



CONSEIL  
DES ARTS  
DE MONTRÉAL

**GENERAL FUNDING PROGRAM**

**SPECIAL PROJECT**

**Program Presentation**

**2019-2020**

Montréal 

## 1. WHAT DO I NEED TO KNOW BEFORE APPLYING?

### 1.1. WHO IS ELIGIBLE TO APPLY?

Organizations receiving operating grants under General Program.<sup>1</sup>

### 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)<sup>2</sup>, 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.

**Some eligible organizations may have a two-fold mandate:**

- i. Creation/production and presentation (performing arts)
- ii. Creation/production and festivals/events (performing arts)
- iii. Presentation and events (performing arts)
- iv. Presentation and production (visual arts, digital arts, film/video)

### 1.4. WHAT ARE THE DEADLINES FOR APPLICATIONS?

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

### 1.5. WHAT ARE THE OBJECTIVES OF THE PROGRAM?

Special project grants allow organizations receiving an operating grant to seize opportunities that arise during the multi-year funding cycle to engage in promising development initiatives outside their normal mandate.

### 1.6. WHERE CAN I FIND DEFINITIONS FOR CERTAIN TERMS?

Consult our glossary at:

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

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

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<sup>1</sup> In some cases, organizations receiving operating grants under territorial initiatives programs may also be eligible for this program.

<sup>2</sup> For more details see the glossary.

## **2. WHAT ARE THE ELIGIBILITY CRITERIA?**

### **2.1. SPECIFIC ELIGIBILITY CRITERIA**

Organizations receiving operating grants under General Program.<sup>3</sup>

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## **3. WHO IS NOT ELIGIBLE TO APPLY?**

### **3.1. INELIGIBLE ORGANIZATIONS AND INDIVIDUALS**

- i. organizations already receiving a project grant under the General Funding Program or any other program;
- ii. cultural periodicals that publish fewer than three issues per year, that are distributed free of charge or that are available only in electronic form.

### **3.2. INELIGIBLE ACTIVITY SECTORS**

Organizations working exclusively in variety and humour.

### **3.3. 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.

### **1.1. APPLICATIONS THAT WILL NOT BE CONSIDERED**

- incomplete applications;
  - applications received after the deadline.
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## **4. WHAT ARE THE DETAILS OF THE PROGRAM?**

### **4.1. WHAT IS THE PURPOSE OF SPECIAL PROJECT GRANT?**

The Conseil's goal in offering these grants is to provide organizations with additional funding to undertake activities outside their mandate.

### **4.2. WHAT IS THE NATURE AND 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.

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<sup>3</sup> In some cases, organizations receiving operating grants under territorial initiatives programs may also be eligible for this program.

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

Organizations receiving operating grants may file one application per year for a Special Project or Cultural Exchange grant.

For more information on Cultural Exchange grants, go to [www.artsmontreal.org/en/exchange](http://www.artsmontreal.org/en/exchange)

#### **4.4. CAN THE PROJECT BE ENTIRELY FINANCED BY THE CONSEIL?**

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

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### **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 EVALUTION CRITERIA?**

The special project must be:

- new and untried;
- non-recurrent;
- exceptional, in the sense that it falls outside the usual scope or format of the organization's regular activities or programming;
- complementary to the organization's regular activities or programming.

#### **5.2. WHO EVALUATES APPLICATIONS AND HOW ARE DECISIONS MADE?**

##### **5.2.1. 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.

##### **5.2.2. 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).

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## 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](http://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](mailto:artsmontreal@ville.montreal.qc.ca), mentioning ORORA in the subject line.

### 6.2. AM I REQUIRED TO UPDATE MY SELF-EVALUATION?

The self-evaluation form must be updated once a year on submission of the annual final report.

### 6.3. 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.

### 6.4. WHAT DOCUMENTS DO I HAVE TO ATTACH?

- financial statements for the last fiscal year, *if not already provided*;
- the organization's letters patent, *if they have been amended*;
- the corporation's statutes and bylaws, *if they have been amended*;
- 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.

### 6.5. 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. Direct deposit

The Conseil des arts de Montréal makes all its payments by direct deposit. For instructions on how to sign up for direct deposit with us, go to [www.artsmontreal.org/en/direct.deposit](http://www.artsmontreal.org/en/direct.deposit)

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## 8. WHAT ARE MY OBLIGATIONS?

### 8.1. REPORTING

#### 8.1.1. What reports?

Organizations must fill out the Special Project Report form.

#### 8.1.2. When?

Within four (4) months of the project's completion.

#### 8.1.3. Where?

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

### 8.2. OTHER OBLIGATIONS

#### 8.2.1. 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.

#### 8.2.2. Notifications

The organization agrees to 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.

#### 8.2.3. 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>.

#### 8.2.4. Compliance

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

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## 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

Mandat	Discipline	Completion dates
All mandates	All disciplines and Multidisciplinary Sector	The project cannot be completed prior to March 15, 2019

February 15, 2019

Mandat	Discipline	Completion dates
All mandates	All disciplines and Multidisciplinary Sector	The project cannot be completed prior to June 15, 2019

September 15, 2019

Mandat	Discipline	Completion dates
All mandates	All disciplines and Multidisciplinary Sector	The project cannot be completed prior to November 15, 2019

### 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](http://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](mailto:salome.viguier@ville.montreal.qc.ca)

#### **Digital arts and Visual Arts**

Marie-Michèle Cron

Tél. (514) 280-4125

[mcron.p@ville.montreal.qc.ca](mailto:mcron.p@ville.montreal.qc.ca)

#### **Film/Video and Literature**

Marie-Anne Raulet

Tél. (514) 280-2599

[marie-anne.raulet@ville.montreal.qc.ca](mailto:marie-anne.raulet@ville.montreal.qc.ca)

#### **Dance**

Sylviane Martineau

Tél. (514) 280-3587

[smartineau.p@ville.montreal.qc.ca](mailto:smartineau.p@ville.montreal.qc.ca)

#### **Music**

Claire Métras

Tél. (514) 280-3586

[cmetras.p@ville.montreal.qc.ca](mailto:cmetras.p@ville.montreal.qc.ca)

or

Marie-Christine Parent

Tél. (514) 280-0525

[marie-christine.parent@ville.montreal.qc.ca](mailto:marie-christine.parent@ville.montreal.qc.ca)

#### **Theatre**

Frédéric Côté

Tél. (514) 280-3793

[fa.cote@ville.montreal.qc.ca](mailto:fa.cote@ville.montreal.qc.ca)