



CONSEIL  
DES ARTS  
DE MONTRÉAL

**FISCAL SPONSORSHIP**

FOR ARTS ORGANIZATIONS

**PROGRAM PRESENTATION**

2019-2020

Montréal 

## **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), music and theatre.

### **1.3. WHAT MANDATES QUALIFY?**

***Organizations whose mandate is:***

- i. research
- ii. creation/production
- iii. specialized or pluridisciplinary presentation
- iv. publication of a cultural periodical
- v. staging of an event or festival
- vi. museums
- i. professional associations or service organizations.

### **1.4. WHAT TYPES OF PROJECT QUALIFY?**

Eligible fundraising activities under this program are:

- benefit events
- direct solicitation of individuals, foundations and businesses through an annual or special campaign.

### **1.5. HOW MANY APPLICATIONS WILL BE APPROVED?**

Applications that meet the general and specific eligibility criteria as well as the program's orientations and evaluation criteria will be approved, regardless of number.

### **1.6. WHAT DO I NEED TO KNOW WHEN MAKING MY FIRST APPLICATION?**

First-time applicants are advised to contact the Project Manager – Arts and Philanthropy, to clarify eligibility and evaluation criteria as well as other details.

### **1.7. WHAT ARE THE DEADLINES FOR APPLICATIONS?**

The deadlines for applications to this program are February 15, September 15 and December 15, before midnight (for more details, see section 9).

### **1.8. WHAT ARE THE OBJECTIVES OF THE PROGRAM?**

This program is a valuable tool for arts organizations, allowing them to solicit donations from the community as representatives of the Conseil. Their

fundraising activities help increase the Conseil's ability to financially support the arts community.

## 1.9. WHERE CAN I FIND DEFINITIONS FOR CERTAIN TERMS USED IN THIS DOCUMENT?

You can consult the French and English glossaries at:

[www.artsmontreal.org/fr/glossaire](http://www.artsmontreal.org/fr/glossaire)  
[www.artsmontreal.org/en/glossary](http://www.artsmontreal.org/en/glossary)

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## 2. WHAT CONDITIONS MUST BE MET IN ORDER TO APPLY?

### 2.1. GENERAL ELIGIBILITY CRITERIA

#### ***Status and conditions***

- i. must be a non-profit organization or a non-profit 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 agree that the Conseil des arts de Montréal has full discretion and control with regard to the use of the donations collected;
- ii. must agree that the Conseil is free to charge administration fees (normally 3% but subject to change at the Conseil's sole discretion) on the amounts collected by the organizations.

## 3. WHO/WHAT IS INELIGIBLE FOR THIS PROGRAM?

### 3.1. INELIGIBLE ORGANIZATIONS AND INDIVIDUALS

- organizations that do not meet the general and specific eligibility criteria;
- 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 or professional training.

### **3.2. INELIGIBLE PROJECTS**

- projects completed before the Conseil has reached a decision regarding the application (allow 14 weeks from the date of submission);
- sound recording projects;
- projects specifically involving film or web film production;
- projects that are essentially promotional in nature;
- capital projects and/or projects to acquire specialized equipment.

### **3.3. ACTIVITIES SPECIFICALLY EXCLUDED UNDER THE PROGRAM**

Auctions, raffles and crowdfunding campaigns are specifically excluded from the Fiscal Sponsorship program.

### **3.4. INELIGIBLE ACTIVITY SECTORS**

Organizations working exclusively in variety and humour.

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

- incomplete applications;
- applications received after the deadline.

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## **4. WHAT ARE THE SPECIFIC DETAILS OF THE PROGRAM?**

### **4.1. HOW DOES THE FISCAL SPONSORSHIP PROGRAM WORK?**

Fiscal sponsorship builds on the support that the Conseil des arts de Montréal provides to organizations that are eligible for its programs. Through this program, the Conseil benefits from the assistance of arts organizations that carry out fundraising activities to increase the Conseil's ability to financially support the arts.

Organizations that apply for fiscal sponsorship agree to become representatives of the Conseil des arts. In return, the Conseil undertakes to award these organizations a larger grant, provided that new funding is generated through their fundraising efforts. Furthermore, under the Fiscal Sponsorship program, only the Conseil is authorized to receive donations and issue tax receipts for such donations.

### **4.2. WHAT IS AN "ASSOCIATION" BETWEEN A DONOR AND THE ARTS ORGANIZATION THAT SOLICITS THE DONATION?**

For each donation the Conseil receives, it must ensure that there is no association between the donor and the arts organizations that solicited the donation, and that the donor or any person associated with the donor receives no personal benefit from the donation.

It is understood that an “association” between two people means they are related by blood, marriage or common-law union. In addition, an organization and an individual or a corporate entity are deemed to be associated if the latter controls the former.

An organization and a corporate entity are also considered to have an association if they are controlled by the same person or group of people. An association may also exist depending on the facts and circumstances of a particular situation. For example, a member, manager or director of an organization may be deemed to be associated with the organization.

If there is any doubt concerning the relationship between the donor (or a person associated with the donor) and the organization, the organization must advise the Conseil before the donation is made.

#### **4.3. CAN THE CONSEIL WITHDRAW ITS SUPPORT?**

The Conseil reserves the right to withdraw its support if:

- the Conseil cannot establish with certainty that there is no association between the donor and the representative arts organization;
- the Conseil believes there is, or could be, an association between the donor or a person associated with the donor and the representative arts organization collecting the donation;
- the donor or a person associated with the donor stands to benefit personally, directly or indirectly, from the donation made to the Conseil;
- after five years of fiscal sponsorship support, the organization has not applied at least once for charitable registration with the Canada Revenue Agency;
- the organization itself has a related foundation that supports the organization by soliciting donations to help fund its ongoing activities;
- the representative organization does not carry out fundraising activities adequately and in accordance with the rules set out in the *grant contract and management agreement* with the Conseil (which are aligned with Canada Revenue Agency rules).

#### **4.4. CAN I APPLY MORE THAN ONCE A YEAR?**

An organization may file only one application per year.

#### **4.5. CAN I APPLY FOR A PROJECT COVERING A PERIOD OF MORE THAN ONE YEAR?**

An application must be completed for each new fiscal sponsorship project. When applying for renewal or making a new application, applicants are advised to consult the Project Manager to verify their submission.

When applying for a renewal or an extension, it is the responsibility of the organization to allow sufficient time for the Conseil to analyze the application and reach a decision.

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## 5. HOW ARE APPLICATIONS EVALUATED?

Applications are evaluated by an evaluation committee made up of peers in the same discipline as the applicant.

### 5.1. WHAT ARE THE EVALUATION CRITERIA?

Applications are evaluated on the basis of the evaluation criteria set out in the General Funding Program [www.artsmontreal.org/en/programs/support](http://www.artsmontreal.org/en/programs/support)

### 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 screening for eligibility by assigned professionals reporting to Conseil management;
2. analysis by the assigned professionals of the application's impact/outreach and administrative and financial aspects;
3. review and recommendation by evaluation committee members (peers);
4. presentation of recommendations 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 evaluation purposes, the Conseil may consult with other organizations concerned with the same grant applications or outside experts.

#### 5.2.3. Is the information in my application kept confidential?

The Conseil guarantees the confidentiality of all personally identifiable information in its possession and restricts access to all confidential documents it receives, with the exception of cases subject to the provisions of 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 APPLICATIONS?

Consult our website at [www.artsmontreal.org/fr/orora](http://www.artsmontreal.org/fr/orora) and follow the directions on how to complete an application for financial assistance.

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. WHAT INFORMATION MUST BE PROVIDED IN THE APPLICATION?

- Project summary and financial target;
- Activities and brief history;
- Description of proposed fundraising project and artistic project;
- List of pledges and potential donations;
- List of staff members and Board members;
- Additional information for statistical purposes.

### 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/>.

#### 6.3.2. How are the 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 are 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 one of our staff members will provide you with access to a computer and any assistance you may require.

#### **6.5. WHAT DOCUMENTS DO I HAVE TO ATTACH?**

- the organization's letters patent (*for a first application; for any subsequent application, only if they have been amended*);
- the organization's by-laws and statutes (*for a first application; for any subsequent application, only if they have been amended*);
- financial statements for the past fiscal year, *if not already provided*;
- report on previous fundraising activities and the artistic project – for organizations applying for renewal;
- financial data: detailed project budget (Excel form provided).

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### **7. WHAT ARE THE ORGANIZATION'S AND THE CONSEIL'S RESPECTIVE OBLIGATIONS?**

#### **7.1. WHAT HAPPENS WHEN THE APPLICATION IS APPROVED?**

##### **7.1.1. Once the project has been approved, the Conseil:**

- signs a *grant contract and management agreement* with the organization, under which the organization becomes a representative of the Conseil for fundraising purposes;
- receives the donations collected by the organization and issues tax receipts once it has determined that there is no association between

the donor and the organization and that neither the organization nor any person associated with it stand to benefit personally from the donation (the donation form must be completed for each donation). It is understood that tax receipts are issued only for donations of \$100 or more for which no goods or services are exchanged. Gifts in the form of goods or services are not accepted under the Fiscal Sponsorship program;

- has full discretion and control over the use of the funds collected by the organization (donors must make their cheques payable to the Conseil des arts de Montréal, but they may indicate for which organization and/or project their donation is intended);
- is authorized to charge administration fees on the funds collected (normally 3%, but subject to change at the Conseil's discretion);
- awards a grant to organizations whose projects or artistic activities have been approved under the process described above;
- ensures that the funds are properly used for the Conseil's charitable purposes by following up with the recipient organizations and requesting periodic progress reports, balance sheets and financial statements.

**7.1.2. For its part, the arts organization must:**

- obtain the Conseil's approval of all documents relating to a fundraising activity before undertaking such an activity;
- obtain approval for its donation form, which must be completed and signed by each donor;
- ensure that all donation cheques are made payable to the Conseil des arts de Montréal and, where applicable, verify that the mailing address for the Conseil is correct: 1210 Sherbrooke Street East, Montreal, QC, H2L 1L9;
- forward to the Conseil the compiled donation cheques it has collected, along with a table showing the amount of each cheque, the donor's name and, where applicable, the gift portion and benefit portion for each cheque;
- forward the donation cheques to the Conseil by no later than December 1, to ensure that tax receipts can be applied to the current fiscal year;
- provide the Conseil with an activity report and financial statements within four months of the end of its fiscal year;
- on its financial statements, list the grant received through the Fiscal Sponsorship program not under "Donation" but under "Grant – Conseil des arts de Montréal – Fiscal Sponsorship";
- comply with all other conditions in the *grant contract and management agreement* with the Conseil, including but not limited

to the organization's obligations with regard to visibility for the Conseil des arts de Montréal's support.

## **7.2. WHAT HAPPENS IF THE ORGANIZATION VIOLATES THE CONDITIONS OF THE GRANT CONTRACT AND MANAGEMENT AGREEMENT?**

Should the organization violate the conditions of the *grant contract and management agreement*, the Conseil may terminate the organization's participation in the Fiscal Sponsorship program; any funds not yet paid to the defaulting organization will be withdrawn from the program and used by the Conseil at its discretion, given that these funds belong to the Conseil.

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## **8. HOW WILL I RECEIVE THE GRANT MONEY?**

### **8.1. WHAT ARE THE PAYMENT ARRANGEMENTS?**

The grant money is paid six to eight weeks following the receipt and verification of the compiled cheques.

Payment of grant money is conditional on the receipt of donations raised through the solicitation efforts of the organization accepted into the Fiscal Sponsorship program.

### **8.2. WHAT IS THE PAYMENT METHOD?**

#### **8.2.1. First grant**

The first grant will be paid by cheque.

#### **8.2.2. Direct deposit**

Any subsequent grants awarded will be paid by direct deposit instead of by cheque.

Most payments by the Conseil des arts de Montréal are made by direct deposit. To receive a direct deposit, an artist or organization must first register as a supplier with the City of Montreal. For instructions on how to sign up for direct deposit, go to [www.artsmontreal.org/media/docs/Electronic\\_Payment\\_Subscription\\_Process.pdf](http://www.artsmontreal.org/media/docs/Electronic_Payment_Subscription_Process.pdf), and send the documents requested to the address indicated.

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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?**

**By midnight on December 15, February 15 and September 15 each year.**

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

If the deadline falls on a weekend (Saturday or Sunday) or a statutory holiday, it is carried forward to the next working day.

**9.3. HOW LONG BEFORE I GET AN ANSWER ABOUT MY APPLICATION?**

Allow 12 to 14 weeks after the application deadline for the Conseil to reach a decision.

**9.4. HOW WILL I BE INFORMED OF THE DECISION?**

Applicant organizations will be informed by email. No decisions 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.

**9.6. WHO CAN I CONTACT ABOUT THE PROGRESS OF MY APPLICATION?**

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

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**10. HOW CAN I GET MORE INFORMATION ON THIS PROGRAM?**

**10.1. CONSULT OUR WEBSITE**

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

**10.2. CONTACT THE PROJECT MANAGER – ARTS AND PHILANTHROPY**

Talar Agopian  
Project Manager – Arts and Philanthropy  
(514) 280-3857  
[talar.agopian@ville.montreal.qc.ca](mailto:talar.agopian@ville.montreal.qc.ca)