



**City of Kingston
Report to Council
Report Number 16-037**

To:	Mayor and Members of Council
From:	Cynthia Beach, Commissioner, Corporate & Strategic Initiatives
Resource Staff:	Colin Wiginton, Cultural Director
Date of Meeting:	December 15, 2015
Subject:	Renewal of the Service Level Agreement between the City of Kingston and the Kingston Association of Museums, Art Galleries and Historic Sites (KAM) and Approval of the Project and Operating Grant Recommendations for the 2016 City of Kingston Heritage Fund

Executive Summary

The purpose of this report is twofold: (1) to ask Council to renew the existing Service Level Agreement between the City of Kingston and the Kingston Association of Museums, Art Galleries and Historic Sites (KAM); and (2) to ask Council to approve the recommendations submitted by the KAM with regard to the 2016 City of Kingston Heritage Fund in support of both Operating and Project grants.

Since 2011, the City of Kingston has entered into annual Service Level Agreements with KAM. Annual allocations of funding have been transferred to KAM from the Cultural Services Department's Operating budget to support initiatives that align with the City's strategic priorities as identified in the Kingston Culture Plan and Council's Strategic Priorities. This relationship has been renewed and expanded each year in exchange for an increased level of service.

As part of the 2015 Service Level Agreement KAM was asked to develop and submit a management plan for the 2016 City of Kingston Heritage Fund that was approved by Council in June 2015. Annual operating funding for KAM in 2016 in the amount of \$91,800 was approved as part of the 2015 Operating Budget for the Cultural Services Department. An additional sum of \$183,007 was also approved as part of the 2015 Operating budget for the Cultural Services Department to support the Heritage Fund. A special one-time Project Grant fund of \$50,000 was also approved by Council from the Working Fund Reserve in June 2015 to support community projects directly associated with the Canada's Sesquicentennial in 2017. A balance of \$1,870.92 (interest accumulated and unused funds from 2014 grant recipients) remaining in the Heritage

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Fund budget was added to this total, bringing the amount available for distribution for the 2016 grant cycle to \$234,878.

The deadline to apply for funding fell in September 2015 and KAM convened three Grants Committees tasked with assessing the Operating, Project and Special Project grant applications that had been submitted. The Board of Directors for KAM unanimously approved the Committee's recommendations in November 2015.

The 'Year End Report to the City of Kingston' submitted by the Kingston Association of Museums, Art Galleries and Historic Sites in December 2015 is attached to this Report as Exhibit 'A' and fulfills the requirements of their most recent Service Level Agreement. This year-end report provides an overview of KAM's activities over the past year and also includes the recommendations regarding the distribution of the Operating, Project and Special Project grants through the City of Kingston Heritage Fund totalling \$234,000.00, outlined in Appendix A.

Recommendation

That the Mayor and Clerk be authorized to execute a Service Level Agreement between the City of Kingston and the Kingston Association of Museums, Art Galleries and Historic Sites (KAM) acceptable to the Director of Legal Services that identifies the services to be provided by KAM and the associated funding to be issued by the City of Kingston for those services; and

That Council approve the recommendations submitted by the Kingston Association of Museums, Art Galleries and Historic Sites with regard to the 2016 City of Kingston Heritage Fund in support of both project and operating grants as outlined in the 'Year End Report to City of Kingston, December 2015', Exhibit A, Appendix A to Report 16-037; and

That Council approve the release of \$91,800 to the Kingston Association of Museums, Art Galleries and Historic Sites for its annual operating grant for 2016; and

That the Kingston Association of Museums, Art Galleries and Historic Sites be directed to release the Operating, Project and Special Project totaling \$234,000 to the successful applicants.

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Authorizing Signatures:

ORIGINAL SIGNED BY COMMISSIONER

**Cynthia Beach, Commissioner,
Corporate & Strategic Initiatives**

ORIGINAL SIGNED BY CHIEF ADMINISTRATIVE OFFICER

Gerard Hunt, Chief Administrative Officer

Consultation with the following Members of the Corporate Management Team:

Lanie Hurdle, Community Services	Not required
Denis Leger, Transportation, Facilities & Emergency Services	Not required
Jim Keech, President and CEO, Utilities Kingston	Not required
Desiree Kennedy, Chief Financial Officer & City Treasurer	

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Options/Discussion

In 2011, the City of Kingston entered into its first Service Level Agreement with the Kingston Association of Museums, Art Galleries and Historic Sites (KAM). An initial allocation of \$45,000 was transferred to KAM from the Cultural Services Department operating budget to support initiatives that align with the City's strategic priorities as identified in the Kingston Culture Plan and Kingston's Strategic Plan 2011-2014. This relationship was renewed and expanded in 2012 requiring that additional services be provided in exchange for an increase in funding that totalled \$90,000. The City has continued to renew its Service Level Agreement with KAM each year and, at this time, it is being recommended the Service Level Agreement be renewed again in 2016 in relation to the services being provided.

'Year End Report'

In December 2015, KAM submitted a 'Year End Report' that provides an overview of its activities, including the services identified as part of their current Service Level Agreement and in keeping with the principles and intent of the Kingston Culture Plan and Council's Strategic Priorities. A copy of the 'Year End Report to City of Kingston, December 2015' is attached to this report as Exhibit "A" as evidence of the work completed to date. A summary of selected activities includes:

- In 2015, KAM marked its 35th anniversary as the collaborative network for Kingston area museums, art galleries and historic sites. A celebratory community event was organised to mark the milestone;
- KAM administered the Heritage Fund grants awarded in 2015 (including Special Project grants commemorating the Sir John A. Macdonald Bicentennial), the development and implementation of a 2016 Management Plan for the City of Kingston Heritage Fund and the administration of the call for submissions for 2016 grant applications and Heritage Fund Grants Committee deliberations;
- KAM continues to partner with the broader cultural heritage sector to grow capacity and to develop and implement projects and initiatives. In February 2015, The City's Cultural Services Department and KAM co-hosted a presentation by Steven Thorne, Canada's expert on Place-Based Cultural Tourism, as a guest speaker for KAM's annual general meeting;
- One of KAM's roles is to advocate on behalf of the museum sector and in 2015, it established a new Advocacy Committee. The Committee's initial priority was to contact KAM members and the cultural heritage community organizations to increase awareness of the City of Kingston Heritage Fund. The Committee also formed an Outreach Working Group to help strengthen ties within the tourism sector. In 2015 the working group developed and distributed a desk reference to all local hoteliers and tourism operators as a quick guide to KAM member sites' operating hours;
- Joint marketing and advertising has been a primary purpose of KAM since its inception in 1980. In 2015, KAM received a grant through The Great Waterway to undertake a joint photography project to increase KAM's database of stock photography of member site programs and exhibits. This project has further increased the professional quality of the organization's marketing product;

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- In 2015, KAM received a Summer Experience Program grant to hire a Cultural Tourism Training Developer to create four quality modules student orientation at member sites. These modules include an introduction to the cultural tourism industry, customer Interactions, leading visitors, and collection awareness.
- KAM provided mentorship by hosting internship positions for both Queen's University and St. Lawrence College students. Professional development for KAM members has encompassed both informal learning opportunities at membership meetings and a facilitated a Health and Safety Awareness for Workers and Supervisors workshop;
- KAM continued to participate in the City of Kingston's Museums and Collections Advisory Committee;
- KAM supported the continued of the rollout of the *Beyond Classrooms – Kingston* initiative, an innovative educational model that transforms a museum or other site into a host classroom for elementary students. *Beyond Classrooms* successfully ran eight weeks of programming at four sites during the 2014-2015 school year, including several weeks at City Hall. *Beyond Classrooms* is now an incorporated body with charitable status and in 2015 KAM supported a Trillium "Growth" stream application to help fund a Coordinator position.

Renewing the Existing Service Level Agreement

At this time, it is recommended the City of Kingston renew its Service Level Agreement with KAM as it is the opinion of staff that work on the services previously identified has been successfully completed. The renewal of the existing Service Level Agreement is also necessary to ensure KAM continues to build on what has been achieved to date and that it maintains the capacity it has developed to administer the City of Kingston Heritage Fund in 2016. A Service Level Agreement is also necessary to support the work of the Culture Services Department and the on-going implementation of many of the recommendations included in the Kingston Culture Plan and Council's Strategic Priorities.

The City of Kingston Heritage Fund

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

As part of the 2015 Service Level Agreement, KAM was asked to develop and submit a management plan for the 2016 City of Kingston Heritage Fund that was approved by Council in June 2015. A sum of \$183,007 was approved as part of the 2015 operating budget for the Cultural Services Department to support the Heritage Fund. A balance of \$1,870.92 (interest accumulated and unused funds from 2014 grant recipients) remaining in the Heritage Fund budget was added to this total, bringing the amount available for distribution for the 2016 grant cycle to \$234,878. This amount also includes a special, one-time Project Grant fund of \$50,000 that was approved by Council from the Working Fund Reserve in June 2015 to support community projects directly associated with the Canada's Sesquicentennial in 2017.

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Three separate Operating, Project and Special Project Grants Committees were convened by KAM in September and October 2015 to consider the applications received. Brian Osborne served as chair to all Grants Committees. Paul Robertson, City Curator, Cultural Services participated as a non-voting member. Caroline Petznick (Managing Director, KAM) and Deborah Holdich (Coordinator, KAM) supported the process as non-voting participants.

To serve on the Operating Grant Committee, Council appointed Councillors Jim Neill and Adam Candon to participate as non-voting members. Voting members were Paul Carl, Fiona Graham, John Grenville, Diana Gore and Marcus Letourneau.

To serve on the Project Grant Committee, Council appointed Councillors Liz Schell and Lisa Osanic. Voting members were Lena Beliveau, Eric Ferguson, Simonne Ferguson, John Grenville, Bruce Hutchinson and Marcus Letourneau.

Voting members of the Special Project Grant Committee were Lena Beliveau, Paul Carl, John Grenville and Marcus Letourneau.

The Operating and Project Grants Committees each met three times, the last time in a joint session to recommend the allocation of funds to grant recipients. The Special Project Grant Committee met twice and funding allocations were recommended at the second meeting. Funding allocations were made based on the assessment criteria used by the Committee members.

29 applications in all were considered representing a total request of \$582,183.64. Of these, 21 applications were for Operating and Project grants (total amount requested \$367,935.14) and eight applications were for the Special Project grant (total amount requested \$214,248.50). A limited funding envelope available for distribution (\$184,000 for Operating and Project grants and \$50,000 for Special Project grants) necessitated serious discussion and decision making for the Grants Committees.

The diversity of organizations that applied to the City of Kingston Heritage Fund for 2016 is a direct result of KAM's outreach to a broadened contact list for the Kingston cultural heritage sector. Prior to the application deadline, KAM held a public information meeting at the Artillery Park Aquatic Centre to advise community members about the various grant streams. It also hosted a grant writing workshop to help potential applicants with their submissions. In general, the Grants Committee was pleased with the range of projects submitted and was impressed with the overall calibre of the applications.

In its deliberations, the Grants Committees were diligent in their evaluation of each application to ensure: (1) the proposed project fit the Heritage Fund criteria; (2) the proposal provided clear objectives and a thorough analysis of all relevant details for a successful project; and (3) the applicant demonstrated the capacity to deliver the project. The Grants Committee provides constructive feedback in response to all applications.

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Funding Recommendations, Operating Grants

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

The total request for Full Operating Grants was \$195,000 and the total amount recommended for approval of four applications is \$131,000. The total request for Investment Operating Grants was \$14,000 and the full amount recommended for approval of three applications is \$7,000.

Funding Recommendations, Project Grants

The total funding request for project grants was \$163,935.14 and the amount recommended for approval to fund fourteen projects is \$46,000.

Funding Recommendations, Special Project Grants, Canada's Sesquicentennial in 2017

From time to time, special project grants may be approved by Council to further the implementation of the Kingston Culture Plan and to help Kingston's heritage sector tell the Kingston story. In anticipation of the celebration of Canada's Sesquicentennial in 2017, Council approved a special, one-time Project grant envelope of \$50,000 in the 2015 Cultural Services operating budget to support community projects directly associated with Canada and the Sesquicentennial.

All eight of the Canada's Sesquicentennial-related applications were approved for funding. The total request for funding was \$214,248.50 and the amount recommended for approval was \$50,000, the full funding envelope available.

Summary

The Grant Committees recommended the Operating and Project grant allocations according to a 75:25 ratio. Previous recipients of Operating funding will see a significant decrease in their allocated grants at 80 percent of 2015 levels. This reduction in funding levels for Operating grants allowed for the funding of several projects the Grant Committees considered valuable.

The following table highlights the funding being recommended and more detailed information is provided as part of Exhibit "A" that is attached to this report.

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Applicant	Grant Stream	Approved
Museum of Health Care at Kingston	Full Operating	\$56,000.00
Marine Museum of the Great Lakes at Kingston	Full Operating	\$52,000.00 (payable in two installments)
Kingston Historical Society for the Murney Tower	Full Operating	\$14,000.00
Frontenac County Schools Museum	Full Operating	\$9,000.00
Beyond Classrooms Kingston	Investment Operating	\$4,000.00
Kingston Regional Heritage Fair	Investment Operating	\$3,000.00
CFRC Radio	Project	\$15,000.00
International Hockey Hall of Fame and Museum	Project	\$2,500.00
Four Directions Aboriginal Student Centre	Project	\$10,000.00
African Caribbean Students Association	Project	\$1,500.00
Kingston Community Health Centre	Project	\$5,000.00
Boys and Girls Club of Kingston	Project	\$5,000.00
Canadian Mental Health Association	Project	\$5,000.00
Alzheimer Society	Project	\$2,000.00
Museum of Health Care at Kingston	Sesquicentennial	\$9,000.00
W.A.F.F.L.E.S.	Sesquicentennial	\$6,000.00

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Friends of the Penitentiary Museum	Sesquicentennial	\$9,000.00
Kingston Canadian Film Festival	Sesquicentennial	\$9,000.00
Kingston Regional Heritage Fair	Sesquicentennial	\$7,000.00
Friends of Kingston Inner Harbour	Sesquicentennial	\$10,000.00
TOTAL (Operating, Project, Special Project Grants)		\$234,000.00

Next Steps

In accordance with the existing Service Level Agreement with KAM, a review of the 2015 Heritage Fund management plan will be undertaken and recommendations made for improvements and enhancements to the existing program in 2016. City staff will also be working to increase the funding envelope available in response to what was recommended in the Kingston Culture Plan when developing future budgets on an annual basis.

Existing Policy/By-Law

Investing in the KAM through a Service Level Agreement and expanding the City of Kingston Heritage Fund aligns with a number of recommendations identified in the Kingston Culture Plan approved by Council in September 2010 and supports the priority to 'Protect Heritage' identified as part of Council's Strategic Priorities.

Notice Provisions

Not applicable

Accessibility Considerations

Not applicable

Financial Considerations

Funding for KAM in 2016 in the amount of \$91,800 was included and approved as part of the 2015 Operating Budget for the Cultural Services Department. The funds available to support the City of Kingston Heritage Fund in 2016 totalling \$183,007 were also approved as part of the 2015 Operating budget for the Cultural Services Department. . A balance of \$1,870.92 (interest accumulated and unused funds from 2014 grant recipients) remaining in the Heritage Fund budget was added to this total, bringing the amount available for distribution for the 2016 grant cycle to \$234,878. Funding for the one-time Canada's Sesquicentennial Special Project grant (\$50,000) was approved by Council from the Working Fund Reserve in June 2015.

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Contacts

Cynthia Beach, Commissioner, Corporate & Strategic Initiatives, 613-546-4291, extension 1150

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

Other City of Kingston Staff Consulted

Paul Robertson, City Curator

Alan McLeod, Senior Legal Counsel

Renee Leger, Financial Analyst

Exhibits Attached

Exhibit "A" - Year End Report to the City of Kingston, December 2015, Kingston Association of Museums, Art Galleries and Historic Sites



kingston
association
of museums
art galleries +
historic sites

KAM



YEAR END REPORT To the City of Kingston December 2015



KAM Year End Report to the City of Kingston – 2015

The Kingston Association of Museums, Art Galleries and Historic Sites, Inc. (KAM), is pleased to submit a report of its ongoing activities as required under the conditions of the 2015 Service Level Agreement between the Corporation of the City of Kingston and KAM. See across for the Board of Directors of KAM for 2015 (top to bottom)

- Mark Badham, Past President
- William Visser
- Karen Pagratis
- Tabitha Renaud, President
- David St. Onge, Treasurer
- Kevin Fox, Vice President
- Brian Osborne
- Alicia Boutilier
- Heather Home, Secretary



In keeping with the principles and intent of the Kingston Culture Plan, a key to KAM's

success is in the **relationships and partnerships** that it fosters. KAM continues to partner with the broader cultural heritage sector, to grow its capacity, and to develop and implement projects and initiatives. The City's Cultural Services Department and KAM partnered on several successful initiatives in 2015. One such project occurred in February, when Steven Thorne, Canada's expert on Place-Based Cultural Tourism, was hosted as the guest speaker for KAM's AGM in which he emphasized Kingston's enormous opportunity for cultural tourism.

The work by KAM's Board of Directors, staff, committees and volunteers has continued to move the organization forward. This year marked **KAM's 35th Anniversary**. Celebrating over 30 years of volunteer service with KAM were three long-standing members, Edward Grenda, Mark Badham and Kevin Fox.



KAM Year End Report to the City of Kingston – 2015

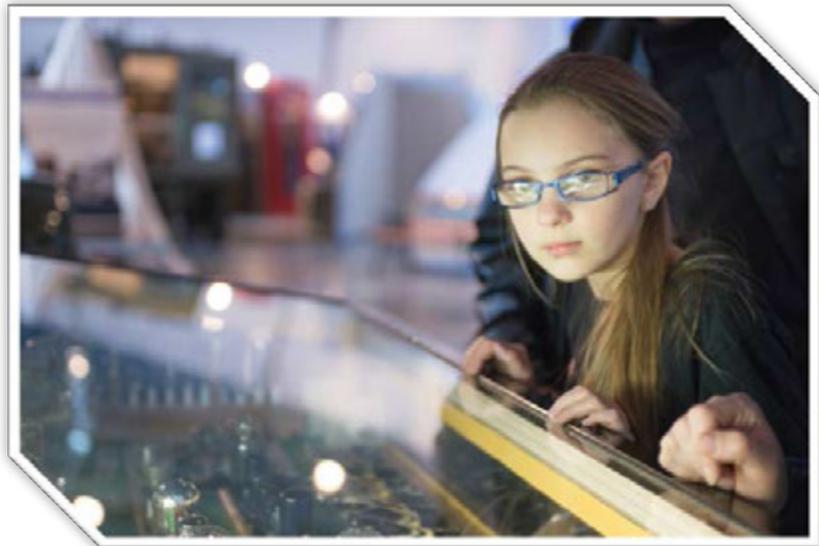
An important role of the Kingston Association of Museums, Art Galleries and Historic Sites (KAM) is to advocate for the museum sector. In 2015, KAM took an important step towards fulfilling this mandate by establishing a new **KAM Advocacy Committee**. The Committee’s initial priority was to contact KAM members and the cultural heritage community organizations to increase awareness of the City of Kingston Heritage Fund.



The KAM Advocacy Committee strives to strengthen ties within the tourism sector and formed a **KAM Outreach Working Group**. In 2015, the working group developed and distributed a desk-reference to all local hoteliers and tourism operators to quickly identify operating hours for KAM member sites.

Joint marketing and advertising has been a primary purpose of KAM since its inception in 1980. In 2015, KAM received a grant through The Great Waterway to undertake a **joint photography project** to increase KAM’s database of stock photography. This project included funding to support the inclusion of over 60 models, participating in mock programs and exhibits at five of KAM’s member sites. This project has further increased the professional quality of the organization’s marketing product.

A sample of these photographs have been included in a new **30-second promotional video**, thanks to an initiative spearheaded through TV COGECO’s



KAM Year End Report to the City of Kingston – 2015

community programming.

Many Kingston visitors and residents experienced local heritage and culture institutions in the evening from 5-8pm on July 9th and August 6th, 2015, at KAM's first **Museums at Night** events. Kingston Trolley Tours partnered with KAM for these events and offered extended evening hours. Another important annual evening event in the community was the **Santa Claus Parade**. For the third consecutive year, KAM partnered with the Kingston Trolley Tours to enter a float. The parade entry included 3D lit iconic museum structures (i.e. a dinosaur for the Miller Museum and a ship for the Marine Museum).

KAM continues its **commitment to community engagement**. In the Spring of 2015 the association purchased a booth at the City of Kingston's **Showcase** at the Portsmouth Olympic Harbour to highlight the diversity Kingston's cultural heritage experiences. KAM continued to be actively involved in many other community activities, organizations and events including the **Heritage Fair, Doors Open, and First Capital Day**. KAM is also an active member of the City of Kingston's **Museum and Collections Advisory Committee**.



KAM's **Beyond Classrooms – Kingston** (BCK) initiative is a program that moves teachers and their classrooms into community museums, art galleries and community sites for an entire week. BCK successfully ran eight weeks of

programming at four sites during the 2014-2015 school year.

This included several weeks at City Hall. BCK became incorporated in 2015 and received charitable status.

This has launched the organization forward, and KAM has supported a Trillium "Growth" stream



KAM Year End Report to the City of Kingston – 2015

application, primarily for a Coordinator.

Beyond Classrooms Kingston is modeled on Calgary's Open Minds concept, the founder of which visited Kingston's BCK and was very impressed with the success of the program.

KAM received a Summer Experience Program grant to hire a **Cultural Tourism Training Developer** in June 2015. Four quality modules have been created for student orientation. These modules include an introduction to the cultural tourism industry, customer interactions, leading visitors,



and collection awareness. KAM also provides mentorship by hosting internship positions for both Queen's University and St. Lawrence College students. Professional development for KAM members has encompassed both informal learning opportunities at membership meetings and a facilitated **Health and Safety Awareness for Workers and Supervisors** workshop in March, 2015.

City of Kingston Heritage Fund (CKHF)

The City of Kingston Heritage Fund (CKHF) was established to provide municipal support to organizations that tell Kingston's story, and by so doing, improve quality of life for Kingston residents and ultimately increasing cultural heritage sector viability.



KAM Year End Report to the City of Kingston – 2015

There has been a tremendous increase in the number of community organizations that have sought funding from the CKHF. There were four-times the number of applicants by the third year of successfully operating the CKHF. The increase in funding requests has also been due in part to the availability, starting in 2014, of much needed Operating Grants.

The City of Kingston Heritage Fund (CKHF) began in 2013 with \$100,000 available for Project Grants. In 2015, the CKHF had reached \$184,000 in funding, however demand for funding is double this amount (\$367,935). At a special presentation to Council in December 2014, KAM identified the importance of augmented growth for the CKHF as prescribed by the 2010 Culture Plan.

Year	Type	Requests received	Funds requested	Funds allocated	Requests supported	Funds available
2013	Project	7	\$76,084	\$62,634	5	\$100,000
	Operating	5	\$162,300	\$147,300	5	\$165,000
						(+ \$37,366 from 2013)
2014	Project	8	\$112,783	\$55,059	7	
	Special*	4	\$35,886	\$35,886	4	\$50,000
	Operating	7	\$209,000	\$138,000	6	\$184,000
2015	Project	14	\$163,935	\$46,000	8	
	Special**	8	\$214,249	\$50,000	6	\$50,000
Total		53	\$974,237	\$534,879	41	\$549,000

*=Special project funding to support Sir John A. Macdonald projects

**=Special project funding to support Celebrations of Canada's sesquicentennial

Thematic project grant streams have also been administered through the CKHF process for projects to support Celebrations of Sir John A. Macdonald and Canada's Sesquicentennial. Grant funds that were not allocated for these special projects were returned to the City of Kingston. Administration of the Heritage Fund over the past year consisted of contracting with the successful applicants and on-going monitoring of project status. Interim and Final reports for all projects were received, evaluated, and filed.

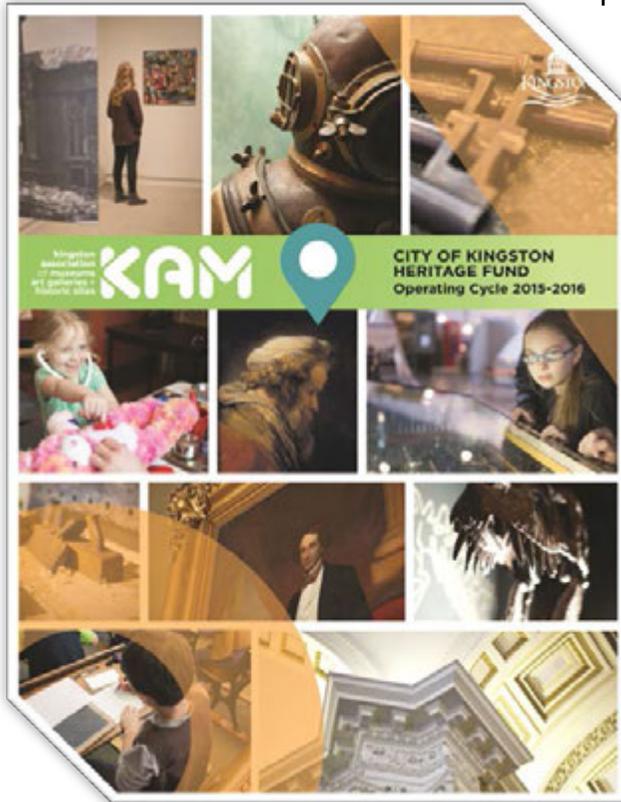
In 2015, KAM prepared a revised **Administrative Plan** for the 2015-2016 CKHF. A review of the 2014-15 application and adjudication process was undertaken. Surveys were conducted of the Grants Review Committee, applicants (both

KAM Year End Report to the City of Kingston – 2015

successful and unsuccessful), KAM Board members, the cultural heritage sector; and the general public. The information was incorporated into the 2015 Administrative Plan, and subsequent application, guidelines, and standard

operating procedures. Changes put in place for the 2015-2016 CKHF

included the development of fillable forms to increase accessibility, a free grant writing workshop, and environmentally-friendly adjudication processes.



The approach to Kingston’s cultural heritage sector was broadened, including direct notification to an expanded and updated contact list for the cultural sector. A public information meeting was held at the Artillery Park Aquatic Centre. Personal, verbal follow-up were undertaken by several KAM Board members through the newly formed KAM Advocacy Committee.

In summary, KAM is pleased to report considerable movement on a number of initiatives and projects related to its service level agreement with the City of Kingston. KAM wishes to acknowledge the support of the City in this regard, both from a financial perspective, and through the cooperation and support of City staff.

Respectfully submitted,

Tabitha Renaud, President

Kingston Association of Museums, Art Galleries, and Historic Sites, Inc.

Attachments:

- Appendix A – REPORT TO THE CITY OF KINGSTON
City of Kingston Heritage Fund, 2015-2016
Grants Committee Recommendations

APPENDIX A

**REPORT TO THE CITY OF KINGSTON
City of Kingston Heritage Fund, 2015-2016
Grants Committee Recommendations**

The City of Kingston Heritage Fund (CKHF) Grants Committees has completed its task of reviewing 2015-2016 Heritage Fund applications and recommends the following grant allocations. A total of 29 applications were received consisting of 21 applications for the regular CKHF Operating and Project Grants, and 8 Special Sesquicentennial Project Grants.

	Applications Received	Requested	Recommended
Operating – Full	4	\$195,000.00	\$131,000.00
Operating – Investment	3	\$14,000.00	\$7,000
Project	14	\$163,935.14	\$46,000.00
TOTAL Requested		\$367,935.14	
TOTAL Available for Distribution			\$184,000.00

Under the direction of the Chair, Brian Osborne, the 2015-2016 CKHF Grant Committees included: Lena Beliveau, Paul Carl, Eric Ferguson, Simonne Ferguson, Fiona Graham, John Grenville, Diana Gore, Bruce Hutchinson, and Marcus Letourneau. Paul Robertson served on the Grants Review Committee as Cultural Services department representative, and Councillors Adam Candon, Jim Neill, Lisa Osanic and Liz Schell were appointed to the Committee by Council.

Prior to their deliberations, committee members considered City policies on culture, heritage, and community development, KAM's goals and practices, and the independence of the committee members. Meetings were structured to consider applications for each of the three categories of grants separately and for a meeting of the whole to decide on final allocations.

1.1. Operating Grants

CKHF Operating Grants are intended to assist in providing a stable base of funding for Kingston's cultural heritage organizations and, by so doing, to enhance their sustainability. Full Operating grants support core operating expenses and programming costs, in line with CKHF objectives. Investment Grants are designed to further develop the potential of institutions which operate on a seasonal or otherwise limited basis.

In the 2015 application process, the CKHF Operating Grants Committee met three times. Funding allocations were recommended at the third and final meeting. Again, the Heritage Fund was oversubscribed by eligible applicants, the total funds requested being double the amount available for distribution.(\$367,935 requested and \$184,000

APPENDIX A

available). Following careful consideration of all applications, the following applications are recommended for funding.

a) That 2015-2016 CKHF Full Operating Grants:

- Museum of Health Care (\$56,000).
- Marine Museum of the Great Lakes of Kingston (\$52,000, payable in two installments).
- Kingston Historical Society for the Murney Tower (\$14,000).
- Frontenac Country Schools Museum (\$9,000).

b) That 2015-2016 CKHF Investment Grants:

- Beyond Classrooms Kingston (\$4,000).
- Kingston Regional Heritage Fair (\$3,000).

1.2. Project Grants

The City of Kingston Heritage Fund Project Grants provide support for specific, finite cultural heritage initiatives. Given the large discrepancy between the amount available for distribution and the funds requested, the Project Grant Committee faced very difficult decisions. Only 8 of the 14 projects received support, and the majority of these received half or less of the funds that they had requested. The Committee recommends the following:

a) That 2015-2016 Regular Project Grants be allocated to:

- CFRC for “Stories of the Swamp Ward: The SWIHHP/CFRC Oral History and Audio Documentary Project” (\$15,000).
- International Hockey Hall of Fame and Museum for “Heritage Films: Paddy Patterson” (\$2,500).
- Four Directions Aboriginal Student Centre for “Elder in Residence” (\$10,000).
- African Caribbean Students Association for “Black History Month Celebration” (\$1,500).
- Kingston Community Health Centre for “Connecting Cultures, Connecting People, Strengthening Diverse Heritage” (\$5,000).
- Boys and Girls Club of Kingston for “Youth Cultural Heritage Program” (\$5,000).
- Canadian Mental Health Association for “Tory Blue: Sir John A. Macdonald and Depression” (\$5,000).
- Alzheimer Society for “Visit to the Museum of Health Care of Kingston” (\$2,000).

The final Operating and Project grant distribution resulted in a 75:25 ratio with \$138,000 allocated for Operating grants and \$46,000 for Project grants. Previous recipients of Operating funding will receive a significant decrease, receiving only 80% of their 2015 funding levels. However, several valuable projects have been supported for 2016, and

APPENDIX A

unsuccessful applicants will be provided with suggestions for enhancing their applications and encouraged to reapply in future.

2. 2015-2017 – Celebration of Canada’s Sesquicentennial

In 2015, the Council of the City of Kingston approved \$50,000 in funding grants for projects related to the celebration of Canada’s sesquicentennial from a Kingston perspective.

	Number of Applications	Requested	Recommended
Special Sesquicentennial	8	\$214,248.50	\$50,000.00
TOTAL Available for Distribution			\$50,000.00

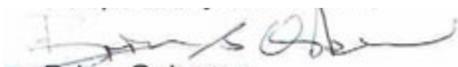
The CKHF Special Sesquicentennial Project Grants Committee met twice and funding allocations were recommended at the second and final meeting. Voting members for the Special Sesquicentennial Project adjudication process included Lena Beliveau, Paul Carl, John Grenville, and Marcus Letourneau. Paul Robertson served on the Grants Review Committee as Cultural Services department representative. The CKHF Special Sesquicentennial Project Grants Committee recommends the following grant allocations.

a) That 2015-2017 Special Sesquicentennial Project Grants be allocated to:

- Museum of Health Care for “Growing Pains: The 1867 Crisis at KGH” (\$9,000).
- W.A.F.F.L.E.S. for “Sesquicentennial LEGO Exhibit and Kingston Based Robotics Challenge” (\$6,000).
- Friends of the Penitentiary Museum for “In their own words: Stories of Prison Staff and the Links between Kingston’s Heritage and its Penitentiaries” (\$9,000).
- Kingston Canadian Film Festival for “Lights, Camera, Kingston: Celebrating our film history” (\$9,000).
- Kingston Regional Heritage Fair for “Young Filmmakers Preserving the Stories of Kingston” (\$7,000).
- Friends of Kingston Inner Harbour “The Swamp Ward Book Project” (\$10,000).

The Board of Directors of the Kingston Association of Museums, Art Galleries and Historic Sites (KAM) ratified the recommendations of the CKHF Operating Grants Committee, CKHF Regular Grants Committee, and of the CKHF Special Sesquicentennial Project Grants Committee at their November 10, 2015 meeting.

Respectfully submitted,



Brian Osborne

Chair, City of Kingston Heritage Fund Grant Committee