



## **WITHDRAWAL OF SUPPORT POLICY AND OBLIGATIONS**

### **GENERAL FUNDING PROGRAM**

#### **Two-year and four-year operating grants**

The Conseil des arts de Montréal helps various arts organizations, associations, alliances and service organizations fulfill their mandates by providing financial support on a recurring basis, based on their artistic merit and their impact on their community.

Through its operating grants, the Conseil commits to providing the same level of financial assistance for two or four years as long as the organization's overall situation is stable, and it meets its obligations. This funding also depends on the Conseil's financial capacity.

When significant changes within the organization occur or breaches of obligations are observed, the Conseil team will review the new situation and may adjust the support, if required.

This Withdrawal of Support Policy applies only to organizations supported by the Conseil's General Funding Program who are making significant changes to their mandate or operations or who are experiencing financial, mandate, management, or governance difficulties.

### **OBLIGATIONS**

Following receipt of a positive response from the Conseil and upon renewal of the multi-year grant, the organization will be asked to confirm its commitment to carry out the activities covered by the grant and to comply with the grant's terms and conditions.

Organizations agree to:

- Complete and sign the Compliance Form.
- Carry out activities as planned.
- Notify the Conseil in a timely manner of any major changes in its mandate, management (Executive or Artistic Director), board of directors and/or operations.
- Produce and submit required activity and financial reports to the Conseil within four months of the organization's fiscal year-end.
- Comply with the grant's specific conditions of use, where applicable.
- Publicly mention the contribution of the Conseil des arts de Montréal by reproducing the Conseil's logo in its programs, brochures, pamphlets, websites, videos and other promotional or advertising

materials, digital or printed. The logo and standards for the use of the Conseil's logo are available at <https://www.artsmontreal.org/en/council/logos>.

- If desired, include in its report photographs, videos or any other relevant, royalty-free visuals that the Conseil may use for promotional or archival purposes.

Managers and representatives of applicant organizations agree at all times not to contact members of the evaluation committee or the Conseil's board of directors about the management or evaluation of their application, or about decisions related to their application. Only Conseil staff are authorized to respond to their questions.

## **FINANCIAL STATEMENT FORMATS**

The **financial statements** must be signed by two directors and submitted in accordance with the following provisions:

- A. An organization that receives grants of twenty thousand dollars (\$20,000) or less from the Conseil des arts de Montréal's General Funding Program must submit a balance sheet and income statement (income and expenditures) prepared by the organization.
- B. An organization that receives grants of between twenty thousand and one dollars (\$20,001) and forty-nine thousand nine hundred ninety-nine dollars (\$49,999) from the Conseil des arts de Montréal's General Funding Program must submit a review engagement report prepared by a chartered professional accountant (CPA).
- C. An organization that receives grants of fifty thousand dollars (\$50,000) or more from the Conseil des arts de Montréal's General Funding Program must produce audited financial statements prepared by a chartered professional accountant (CPA).

All reports will be available on the ORORA portal

<http://www.artsmontreal.org/en/orora>

## **PAYMENT SCHEDULE**

The grant is paid annually in two instalments according to the established cycle of your supporting grant program.

### **Two-Year Operating Grant**

First payment

- Year 1 (2023) – 90% after the Conseil sends the award letter
- Year 2 (2024) – 90% in the same payment period as Year 1

Second payment

- Year 1 – 10% following the Conseil's receipt (on ORORA) and acceptance of the final report and financial statements, signed by two board members, for the organization's last completed fiscal year, i.e., 2023 (the 2023–2024 season, depending on its fiscal year)
- Year 2 – 10% following the Conseil's receipt (on ORORA) and acceptance of the final report and financial statements, signed by two board members, for the organization's last completed fiscal year, i.e., 2024 (the 2024–2025 season, depending on its fiscal year)

## **Four-Year Operating Grant**

### First payment

- Year 1 (2024) – 90% after the Conseil sends the award letter
- Year 2 (2025) – 90% in the same payment period as Year 1
- Year 3 (2026) – 90% in the same payment period as Year 2
- Year 4 (2027) – 90% in the same payment period as Year 3

### Second payment

- Year 1 – 10% following the Conseil's receipt and acceptance of the final report and financial statements, signed by two board members, for the organization's last completed fiscal year, i.e., 2024 (the 2024–2025 season, depending on its fiscal year)
- Year 2 – 10% following each year of the four-year cycle – following the Conseil's receipt and acceptance of the final report and financial statements, signed by two board members, for the organization's last completed fiscal year, i.e., 2025 (season 2025–2026, depending on the organization's fiscal year)
- Year 3 – 10% following each year of the four-year cycle – following the Conseil's receipt and acceptance of the final report and financial statements, signed by two board members, for the organization's last completed fiscal year, i.e., 2026 (season 2026–2027, depending on the organization's fiscal year)
- Year 4 – 10% following each year of the four-year cycle – following the Conseil's receipt acceptance of the final report and financial statements, signed by two board members, for the organization's last completed fiscal year, i.e., 2027 (season 2027–2028, depending on the organization's fiscal year)

## **WITHDRAWAL OF SUPPORT POLICY**

### **Start of cycle**

When the cycle begins, the Conseil reserves the right to modify, withhold, or suspend payments, or request a refund of amounts paid for operating assistance in the circumstances and in accordance with the conditions below:

- Subject to available funds, the number of applications received, the number of applications evaluated as highly satisfactory, and the budget allocations for operational support, projects or other initiatives, the committee may recommend that new organizations be welcomed, that the cycle be increased or reduced from quadrennial to biennial, from biennial to project, and/or that the grant be increased or decreased without warning.
- The committee may recommend a total interruption of funding compared to the previous cycle, which may be implemented gradually, depending on the nature of the organization, in order to mitigate the impact of this decision on the organization's activities.
- In the event that the organization makes a significant change in governance, artistic direction, mandate, or activities, the committee may recommend a reduction or interruption of support, without warning.

### **Mid-cycle**

The financial commitment of the Conseil des arts de Montréal to organizations may be interrupted, modified, or a request for reimbursement of amounts paid may be made:

- In the event of an organization ceasing operations.
- In the event of a change in mandate, management (Executive or Artistic Director), board of directors and/or activities that are not approved by the Conseil.
- In the event that activities or progress in files are deemed unsatisfactory when the final reports are received.
- In the event of a deficit: an organization with a deficit (net assets) of 10% or more of its net revenues.
- Based on the Conseil's financial capacity and in accordance with the Withdrawal of Support Policy.

#### **In any of the abovementioned cases of dissatisfaction**

The Conseil will require conditions to remedy the situation, for example, a recovery plan, quarterly budget reports, a new business plan, etc. In the event of a reduction in the duration of the support and/or a reduction in the grant, the Conseil may provide special support.

The documents to be submitted and amendments to be made will be subject to a timeline that will impact the awarding of the grant. In the event of non-compliance with the special conditions, the Conseil may withdraw the financial support to the organization, in whole or in part or in part, or request a refund of the amounts paid.