



CONSEIL
DES ARTS
DE MONTRÉAL

GENERAL FUNDING PROGRAM

Project Grants

For organizations

Program Presentation

2019-2020

1. WHAT DO I NEED TO KNOW BEFORE APPLYING?

1.1. WHO IS ELIGIBLE TO APPLY?

Incorporated non-profit organizations or artist cooperatives that pay no dividends.

1.2. WHAT DISCIPLINES QUALIFY?

Organizations working in circus arts, street performance, visual arts, digital arts, film and video, dance, literature (including cultural periodicals), new artistic practices (multidisciplinary and interdisciplinary)¹, music and theatre.

1.3. WHAT MANDATES QUALIFY?

Organizations whose mandate is:

- i. creation/production
- ii. specialized or multidisciplinary presentation
- iii. publication of a cultural periodical
- iv. staging of an event or festival
- v. production support
- vi. to be a museum
- vii. to be a professional association or group or a service organization.

1.4. WHAT PROJECTS QUALIFY?

Projects associated with the organization's mandate.

Projects may include, but are not limited to, the following: creation and production of a performance, research into production components, implementation of one season's programming, staging of a festival, staging of an exhibition, implementation of activities to support disciplinary development, a presentation in a public space, technology development, research/creation in visual arts and digital arts and curator collaboration.

1.5. WHAT DO I NEED TO KNOW WHEN FILING MY FIRST APPLICATION?

First-time applicants are urged to contact the cultural advisor for their discipline or activity sector, who can clarify the eligibility and evaluation criteria and any other details.

1.6. WHAT ARE THE DEADLINES FOR APPLICATIONS?

December 15, February 15, September 15 (**see Section 9**)

1.7. WHAT ARE THE OBJECTIVES OF THE PROGRAM?

The Conseil des arts de Montréal's General Funding Program supports the creation, production and presentation of arts activities on the Island of Montreal. By providing financial assistance to various organizations in the arts sector, this program helps them to fulfill their mandate. It also fosters artistic excellence and enables Montreal audiences to experience art in all its forms.

1.8. WHERE CAN I FIND DEFINITIONS FOR CERTAIN TERMS?

Consult our glossary at:

<http://www.artsmontreal.org/fr/glossaire>

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

¹ For more details see the glossary

2. WHAT ARE THE ELIGIBILITY CRITERIA?

2.1. GENERAL ELIGIBILITY CRITERIA

Status and conditions

- i. must be a non-profit organization or artist cooperative that pays no dividends;
- ii. must be headquartered on the Island of Montreal;
- iii. must have a board of directors composed primarily of Canadian citizens or permanent residents of Canada;
- iv. must have the mandate to create, produce or present artistic works or to bring together and represent artists and/or cultural workers from a single discipline or the multidisciplinary sector.

Professionalism

- i. must possess a level of recognized and demonstrable competence;
 - ii. must be directed by qualified persons;
 - iii. must have steady and reliable artistic direction;
 - iv. must have a track record of activities whose artistic quality has been recognized;
 - v. must bring together, represent or employ professional artists and/or cultural workers.
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3. WHO IS NOT ELIGIBLE TO APPLY?

3.1. INELIGIBLE ORGANIZATIONS AND INDIVIDUALS

- organizations that do not meet the general eligibility criteria;
- organizations receiving an operating grant under the Conseil's General Funding Program;
- individual artists;
- artist collectives;
- cultural periodicals that publish fewer than three issues per year, that are distributed free of charge or that are available only in electronic form;
- public and para-public organizations and municipal corporations;
- organizations dedicated to teaching, education and professional training.

3.2. INADMISSIBILITY OF PROJECTS

- projects completed before the Conseil has approved the application (allow 14 weeks following the application deadline);
- sound recording projects;
- projects specifically related to film or web film production;
- projects that are essentially promotional;
- capital projects and/or projects to acquire specialized equipment.

3.3. INELIGIBLE ACTIVITY SECTORS

Organizations working exclusively in variety and humour.

3.4. APPLICATIONS THAT WILL NOT BE CONSIDERED

- incomplete applications;
- applications received after the deadline.

4. WHAT ARE THE DETAILS OF THE PROGRAM?

4.1. WHAT IS THE PURPOSE OF THE PROJECT GRANT PROGRAM?

The Conseil offers these grants to enable organizations to carry out activities associated with their mandate.

The grant covers the production of a specific artistic project, a complete program for festivals and presenters, or the publication of at least three issues of a periodical.

4.2. WHAT IS THE TERM OF THE GRANT?

The grant is one-time and non-recurrent.

The project must be completed within the time frame indicated in the application.

4.3. HOW MANY APPLICATIONS CAN I FILE IN ONE YEAR?

Organizations may apply only once a year for a project grant under the General Funding Program.

4.4. IS IT POSSIBLE TO APPLY FOR A PROJECT THAT SPANS MORE THAN ONE YEAR?

Organizations whose mandate is creation/production can apply one year for the creation/research phase of a project, and another year for the production/presentation phase of the same project.

4.5. CAN THE PROJECT BE ENTIRELY FINANCED BY THE CONSEIL?

The grant amount provided cannot exceed 75% of the project cost.

5. HOW ARE APPLICATIONS EVALUATED?

With the assistance of the peer members of its sectoral evaluation committees, the Conseil des arts de Montréal evaluates all applications on merit and awards grants based on the funds at its disposal.

5.1. WHAT ARE THE EVALUATION CRITERIA?

There are two categories of evaluation criteria:

- i. mandate-based criteria
- ii. cross-sectional criteria

5.2. WHY HAVE MANDATE-BASED CRITERIA?

Organizations are first evaluated on the basis of their mandate, according to the specific components of each mandate and the weight accorded to each component.

5.2.1. What are the mandate-based criteria for creation/production organizations?

Artistic quality 60%

- the project's artistic quality and interest;
- the project's alignment with the organization's mandate and artistic orientations;
- artistic quality and originality of the organization's past works.

Impact of the project 20 %

- strategies used to reach audiences.

Management and administration 20%

- the project's feasibility, practicality of proposed budget, diversity of funding;
- the organization's ability to efficiently manage its activities and see projects through to completion;
- financial stability and sound governance.

5.2.2. What are the mandate-based criteria for professional associations or groups and service organizations?

Mission and fulfilment of mandate 40%

- quality of the organization's activities or services and consistency with its mission and orientations;
- number of members or clients served;
- membership representativeness.

Contribution to the discipline and the arts community 40%

- contribution and impact of the organization on the development of its artistic discipline;
- efforts made to improve artists' working and socio-economic conditions in the relevant discipline (where applicable);
- level of engagement of members or community partners.

Management and administration 20%

- the organization's ability to efficiently manage its activities and see projects through to completion;
- financial stability and sound governance;
- organizational health and sound governance;
- ability to cooperate with various partners in the arts community;
- diversity of funding sources.

5.2.3. What are the mandate-based criteria for publishers of cultural periodicals?

Artistic quality 65%

- quality of editorial content and alignment with artistic mandate;
- relevance and quality of featured authors and artists and collaborators;
- consistency and quality of the visual presentation.

Reach and impact 20%

- efforts made to raise the profile of artists, writers and organizations;
- development of a publishing program that increases readership and contributes to the growth of the discipline concerned;
- effectiveness of communications, marketing and promotional activities.

Management and administration 15%

- adherence to publishing program;
- amount of subscription revenues, taking into account the discipline and target audience;
- demonstrable financial stability and sound governance;
- diversity of funding sources.

5.2.4. What are the mandate-based criteria for festival/event or specialized and multidisciplinary presenters?

Quality and impact on artistic development 60%

- clarity of the organization's mission and artistic orientations and relevance to the arts ecosystem;
- strong and innovative artistic direction;
- quality and interest of programming vis-à-vis the organization's mission, artistic orientations and resources;
- quality of reception services and support offered to participating artists or organizations and efforts made to generate proceeds and pay artists' fees;
- efforts made to promote dialogue and encounters between disciplines (multidisciplinary presenters).

Outreach and impact on audience development 20%

- the organization's ability to welcome and develop audiences;
- effectiveness of outreach, communication, marketing, advertising and promotional activities;
- ability to work in collaboration with different communities.

Gestion et administration 20 %

- the organization's ability to efficiently manage its activities and see projects through to completion;
- organizational health and sound governance;
- diversity of funding sources.

5.3. WHY HAVE CROSS-SECTIONAL CRITERIA?

The cross-sectional criteria reflect the Conseil's strategic priorities for 2018-2020, developed in consultation with the various artistic communities, as well as key elements that contribute to the vitality of the arts sector.

The Conseil complements its mandate-based criteria with cross-sectional criteria in an effort to recognize and encourage the participation of organizations that are making a difference in priority areas identified by Montreal's arts community. Depending on their mission, the nature of their activities, their background and other factors, these organizations can identify with and relate to a varied assortment of these criteria.

There are three categories of cross-sectional criteria: inclusion, outreach and innovation.

5.3.1. Criteria based on inclusion

Equity and representativeness:

- Indigenous artists and cultural workers and Indigenous artistic practices;
- culturally diverse artists and cultural workers;
- minority, non-Western or intercultural (other than Indigenous) artistic practices;
- non-typical or under-represented artists and audiences;
- intergenerational relations and transmission of knowledge and experience;
- genders, in particular male/female parity.

5.3.2. Criteria based on outreach

Enhancement of local initiatives:

- strong presence of artists at the local/neighbourhood level;
- development of sustainable ties between artists and the educational community.

Local, national and international outreach:

- presentation and touring of works locally and nationally;
- presentation and touring of works internationally.

5.3.3. Criteria based on innovation

New practices and R&D

- innovative management practices;
- appropriation of digital technology.

5.3.4. Bonus points for cross-sectional criteria

Points given for meeting cross-sectional criteria are added to the score for mandate-based criteria determined by evaluation committee peer members. There are a total of ten bonus points, broken down as follows:

Inclusion	maximum of 5 points
Outreach	maximum of 3 points
Innovation	maximum of 2 points

5.4. WHO EVALUATES APPLICATIONS AND HOW ARE DECISIONS MADE?

5.4.1. What is the evaluation procedure?

Five-step process

1. reception of applications and verification of eligibility by assigned professionals reporting to Conseil management;

2. applications analysed by assigned professionals based on impact/outreach, administrative and financial aspects and cross-sectional criteria;
3. review and recommendation by evaluation committee members (peers);
4. recommendations presented by evaluation committee chairs to the Conseil's Board of Directors;
5. meeting of the Board for final decision on awarding of grant.

5.4.2. Who else has access to my application?

If necessary for analysis purposes, the Conseil may consult with other organizations involved in the same grant applications or with outside experts.

The Conseil guarantees the confidentiality of all personal information in its possession and restricts access to all confidential documents it receives, subject to the *Act respecting the Protection of Personal Information in the Private Sector* (Chapter P-39.1).

6. HOW DO I FILE AN APPLICATION?

6.1. WHAT FORMAT IS USED FOR GRANT APPLICATIONS?

Consult our website at www.artsmontreal.org/fr/orora and follow the directions on how to fill out an application.

You will be asked to create or update your profile (as applicable), after which you will have access to your application history and your correspondence with the Conseil.

If you have a problem applying or any questions, contact the Conseil by phone at (514) 280-3580, or by email at artsmontreal@ville.montreal.qc.ca, mentioning ORORA in the subject line.

6.2. WHAT IS THE MAIN FOCUS OF MY APPLICATION?

The main focus of an application depends on the applicant's mandate:

- Applications filed by organizations with a research or creation/production mandate, professional associations or groups and service organizations are based on a single, specific project.
- Applications filed by festival/event, specialized or multidisciplinary presenters and publishers of cultural periodicals encompass all of their activities for the coming year.

6.3. WHY DO I HAVE TO DO A SELF-EVALUATION?

The Conseil compiles data from the self-evaluation to use for analysis, research and/or evaluation purposes. These statistics are also consulted for program management purposes as well as financial and service allocations.

6.3.1. Where do I find the self-evaluation form?

You'll find a link to the self-evaluation form on your organization's profile on ORORA at: https://orora.smartsimple.ca/s_Login.jsp?lang=2.

6.3.2. How is my data managed?

Pursuant to the *Act respecting the Protection of Personal Information in the Private Sector* (Chapter P-39.1), all data are kept confidential.

Data is managed and used only by Conseil employees who require access to this personal information in order to properly do their jobs.

6.3.3. Am I obligated to answer the questions?

Pursuant to the Quebec *Charter of Human Rights and Freedoms* (Chapter C-12), you are not bound to answer the questions, but we strongly urge you to do so. Your contribution is important for us to draw an accurate portrait of the Montreal arts scene.

Your failure to reply will not adversely prejudice your application for most of the Conseil's programs (General Funding Program, Touring Program, etc.).

However, if you decline to disclose your personal information, the Conseil may be unable to process your application for certain programs aimed at specific clientele (emerging, Indigenous or culturally diverse artists, immigrants, etc.).

Only certain information deemed truly essential for the evaluation of certain programs is liable to be conveyed to evaluation committee members (peers) and the Board of Directors.

6.3.4. Can I access the data myself?

Every person has the right to access personal information concerning them held by the Conseil, in accordance with the *Act respecting the Protection of Personal Information in the Private Sector*; see DIVISION IV – ACCESS BY PERSONS CONCERNED (sections 27 to 33).

6.4. WHAT IF I DON'T HAVE ACCESS TO A COMPUTER?

You can make an appointment with us and you will be given access to a computer at the Conseil as well as help filling out the forms.

6.5. WHAT DOCUMENTS DO I HAVE TO ATTACH??

- the organization's letters patent, *if this is a first application or if they have been amended since the first application*;
- the corporation's statutes and bylaws, *if this is a first application or if they have been amended since the first application*;
- financial statements for the last fiscal year, *if not already provided*;
- press review or press kit (abridged version);
- a list of hyperlinks to excerpts or uncut versions (depending on the discipline) of works or activities relating to the application;
- an optional appendix containing documents you consider relevant to your application, zipped in a single PDF file.

6.6. ARE THERE ANY RESTRICTIONS ON WHAT I CAN SUBMIT?

Limit your answers to the number of words requested in each section.

Unsolicited attachments or documents received after the application deadline will not be accepted for evaluation.

7. HOW WILL I RECEIVE THE GRANT?

7.1. WHAT ARE THE PAYMENT ARRANGEMENTS?

The grant is paid in a single instalment after the award letter has been sent.

7.2. WHAT IS THE PAYMENT METHOD?

7.2.1. First-time grants

First-time grants will be paid by cheque.

7.2.2. Direct deposit

Grants awarded subsequent to the first grant are not paid by cheque.

The Conseil des arts de Montréal makes all its payments by direct deposit. To receive direct deposits, organizations must first register as a supplier with the City of Montreal. For instructions on how to sign up for direct deposit with us, go to www.artsmontreal.org/en/direct.deposit

8. WHAT ARE MY OBLIGATIONS?

8.1. REPORTING

8.1.1. What reports?

Organizations must fill out the *Project Grant – Organizations* report form, available on ORORA.

8.1.2. When?

Within four months of the end of the organization's fiscal year during completion of the project.

For a project spanning two fiscal years, the report is to be submitted within four (4) months of the end of the fiscal year in which the project was completed.

8.1.3. Where?

Report templates can be found on the ORORA portal at: https://orora.smartsimple.ca/s_Login.jsp?lang=2. You will be advised by email when they are available.

8.1.4. What if no report is submitted?

Any organization that fails to produce the required reports within the required time frames if it is in a position to do so will not be eligible to file other applications.

8.2. UPDATES

8.2.1. When do I have to update my self-evaluation?

The self-evaluation form is to be updated along with the organization's data within four (4) months of the end of its fiscal year.

8.3. OTHER OBLIGATIONS

8.3.1. Proof of commitment

By accepting payment of the grant, the organization agrees to complete the activities covered by the grant and to respect the accompanying conditions.

8.3.2. Notifications

The organization agrees to:

- complete the project in accordance with the specified conditions;
- notify the Conseil, as soon as possible, if it finds it is unable to complete the project covered by the grant during the intended fiscal year. Depending on the circumstances, the organization may be required to repay the grant, in part or in full.
- submit the required activity and financial reports at the required intervals;
- submit, within four months of the end of its fiscal year, financial statements for that year signed by two directors, in accordance with the following provisions:
 - a) an organization receiving a grant of \$50,000 or more under the Conseil des arts de Montréal's General Funding Program must produce audited financial statements prepared by a chartered professional accountant (CPA);
 - b) an organization receiving a grant of less than \$50,000 but more than \$20,000 under the Conseil des arts de Montréal's General Funding Program must produce a review engagement report prepared by a chartered professional or general accountant (CPA or CGA);
 - c) an organization receiving a grant of less than \$20,000 under the Conseil des arts de Montréal's General Funding Program must submit a balance sheet and an income statement (revenues and expenses) prepared by the organization and signed by two members of its board of directors.

8.3.3. Visibility and logo

The organization agrees to publicly acknowledge the Conseil des arts de Montréal's contribution by reproducing the Conseil's logo on its website and in its programs, brochures, flyers and other promotional material. The Conseil's logo and specifications for its use are posted on its website at: <https://www.artsmontreal.org/en/council/logos>.

8.3.4. Compliance

The organization agrees to respect certain special conditions, where applicable, pertaining to the use of the grant.

9. WHEN CAN I FILE AN APPLICATION? WHEN CAN I EXPECT A REPLY?

9.1. WHAT ARE THE DEADLINES FOR APPLICATIONS?

Applications relating to the organization's next fiscal year

The Conseil does not fund any project after its completion

December 15, 2018

Mandate	Discipline	Completion dates
Festivals and events	All disciplines and Multidisciplinary Sector	Based on the organization's fiscal year
Creation/production	All disciplines	The project cannot be completed prior to March 15, 2019
Presenter	All disciplines and Multidisciplinary Sector	Based on the organization's fiscal year
Professional association, group or service organization	All disciplines and Multidisciplinary Sector	The project cannot be completed prior to March 15, 2019
Publication of cultural periodicals	All disciplines	Based on the organization's fiscal year

February 15, 2019

Mandat	Discipline	Completion dates
Festivals and events	All disciplines and Multidisciplinary Sector	Based on the organization's fiscal year
Creation/production	All disciplines	The project cannot be completed prior to June 15, 2019
Presenter	All disciplines and Multidisciplinary Sector	Based on the organization's fiscal year
Professional association, group or service organization	All disciplines and Multidisciplinary Sector	The project cannot be completed prior to June 15, 2019
Publication of cultural periodicals	All disciplines	Based on the organization's fiscal year

September 15, 2019

Mandat	Discipline	Completion dates
Festivals and events	All disciplines and Multidisciplinary Sector	Based on the organization's fiscal year
Creation/production	All disciplines	The project cannot be completed prior to November 15, 2019
Presenter	All disciplines and Multidisciplinary Sector	Based on the organization's fiscal year
Professional association, group or service organization	All disciplines and Multidisciplinary Sector	The project cannot be completed prior to November 15, 2019
Publication of cultural periodicals	All disciplines	Based on the organization's fiscal year

9.2. WHAT HAPPENS IF THE DEADLINE FALLS ON A STATUTORY HOLIDAY?

When a deadline coincides with a holiday or a non-business day (Saturday or Sunday), it is automatically extended to the next business day.

9.3. WHAT IS THE RESPONSE TIME?

After the application deadline, a period of 12 to 14 weeks is needed for the Conseil des arts de Montréal to process the application and reach a decision.

9.4. HOW WILL I BE INFORMED OF THE DECISION?

Organizations will be invited by email to consult the results on the ORORA portal. No decision will be relayed by telephone.

9.5. CAN I APPEAL THE DECISION?

The decisions of the Conseil des arts de Montréal are final and not subject to appeal. Conseil employees will be available to answer any questions you may have regarding its decisions.

Applicants agree not to contact any members of the evaluation committees or the Conseil's Board of Directors regarding the processing, evaluation or decision related to their application. Only Conseil employees are authorized to respond to questions from applicants.

10. HOW CAN I GET MORE INFORMATION?

10.1. CONSULT OUR WEBSITE

www.artsmontreal.org

10.2. CONTACT OUR CULTURAL ADVISORS

Circus Arts, Street Performance, New Artistic Practices and the Multidisciplinary Sector

Salomé Viguier

Tél. (514) 280-3389

salome.viguier@ville.montreal.qc.ca

Digital Arts and Visual Arts

Marie-Michèle Cron

Tél. (514) 280-4125

mcron.p@ville.montreal.qc.ca

Film/Video and Literature

Marie-Anne Raulet

Tél. (514) 280-2599

marie-anne.raulet@ville.montreal.qc.ca

Dance

Sylviane Martineau

Tél. (514) 280-3587

smartineau.p@ville.montreal.qc.ca

Music

Claire Métras

Tél. (514) 280-3586

cmetras.p@ville.montreal.qc.ca

or

Marie-Christine Parent
Tél. (514) 280-0525
marie-christine.parent@ville.montreal.qc.ca

Theatre

Frédéric Côté
Tél. (514) 280-3793
fa.cote@ville.montreal.qc.ca