GENERAL FUNDING PROGRAM

Project Grants

For Artists’ collectives

Background:

In light of the exceptional circumstances surrounding the COVID-19 pandemic, the Conseil des arts de Montréal (CAM) is taking steps to ensure the continuity of its programs, and in particular funding for projects by organizations and professional artists’ collectives. Moreover, to help ensure the continuity of artistic activity despite the unprecedented health situation, the CAM is broadening the goals and relaxing the eligibility requirements for project assistance under the General Funding Program.

These adaptations reflect the priorities identified by the professional associations and other arts organizations with which we met, while also taking account of the data collected by the CAM’s own teams.


Program Presentation

2021-2022

Montréal
1. **WHAT DO I NEED TO KNOW BEFORE APPLYING?**

1.1. **WHO IS ELIGIBLE TO APPLY?**
Artists’ collectives who are not incorporated.

Applications must be filed by the collective’s manager. Subsequent applications by the collective should be filed by the same manager.

1.2. **WHAT DISCIPLINES QUALIFY?**
Collectives working in circus arts, street performance, visual arts, digital arts, dance, literature, new artistic practices (multidisciplinary and interdisciplinary), music and theatre.

1.3. **WHAT MANDATES QUALIFY?**
Collectives whose mandate is:
   i. Research
   ii. Creation/production

1.4. **WHAT PROJECTS QUALIFY?**
Projects associated with the collective’s mandate and the execution or implementation of which require adaptations to pandemic-related measures.

Projects may include, but are not limited to, the following: creation and production of a performance, experimentation and research into production components, technology development, research/creation in visual arts and digital arts and curator collaboration, etc.

On an exceptional basis, the following projects may qualify: audio or audiovisual creation projects, other than film projects, provided they are not promotional in nature.

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?**
*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. 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 audiences to experience art in all its forms.

1.8. **WHERE CAN I FIND DEFINITIONS FOR CERTAIN TERMS?**
Consult our glossary at:
- [www.artsmontreal.org/fr/glossaire](http://www.artsmontreal.org/fr/glossaire)

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*For more details see the [glossary](http:).*
2. WHAT ARE THE ELIGIBILITY CRITERIA?

2.1. GENERAL ELIGIBILITY CRITERIA

Statut et conditions
i. Must be a group of artists, regardless of number;
ii. Must be represented by an application supervisor, who must be a Canadian citizen or permanent resident of Canada;
iii. Two-thirds of its members must be Canadian citizens or permanent residents of Canada; the proportion of members residing outside Canada may not exceed one-third;
iv. The majority of the collective’s members (50 % +1), including the application supervisor, must reside on the Island of Montreal.

Professionalism
i. Members must all be professional artists as defined by the Conseil.

2.2. WHO IS CONSIDERED A MEMBER OF A COLLECTIVE?
Members are those whose contributions have a direct impact on the research/creation/production of the group as a whole.

3. WHO IS NOT ELIGIBLE TO APPLY?

3.1. INELIGIBLE INDIVIDUAL
● artist’s collectives that do not meet the general eligibility criteria;
● individual artists;
● artist’s collectives that are incorporated as for-profit or non-profit organizations or registered as general or limited partnerships.

3.2. INADMISSIBILITY OF PROJECTS
● projects completed before the Conseil has approved the application (allow eight (8) to ten (10) weeks following the application deadline);
● sound recording projects (albums, CDs, demos, etc.) of a promotional nature;
● projects specifically related to film or web film production;
● projects that are essentially promotional including video clips;
● projects dedicated primarily to teaching, offering internships, or bringing in external pedagogists;
● “showcase” projects and/or national or international prospection projects;
● projects mainly focused on cultural mediation;
● capital projects and/or projects to acquire specialized equipment;
● projects mainly focused on the acquisition of products and equipment allowing adaptation to sanitary standards dictated by public health.

3.3. INELIGIBLE ACTIVITY SECTORS
● collectives working exclusively in variety and humour;
● collectives intending to act as presenters or producers of festivals and events;
● collectives intended to publish a cultural periodical;
● collectives intending to represent or provide services to artists.
3.4. APPLICATIONS THAT WILL NOT BE CONSIDERED
- incomplete applications;
- applications received after the deadline.
These applications will not be evaluated by the evaluation committee.

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 collectives 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. WHO FILES THE APPLICATION ON BEHALF OF THE COLLECTIVE?
Collectives must appoint a representative to serve as their application supervisor.

Each new application from the same collective must be filed by the same representative.

The same individual can be the application supervisor of more than one collective provided that they do not meet the same mandate and that the majority of members (50% +1) are different from one collective to the other.

Note that the application supervisor will receive tax slips in his or her name (T4A and RL-1) for the amount of the grant awarded.

4.4. HOW MANY APPLICATIONS CAN I FILE IN ONE YEAR?
Collectives can only submit one project per year to the General Program.

4.5. CAN I FILE AN APPLICATION IF I AM A MEMBER OF MORE THAN ONE COLLECTIVE?
Artists in a collective the majority of whose members (50 %) also work in another artists’ collective may file only one grant application per year.

4.6. IS IT POSSIBLE TO APPLY FOR THE IMPLEMENTATION OF DIFFERENT PHASES OF A PROJECT THAT SPANS MORE THAN ONE YEAR?
Collectives 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.

4.7. CAN THE PROJECT BE ENTIRELY FINANCED BY THE CONSEIL?
The grant amount provided cannot exceed 75% of the project cost.
4.8. IS IT POSSIBLE TO RECEIVE FINANCIAL SUPPORT FOR ACCESSIBILITY COSTS RELATED TO THE SUCCESSFUL COMPLETION OF THE PROJECT?
The Conseil is committed to fostering access to the arts and artistic practice for all Montrealers and recognizes that the costs related to accessibility for individuals with visible or invisible disabilities or mental illness, or who are deaf represent a barrier to that accessibility.

Eligible applicants may apply for additional financial support to cover some or all of the accessibility costs related to a project receiving an operating grant from the Conseil, provided that the accessibility costs are directly related to the project that is the subject of the application. Priority will be given to project proposals that directly support artists with visible or invisible disabilities or mental illness, or who are part of the Deaf community.

Information on eligibility, the application procedure and evaluation is available here: https://www.artsmontréal.org/en/programs/accessibility-costs

5. HOW ARE APPLICATIONS EVALUATED?
With the assistance of the peer members of its sectoral evaluation committees, the Conseil 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

On an exceptional basis, the project’s feasibility and relevance in the current circumstances will be taken into consideration as part of the evaluation.

5.2. WHY HAVE MANDATE-BASED CRITERIA?
Collectives 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 research, creation / production collectives?

Artistic quality: 70 %
- the project’s artistic quality and interest;
- artistic quality and originality of past works by the collective and/or member artists.

Impact of the project: 15 %
- strategies used to reach audiences;
- anticipated relationship with communities;
- intended impact on artists, audiences and partners.

Feasibility of the project: 15 %
- the project’s feasibility, practicality of proposed budget, diversity of funding.
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 collectives 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 collectives 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?

Six step process:

1. Receipt of applications and verification of eligibility by designated professionals reporting to Conseil management;
2. Review of project impact/outreach, administrative and financial aspects and cross-sectional criteria by designated professionals;
3. Evaluation and recommendation by evaluation committee members (peers);
4. Proposal of grant amounts by managers;
5. Validation by evaluation committee chairs of committee members’ proposals regarding grants, and submission of recommendations to the Conseil’s Board of Directors;
6. Board of Directors meeting for final decisions and awarding of grants.

5.4.2. Who else has access to my application?

If necessary for analysis purposes, the Conseil may consult with other collectives 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@montreal.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 artists’s collectives research or creation/production mandate are based on a single, specific project.
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/](https://orora.smartsimple.ca/).

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 clienteles (for example: emerging, Indigenous artists, 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 DOCUMENTS DO I HAVE TO ATTACH?**

   - a list of hyperlinks (no more than four) 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, compiled into a single PDF file. Please ensure that this appendix does not contain information that is critical to properly understanding or analyzing your application.

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.

6.6. CAN I RECEIVE FINANCIAL SUPPORT TO PREPARE A GRANT APPLICATION?
The Conseil recognizes that for some individuals, the grant application process requires access to services, tools or manipulation abilities that are outside the artistic framework and may require outside assistance.

In order to ensure better equity in the accessibility of these programs, eligible applicants with visible or invisible disabilities or mental illness, or who are part of the Deaf community, can apply for financial support of a maximum amount of $250 per project per year.

For more information: https://www.artsmontreal.org/en/programs/accessibility-costs

7. HOW WILL I RECEIVE THE GRANT?

7.1. WHAT ARE THE PAYMENT ARRANGEMENTS
The grant is paid in a single instalment (100%) in the weeks following the announcement of the results.

7.2. WHAT IS THE PAYMENT METHOD?
As soon as you accept the grant, you have the obligation to:

1. Obtain a supplier number from the Ville de Montreal
The individual in charge of the application must register as a supplier to the City of Montreal at www.ville.montreal.qc.ca/fournisseurs. Obtaining a supplier number is obligatory. Please send it to us by email at radhia.kocer@montreal.ca within 5 working days to avoid late payment.

2. Apply for direct deposit
Upon receipt of the supplier number, please complete the Electronic Payment Registration Request (available in French only). Please forward this form to the address indicated. The Conseil will make subsequent payments by direct deposit.

3. Submit your Social Insurance Number
The payment of the grant will be conditional on the reception of the social insurance number and contact details of the representative of the collective. This will allow us to issue the legally required T4A form for tax purposes. To transmit this information securely, please contact us at 514 280-3580.

8. WHAT ARE MY OBLIGATIONS?

8.1. REPORTING

8.1.1. What reports?
Collectives must fill out the Project Grant – Collective report form, available on ORORA.
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/. You will be advised by email when they are available.

8.1.4. What if no report is submitted?
Any collective 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 must be updated along with the collective's data within four (4) months of the completion of the project.

8.3. OTHER OBLIGATIONS

8.3.1. Proof of commitment
By accepting payment of the grant, the collective agrees to complete the activities covered by the grant and to respect the accompanying conditions.

8.3.2. Notifications
The collective 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. Depending on the circumstances, the collective may be required to repay the grant, in part or in full;
- submit the required activity and financial reports at the required intervals.

8.3.3. Visibility and logo
The collective 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: www.artsmontreal.org/en/conseil/logos

8.3.4. Compliance
The collective 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?
The Conseil does not fund any project after its completion.
DECEMBER 1ST, 2020

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<th>Mandate</th>
<th>Discipline</th>
<th>Completion dates</th>
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<td>Research, création / production</td>
<td>All disciplines</td>
<td>The project cannot be completed prior to February 24, 2021.</td>
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MARCH 8TH, 2021

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<td>Research, création / production</td>
<td>All disciplines</td>
<td>The project cannot be completed prior to May 5, 2021.</td>
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SEPTEMBER 1ST, 2021

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<th>Completion dates</th>
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<td>Research, création / production</td>
<td>All disciplines</td>
<td>The project cannot be completed prior to October 27, 2021.</td>
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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 **eight (8) to ten (10) weeks** is needed for the Conseil to process the application and reach a decision.

9.4. HOW WILL I BE INFORMED OF THE DECISION?
Collectives 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 are final and not subject to appeal. However, Conseil employees will be available to answer any questions regarding the 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
Salomé Viguier
Tél. (514) 280-3389
salome.viguier@montreal.ca
Digital Arts and Visual Arts
Marie-Michèle Cron
Tél. (514) 280-4125
marie-michele.cron@montreal.ca

Dance
Paule Beaudry (Interim)
Tél. (514) 280-3587
paule.beaudry@montreal.ca

Film/Video and Literature
Marie-Anne Raulet
Tél. (514) 280-2599
marie-anne.raulet@montreal.ca

Music
Claudia Berardi
Tél. (514) 280-3580
claudia.berardi@montreal.ca

or

Music
Ansfrid Tchetchenigbo
Tél. (514) 280-0525
ansfrid.tchetchenigbo@montreal.ca

New Artistic Practices and the Multidisciplinary Sector
Salomé Viguier
Tél. (514) 280-3389
salome.viguier@montreal.ca

Theatre
Frédéric Côté
Tél. (514) 280-3793
frederic.cote3@montreal.ca