning events can be completed at any time over 2025. Recipients that are delivering new and/or one-time projects will complete their projects within this timeframe and will be eligible to apply within the new CKAF Framework, pending Council approval, in 2026.

There are also recurring/annual festivals that receive Project Grants year-over-year. While this is not classified as operational support, the grants by default have functioned this way in practice. These festivals apply their 2024 Project Grant to 2025 programming, based on when they receive their CKAF grant, but they also anticipate receiving CKAF funding in July every year to help initiate planning for the following year. It's proposed that recurring, annual festivals will each be awarded a \$15,000 grant in 2025, to be applied to their 2026 Festival. This funding is to be distributed no later than June 30, 2025.

Below is a breakdown of the proposed 2025 CKAF grant distribution:

Organization/Festival	Grant Amount	Staff Comments
Festival of Live Digital Art	\$15,000	2025 is the eighth year of this live digital arts festival which takes place in June
Juvenis Festival	\$15,000	2025 is the eighth year of this youth theatre and performing arts festival which takes place in May
Skeleton Park Arts Festival	\$15,000	2025 is the 20th anniversary of this multidisciplinary arts festival which takes place in June
GroundUP Dance Festival	\$15,000	2025 is the fourth year of this dance festival which takes place in July

Potential TOTAL Funding Awarded in 2025	\$60,000	
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New Applicants

Recognizing that many groups who do not currently have a CKAF grant, or grant recipients who received a 2024 grant and who have completed their project, may be looking to access arts funding in 2025. There will be an opportunity for arts organizations, collectives and individual artists to receive a one-time grant (maximum \$10,000) to support delivery of arts programming or projects that has clear community benefit, provides an inclusive opportunity for participation, and provides funding to local artists and/or to support operations.

A brief call for applications will be launched and a small peer assessment jury will be formed for this to review applications and determine grant allocations. Prioritization of funding will be given to groups that have not received a CKAF grant in the last two years. This approach is intended to be low barrier to both groups seeking funding and to the KAC to administer this one-time funding.

Funding for new applicants in 2025 is expected to be approximately \$118,082, which could provide funding for up to approximately 11 groups and projects if funded at the maximum amount. This funding is to be distributed no later than October 31, 2025. Any unawarded funding will be rolled into available funding in 2026. Any unawarded funding will be rolled into available funding in 2026.