



CONSEIL  
DES ARTS  
DE MONTRÉAL

## **GENERAL FUNDING PROGRAM**

**Two-year Operating Grants**

**Program Presentation**

**2019-2020**

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

### 1.1. WHO IS ELIGIBLE TO APPLY?

Professional organizations that have previously received a project grant from the Conseil des arts de Montréal on two occasions over a period of no more than five years.

### 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>1</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?

Festivals and events: December 15, February 15, September 15  
All other mandates: February 15

***For more details or special circumstances, see Section 9.***

### 1.5. 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.

### 1.6. 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> 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.

### 2.2. SPECIFIC ELIGIBILITY CRITERIA

- i. must have previously received two separate project grants under the General Funding Program over a period of no more than five years or be receiving a two-year operating grant at the time of applying;
  - ii. must generate a significant volume of activities in their discipline or sector;
  - iii. must have received very good evaluations.
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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;
- individual artists;
- artist collectives;
- organizations that have not received two project grants under the General Funding Program over a period of five years or less;
- 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. INELIGIBLE ACTIVITY SECTORS

Organizations working exclusively in variety and humour.

### 3.3. 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 OPERATING GRANTS?

The Conseil's goal in offering these grants is to give organizations financial stability, facilitating their management and enabling them to better plan their activities and more easily meet the evaluation criteria.

The grant is intended to cover all activities that fall under the organization's mandate.

### 4.2. WHAT IS THE TERM OF THE GRANT?

The two-year operating grant is for a period of two (2) years coinciding with the organization's fiscal year.

### 4.3. CAN AN APPLICATION BE FILED DURING THE MULTI-YEAR GRANT CYCLE?

Organizations can apply only once every two years. Applications cannot be made in the second year of the two-year cycle.

### 4.4. CAN AN APPLICATION FOR A PROJECT GRANT UNDER THE GENERAL FUNDING PROGRAM BE FILED DURING A MULTI-YEAR CYCLE?

Additional applications may be filed once a year for one-time funding under the following programs only:

- Special project grant
- Cultural exchange grant

***For more details, see the relevant program presentation document.***

[www.artsmontreal.org/en/special.project](http://www.artsmontreal.org/en/special.project)

[www.artsmontreal.org/en/exchange](http://www.artsmontreal.org/en/exchange)

### 4.5. IS THE GRANT AMOUNT FIXED FOR THE TERM OF THE GRANT?

***Funding may fluctuate over the course of the grant cycle:***

- it may decrease, if the Conseil's budget is reduced;
- it may increase, if additional funding becomes available or if there is a need to raise it;
- it may decrease in accordance with the Withdrawal of Support Policy (see the Payment Arrangements and Obligations document at:  
[www.artsmontreal.org/en/arrangements](http://www.artsmontreal.org/en/arrangements)

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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.

Note that unsuccessful applications filed by eligible organizations will be evaluated with the project grant applications.

### 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%***

- strong and innovative artistic direction;
- clarity of the organization's artistic orientations with respect to the arts ecosystem;
- artistic quality and originality of the organization's previous works and proposed projects;
- alignment of the organization's activities with its mandate and artistic orientations;
- balance between the organization's programming choices and its resources.

##### ***Outreach and contribution to audience development 20%***

- effectiveness of outreach development strategies aimed at various audiences on the Island of Montreal and, depending on the organization's mission, national and international outreach (marketing/promotion, tours, etc.);
- public recognition.

##### ***Management and administration 20%***

- ability to efficiently manage its activities and see projects through to completion;
- demonstrable financial stability;
- organizational health and sound governance;
- diversity of funding sources.

#### 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.

##### ***Contribution to the discipline and the arts community 40%***

- contribution and impact of the organization on the development of its artistic discipline;
- capacity to maintain and/or improve its services;
- 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%***

- demonstrable financial stability and viability;
- organizational health and sound governance;
- 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 viability;
- organizational health 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, consistency and relevance 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%**

- understanding of audience base and ability to welcome, attract and develop loyalty among new and returning audiences;
- effectiveness of communications, marketing, promotional and outreach activities.

**Management and administration 20%**

- demonstrable financial stability and viability;
- 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.

## 5.4. 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).

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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. 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.

#### 6.2.1. 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](https://orora.smartsimple.ca/s_Login.jsp?lang=2).

### **6.2.2. 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.

### **6.2.3. 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 clienteles (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.

### **6.2.4. 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).

## **6.3. 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 guaranteed two-year grant amount is paid in two instalments annually:

#### 7.1.1. First instalment:

90% in year 1 following receipt of the letter of award;  
90% in year 2 on the same date as the year 1 instalment.

#### 7.1.2. Second instalment:

10% in each year (1 and 2) on receipt of the previous year's financial statements and the Final Report. These documents must be submitted within four months of the last fiscal year.

### 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?

Each year, organizations must file financial statements and fill out the *Final Report* form posted on ORORA.

#### 8.1.2. When?

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

#### 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.

#### 8.1.4. What if no report is submitted?

Future grant payments may be delayed for any organization that fails to produce the required reports within the required time frames, if it is in a position to do so.

### 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 and reports

The organization agrees to:

- notify the Conseil of any significant change in its mandate, its management or its activities;
- 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.

### 8.2.3. 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**

**December 21, 2018**

Mandate	Discipline	Cycle
Festivals and events	All disciplines and the multidisciplinary sector	Two-year
Presenter	Film/video and the multidisciplinary sector	Two-year

**February 15, 2019**

<b>Mandate</b>	<b>Discipline</b>	<b>Cycle</b>
Festivals and events	All disciplines and the multidisciplinary sector	Two-year
Creation/production	All disciplines	Two-year
Presenter	All disciplines and the multidisciplinary sector	Two-year
Service organization	All disciplines and the multidisciplinary sector	Two-year
Professional association or group	All disciplines and the multidisciplinary sector	Two-year
Publication of cultural periodicals	All disciplines	Two-year

**September 15, 2019**

<b>Mandate</b>	<b>Discipline</b>	<b>Cycle</b>
Festivals and events	All disciplines and the multidisciplinary sector	Two-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](http://www.artsmontreal.org)

## 10.2. CONTACT OUR CULTURAL ADVISORS

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

Salomé Viguier  
Tel.: (514) 280-3389  
[salome.viguier@ville.montreal.qc.ca](mailto:salome.viguier@ville.montreal.qc.ca)

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

Marie-Michèle Cron  
Tel.: (514) 280-4125  
[mcron.p@ville.montreal.qc.ca](mailto:mcron.p@ville.montreal.qc.ca)

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

Marie-Anne Raulet  
Tel.: (514) 280-2599  
[marie-anne.raulet@ville.montreal.qc.ca](mailto:marie-anne.raulet@ville.montreal.qc.ca)

### **Dance**

Sylviane Martineau  
Tel.: (514) 280-3587  
[smartineau.p@ville.montreal.qc.ca](mailto:smartineau.p@ville.montreal.qc.ca)

### **Music**

Claire Métras  
Tel.: (514) 280-3586  
[cmetras.p@ville.montreal.qc.ca](mailto:cmetras.p@ville.montreal.qc.ca)

or

Marie-Christine Parent  
Tel.: (514) 280-0525  
[marie-christine.parent@ville.montreal.qc.ca](mailto:marie-christine.parent@ville.montreal.qc.ca)

### **Theatre**

Frédéric Côté  
Tel.: (514) 280-3793  
[fa.cote@ville.montreal.qc.ca](mailto:fa.cote@ville.montreal.qc.ca)