



CONSEIL
DES ARTS
DE MONTRÉAL

démART-Mtl

**INTERNSHIPS
for culturally diverse
artists or cultural workers**

Program presentation

2019–2020

Montréal 

1. WHAT YOU NEED TO KNOW ABOUT THIS PROGRAM

1.1. WHO IS IT FOR?

Incorporated non-profit organizations or artist cooperatives that do not pay a dividend.

Culturally diverse and immigrant (new arrivals or first-generation) artists or cultural workers.¹

The organization is the party that files the application.

1.2. WHAT DISCIPLINES ARE ELIGIBLE?

Organizations operating in circus arts, street performance, visual arts, digital arts, cinema and video, dance, literature (including cultural periodicals), new artistic practices (multidisciplinary or interdisciplinary), music, theatre, and the pluridisciplinary sector.

1.3. WHAT MANDATES QUALIFY?

Organizations whose mandates include:

- i. research
- ii. creation/production
- iii. specialised or pluridisciplinary distribution
- iv. publication of a cultural periodical
- v. event or festival production
- vi. being a museum
- vii. being an association, group, or service organization.

1.4. WHAT PROJECTS ARE COVERED?

Two types of paid internships:

1. Artistic

Organizations host professional artists and involve them in artistic activities. The artists (musicians, lighting technicians, performers, artistic directors, etc.) are given the opportunity to practice their art within established companies.

2. Administrative

Interns are able to assist in various departments, such as executive direction, administration, communications, production, and market development. They may also be appointed project manager and develop new areas of activity, under the supervision of a superior.

1.5. WHAT IS THE AMOUNT OF THE GRANT?

The grant includes remuneration of the artist or cultural worker's fee of \$11,700 at a rate of \$18 per hour.

The organization will also receive a hosting fee of \$1,788 to cover internship expenses.

1.6. WHAT DO FIRST-TIME APPLICANTS NEED TO KNOW?

¹ Items in blue are defined in the glossary, which is linked to in section 1.9.

Candidates applying for the first time should contact the program manager to clarify eligibility and evaluation criteria and for assistance with finding culturally diverse artists and cultural workers to intern with their organization.

1.7. WHAT IS THE APPLICATION DEADLINE?

A single deadline per year: October 4, 2019 at 11:59 p.m.

1.8. WHAT ARE THE PROGRAM OBJECTIVES?

démART–Mtl is a measure to encourage established arts organizations to host artists and cultural workers with culturally diverse backgrounds or who are either new arrivals or first-generation immigrants.

The program gives organizations an opportunity to work with and build win-win relationships with culturally diverse professional artists or cultural workers. Projects, developed in partnership with artists or cultural workers, immerse interns in the arts community so they can develop their practice, gain an understanding of the Montréal arts scene, and actively take part in the host organization's development.

1.9. WHERE CAN I FIND DEFINITIONS OF THE TERMS USED?

Please consult the glossary (in either English or French) at:

www.artsmontreal.org/fr/glossaire

www.artsmontreal.org/en/glossary

2. CONDITIONS OF APPLICATION

2.1. GENERAL CONDITIONS OF ELIGIBILITY

2.1.1. Participants – artists or cultural workers

Status and conditions

- i. Be a Canadian citizen or permanent resident of Canada at the application date.
- ii. Be from a culturally diverse community (cultural community).
- iii. Have an immigrant background (new arrival or first-generation immigrant).
- iv. Be self-employed (practice an art on their own account) according to the laws governing the status of artists and the conditions of engagement in Québec.
- v. Reside on the Island of Montréal.

Professionalism

- i. Meet the Conseil's definition of professionalism.²

2.1.2. Organizations

Status and conditions

- i. Be a non-profit corporation or non-profit artist cooperative that pays no dividends.
- ii. Be headquartered on the Island of Montréal.
- iii. Have a board of directors the majority of whom are Canadian citizens or permanent residents of Canada.

² For the definition of professionalism, see the link to the glossary in section 1.9

- iv. Be focussed primarily on carrying out creation, production, or distribution projects in the arts or have a mandate of bringing together or representing artists and/or cultural workers in a given discipline or pluridisciplinary sector.

Professionalism

- i. Have and be able to demonstrate recognized competence.
- ii. Be run by qualified individuals.
- iii. Have a stable artistic directorship.
- iv. Present activities of recognized artistic excellence.
- v. Bring together, represent, or employ professional artists and cultural workers.

2.2. SPECIFIC CONDITIONS OF ELIGIBILITY

- i. Organizations may submit a single internship project, developed by a single intern.
- ii. An organization may not receive funds from the démART-Mtl program in two consecutive years.
- iii. Prospective interns may not be included in more than one application by one organization.
- iv. The applying organization may not use favouritism in selecting prospective interns, nor may interns have a direct family connection with the organization.

3. WHO MAY NOT APPLY AND WHY?

3.1. INELIGIBLE ORGANIZATIONS AND INDIVIDUALS

- interns who do not meet the general and specific conditions of eligibility
- organizations that do not meet the general and specific conditions of eligibility
- individual artists who wish to offer an internship
- artist collectives who wish to host an intern
- cultural periodicals that publish fewer than three issues per year or are distributed free of charge or available solely in electronic format
- public or parapublic organizations, government agencies, or municipal corporations
- libraries
- organizations dedicated to teaching, education, or professional training

3.2. PROJECT INELIGIBILITY

- applications for previously produced activities or activities currently in production
- internships offered to an artist or cultural worker who has already worked with the organization on more than one project, either paid or unpaid

3.3. ACTIVITY SECTOR INELIGIBILITY

applicants working exclusively in the fields of variety and comedy

3.4. APPLICATION INELIGIBILITY

- incomplete applications
- applications received after the deadline

4. PROGRAM SPECIFICS

4.1. WHAT IS THE PURPOSE OF THE *demART-Mtl* PROGRAM?

These paid artistic and administrative internships within established organizations allow culturally diverse artists and cultural workers to work with experienced artists and managers, hone their skills, and create a network of contacts, while helping to develop current structures, which should improve their long-term employability.

The Conseil encourages organizations to continue their professional relationship with the artist or cultural worker after the internship ends.

Specifically:

- Contribute to the recognition of the skills and professional status of culturally diverse immigrant artists.
- Contribute to the creation of a new network of professional contacts for immigrant artists and cultural workers.
- Allow newly arrived artists and cultural workers to flesh out their CVs and/or artistic portfolios within Québec and improve their skills.
- Highlight the diversity of artistic practices and talent of culturally diverse artists.
- Encourage a reciprocal exchange of expertise between established artists and cultural workers and new arrivals.
- Increase the participation of culturally diverse artists and cultural workers in strengthening Montréal's arts organizations.
- Increase the number of positions within arts organizations held by people of culturally diverse origin.
- Improve the living conditions of culturally diverse and newly arrived artists and cultural workers.

4.2. HOW LONG DOES THE FUNDING LAST?

4.2.1. Internship period

Between January 6, 2020 and July 31, 2020

4.2.2. Duration of internship

The internship lasts **650 hours**, performed, depending on the nature of the activities, continuously or spread out over a number of months on a specific timetable.

4.3. CAN I FILE MORE THAN ONE APPLICATION PER YEAR?

Organizations may submit only one application to the program per year. The same organization cannot host interns for this program in consecutive years.

4.4. CAN THE APPLICATION INVOLVE A MULTI-YEAR PROJECT?

The duration of the internship is fixed, and the internship must take place during the set internship period.

5. APPLICATION EVALUATION

Through the work of its peers on the evaluation committees, the Conseil des arts de Montréal evaluates all applications on merit and awards grants within the constraints of the available funds.

However, internships offered to new arrivals by organizations whose mandate is not primarily to support cultural diversity will be given priority.

5.1. WHAT ARE THE EVALUATION CRITERIA?

The evaluation committee will consider the program objectives and the following criteria:

- project's quality and feasibility with respect to professional enhancement
- organization's management and hosting capacity (professional qualifications of human resources involved in the project, openness to diversity, and benefit of internship to organization)
- impact on the intern's integration into the Montréal arts community

5.2. WHO WILL ASSESS THE PROJECT AND HOW ARE DECISIONS MADE?

5.2.1. What is the evaluation procedure?

Three-phase process

1. Applications are received and checked for eligibility by the program manager, overseen by their supervisor.
2. Projects are examined by an evaluation committee of peers, which makes recommendations.
3. The board of directors meets to make a final decision and award the grant.

5.2.2. Who else has access to my application?

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

5.2.3. Is the information on the application kept confidential?

The Conseil guarantees that personally identifiable information in its possession will remain confidential and that no confidential documents it receives will be accessible, subject to the provisions of the *Act respecting the protection of personal information in the private sector (Chapter P-39.1)*.

6. SUBMITTING AN APPLICATION

6.1. WHAT MEDIUM SHOULD I USE TO SUBMIT MY APPLICATION?

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

6.2. HOW SHOULD MY APPLICATION BE STRUCTURED?

Organizations must have selected an intern and worked with them to determine the mandate before submitting an application.

They should specify:

- **participants:** a brief description of the intern's skills and professional experience in Montréal, as well as those of the internship supervisors; enclose the prospective intern's CV and a letter outlining the reasons they want to work with the organization.
- **description of the internship:** area of focus, anticipated activities, description of tasks, and implementation environment.
- **objectives and expected results:** goals, expected outcomes for the intern, expected outcomes for the organization.
- **timetable:** work stages and schedule.
- **budget:** expenses related to carrying out the project.

6.3. WHY AM I REQUIRED TO COMPLETE A SELF-EVALUATION FORM?

The Conseil compiles statistical data from the self-evaluation form for analysis, research or evaluation purposes. The data are used for program management purposes and for financial and service allocations.

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

The self-evaluation form is available 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?

Under the *Act respecting the protection of personal information in the private sector* (Chapter P-39.1), all data is 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?

Under 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.

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.

6.3.4. 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 as well as help filling out the forms.

6.5. WHAT DOCUMENTS DO I HAVE TO INCLUDE?

- The organization's letters patents (for first-time applicants or if they have been amended)
- the corporation's statutes and bylaws (for first-time applicants or if they have been amended)
- financial statements from the last fiscal year (if not already provided)
- a press kit or press review (abridged)
- letter from the artist outlining their reasons for wanting to work with the organization
- CV of artist
- CV of internship supervisor
- an optional appendix of documents you consider relevant to your application, combined into a single PDF file.

6.6. ARE THERE RESTRICTIONS ON WHAT I CAN SUBMIT?

Limit your texts to the number of words requested.

Unsolicited attachments and documents sent after the application has been submitted will not be considered for evaluation.

7. PAYMENT OF GRANT

7.1. HOW IS THE GRANT AWARDED?

7.1.1. Remuneration of artist or cultural worker

Payment of the grant for remuneration of the artist or cultural worker will be made upon presentation, at the start of each month, of a request for reimbursement of the fees paid during the previous month.

7.1.2. Hosting fee

At the start of the internship, the organization will receive a lump sum (\$1,788) to offset certain expenses incurred in hosting the intern, expenses which may vary according to the nature of the internship.

This lump sum may not cover expenses outlined in the organization's operating budget or fees covered by another grant program. But it may be used to increase the intern's hours or hourly wage.

7.2. WHAT ARE THE PAYMENT ARRANGEMENTS?

7.2.1. First-time grants

First-time grants will be paid by cheque.

7.2.2. Direct deposit

Starting with the second grant, payments are no longer made by cheque.

The Conseil des arts de Montréal makes all its payments by direct deposit. To receive direct deposits, the organization must first register as a supplier with the Ville de Montréal. For instructions on how to sign up for direct deposit with us, see the document *Electronic Payment Subscription Process* at www.artsmontreal.org/en/direct.deposit and send your documents to the specified address.

8. ORGANIZATION'S OBLIGATIONS

8.1. COMMITMENT

8.1.1. Achievement of the project

Organizations will offer fulfilling artistic and administrative internships that will give participants relevant and transferable work experience. Organizations must supervise interns, oversee their skills development, and measure learning outcomes.

They agree to:

- Attend a preparation meeting on **Monday, December 9, 2019**.
- Carry out the internship as planned.
- Advise the program manager if they substantially change the nature of the internship or interrupt it. If so, they may have to reimburse the hosting fee pro rata to the number of internship hours completed.
- Provide an internship environment suitable for the nature of the activities (appropriate workplace, including office and computer equipment, rehearsal spaces, workshops, etc.).
- Contribute, if possible, to increasing the intern's wage.
- Provide a resource person qualified to set the internship's goals and development, and to monitor and assess outcomes.

8.1.2. Visibility and logo

Publicly acknowledge the Conseil des arts de Montréal's contribution, using the criteria mentioned in the kit provided by the Conseil.

8.1.3. Compliance

Where applicable, the organization agrees to comply with certain special conditions pertaining to the use of the grant.

8.1.4. Proof of commitment

By accepting payment of the grant, the organization agrees to carry out the activities covered by the grant and to comply with all associated conditions.

8.2. REPORTS

8.2.1. When?

A monthly report on the internship's progress and request for reimbursement of the fees paid to the artist or cultural worker during the previous month.

Final report, including a financial statement, on August 7, 2020.

8.2.2. **Where?**

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

8.2.3. **What if no report is submitted?**

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

8.3. **PARTICIPANT COMMITMENT AND REPORTS**

The participant agrees to:

- Attend a preparation meeting on **Friday, December 6, 2019**.
- Produce an interim report on how the internship is progressing.
- Present a final project assessment report no later than August 7, 2020.

In the event that, for legitimate reasons, the intern cannot complete the internship, they may be replaced by another participant, who must also meet the eligibility requirements outlined in point 2.1.1.

9. **APPLICATION AND RESPONSE DATES**

9.1. **WHAT ARE THE APPLICATION DEADLINES?**

One application deadline per year. Next deadline: October 4, 2019 at 11:59 p.m.

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

If the deadline falls on a statutory holiday or other non-business day (Saturday or Sunday), it is extended to the next working day.

9.3. **WHAT IS THE RESPONSE TIME?**

The announcement will be made no later than early December, 2019.

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

Organizations will be notified by email. No decisions are given over the phone.

9.5. **CAN I APPEAL THE DECISION?**

Decisions of the Conseil des arts de Montréal are final and cannot be appealed. However, Conseil staff are available to answer any questions you may have about the decision.

9.6. **WHO CAN GIVE ME INFORMATION ABOUT MY APPLICATION?**

Applicants agree not to contact members of evaluation committees, juries, or Conseil board members at any time concerning the processing, evaluation, or decisions related to their application. Only Conseil staff are authorized to answer applicants' questions.

10. **WHERE TO FIND MORE INFORMATION**

10.1. **ON OUR WEBSITE**

www.artsmontreal.org

10.2. FROM THE FOLLOWING PERSON:

For help with the process of finding potential culturally diverse artists and cultural workers, please also contact:

Iulia-Anamaria Salagor

Project Manager - Cultural Diversity in the Arts

Conseil des arts de Montréal

Tel.: 514-280-3583

iasalagor.p@ville.montreal.qc.ca