



CONSEIL  
DES ARTS  
DE MONTRÉAL

## **Support Fund for Accessibility Costs (Pilot Project)**

To learn more about Conseil des arts de Montréal programs eligible for this complementary measure, please visit the Support Fund for Accessibility Costs webpage: <https://www.artsmontreal.org/en/programs/accessibility-costs>

## **Presentation**

**2021**

Montréal 

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

### 1.1. WHO IS ELIGIBLE TO APPLY?

#### 1.1.1. For financial support to submit a funding application

This funding is open to artists, collectif and organizations meeting the eligibility criteria of the program for which an application is submitted, or has been submitted in the current year and who meet one of the following situations:

- an individual eligible at the program and self-identify as an artist or cultural worker who is member of Deaf community or is living with a mental illness or a visible or invisible disability.
- an organization or collective in which at least one of the senior representatives and/or directors self-identify as an artist or cultural worker who is member of Deaf community or is living with a mental illness or a visible or invisible disability;
- an organization with a mandate to provide services to artists who are members of Deaf community or are living with a mental illness or a visible or invisible disability and for which at least one leader has a mental illness or a visible or invisible disability or is a member of the Deaf community;

#### 1.1.2. For financial support to cover accessibility costs for a project that receives funding by the Conseil des arts de Montréal

This fund is open to artists, collectives and organizations meeting the eligibility criteria of the program for which an application is submitted, or has been submitted in the current year, and that come under one or more of the following categories:

- an organization in which at least one of the senior representatives or leaders self-identify as an artist or cultural worker who is member of Deaf community or is living with a mental illness or a visible or invisible disability;
- an organization with a mandate to provide services to artists who are members of Deaf community or are living with a mental illness or a visible or invisible disability and for which at least one leader has a mental illness or a visible or invisible disability or is a member of the Deaf community;
- an artists, a collective or an organizations supported as part of the General Programm or Quand l'art prend l'air for a project involving artists self-identifies as a members of Deaf community or are living with a mental illness or a visible or invisible disability;
- a collective in which one or more members self-identifies as an artists or culturals workers who are members of Deaf community or are living with a mental illness or a visible or invisible disability;
- an organization presenting a work of art to an audience self-identify as a member of Deaf community or is living with a mental illness or a visible or invisible disability;
- an organization who hosts an intern or mentor, as part of an internship program supported by the Conseil des arts de Montréal, self-identify as a member of Deaf community or is living with a mental illness or a visible or invisible disability.

### 1.2. WHAT DISCIPLINES QUALIFY?

Artistes, collectives and organizations must work in one of the following disciplines: circus arts, street performance, visual arts, digital arts, film and video, dance, literature (including

cultural periodicals), new artistic practices (multidisciplinary and interdisciplinary approaches)<sup>1</sup>, music, or theatre.

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

**Organizations that have one of the following mandates:**

- i. Research
- ii. Creation/production
- iii. An outreach that is specialized or multidisciplinary
- iv. Publication of cultural periodicals
- v. Staging of an event or festival
- vi. A museum
- i. A professional association or group or a service organization

**Collectives whose mandate is:**

- i. Research
- ii. Creation/production

### **1.4. WHAT IS FINANCIAL SUPPORT TO SUBMIT A FUNDING APPLICATION?**

The Conseil des arts de Montréal provides all applicants who self-identify as an artist or cultural worker who is member of Deaf community or is living with a mental illness or a visible or invisible disability, a funding to reimburse the services needed to help them prepare their applications.

Eligible applicants can apply for financial support of up to \$250 per year.

Support for the submission of a grant application is not conditional upon the outcome of the evaluation of the application.

### **1.5. WHAT IS FINANCIAL SUPPORT FOR ACCESSIBILITY COSTS OF A PROJECT SUPPORTED BY THE CONSEIL DES ART DE MONTRÉAL?**

This support is intended to provide supplementary financial assistance to a Conseil grant holder. This additional support covers the accessibility costs that the artist or organization must pay to complete the funded artistic project.

The accessibility costs must be directly related to the project being funded.

Only projects funded through the General Funding Program will be able to receive support for accessibility costs.

Priority will be given to project proposals that directly support artists self-identifying as members of Deaf community or are living with a mental illness or a visible or invisible disability. The maximum amount awarded per project for presenting organisations welcoming audiences self-identify as members of Deaf community or are living with a mental illness or a visible or invisible disability is \$2,000.

### **1.6. WHEN WILL I NEED TO APPLY FOR SUPPORT FOR ACCESSIBILITY COSTS? IS THERE A DEADLINE?**

The deadline to apply for support for accessibility costs is the same as that for the program

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<sup>1</sup> For more details see the [glossary](#).

being applied to.

**To learn more about Conseil des arts de Montréal programs eligible for this complementary measure, please visit the Support Fund for Accessibility Costs webpage: <https://www.artsmontreal.org/en/programs/accessibility-costs>**

For organizations receiving operating grants or project grants for 2021 or receiving funding in response to the August 31, 2020 call, the deadlines for applying for support for accessibility costs are December 1st, 2020, March 8th, 2021 and September 1st, 2021, provided that the project submitted has not been completed prior to the response date.

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

In accordance with its strategic planning for 2018-2020, the Conseil des arts de Montréal wishes to identify, acknowledge and support inclusive practices that promote the involvement and engagement of artists, cultural professionals and under-represented, excluded or marginalized audiences. It is committed to ensuring accessibility for all Montrealers and recognizes that individuals self-identifies as a members of Deaf community or are living with a mental illness or a visible or invisible disability must have the same opportunities to access our programs and services as others do, in a manner that respects the dignity and autonomy of each individual.

This support is a measure implemented to supplement funding awarded through the General Funding Program.

### **1.8. WHERE CAN I FIND DEFINITIONS FOR CERTAIN TERMS?**

See the glossary (links in English and French, respectively).

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

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

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

### **2.1. INELIGIBLE APPLICANTS**

- applicants that are not eligible according to the program for which an application is submitted, or has been submitted in the current year (example General Grant Program or Quand l'art prend l'air)
- individual artists;
- artist's collectives that are incorporated as for-profit or non-profit organizations or registered as general or limited partnerships;
- cultural periodicals that publish fewer than three issues per year, are distributed free of charge or available only in electronic format;
- organizations dedicated to teaching, education and professional training;
- public or parapublic organizations representing governments or municipal corporations;
- organizations and collectives with projects that are not funded through the General Funding Program.

### **2.2. INADMISSIBLE PROJECTS**

- projects that are not eligible according to the program for which an application is submitted, or has been submitted in the current year (example General Grant Program or Quand l'art prend l'air)
- projects specifically related to film or web film production;
- projects that are essentially promotional;

- projects that have already been supported under the Support Fund for Accessibility Costs (Pilot Project).

### **2.3. INELIGIBLE ACTIVITY SECTORS**

- sectors that are not eligible according to the program for which an application is submitted, or has been submitted in the current year (example General Grant Program or Quand l'art prend l'air)
- organizations working exclusively in variety arts or comedy.

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

- applications that are not eligible according to the program for which an application is submitted, or has been submitted in the current year (example General Grant Program or Quand l'art prend l'air)
- applications involving accessibility costs that are not directly related to the funded project;
- applications involving living expenses;
- applications received after the deadline.

## **3. WHAT ARE SOME CHARACTERISTICS OF THE PROGRAM?**

### **3.1. WHAT IS THE PURPOSE OF SUPPORT FOR ACCESSIBILITY COSTS?**

Through this measure, the Conseil wishes to ensure that artists, cultural professionals and audiences self-identifies as a members of Deaf community or are living with a mental illness or a visible or invisible disability have access to its programs and services, so as to promote greater accessibility to arts and culture in a manner that respects the dignity and autonomy of all individuals.

### **3.2. WHAT IS THE DURATION OF THE SUPPORT?**

This is one-time, non-recurring support.

The project must be completed on the dates set out in the application.

### **3.3. IS IT POSSIBLE TO SUBMIT MORE THAN ONE APPLICATION PER YEAR?**

Artists, collectives and organizations may only submit one application per year for financial support for a grant application.

### **3.4. CAN ACCESSIBILITY COSTS BE FULLY COVERED BY THE CONSEIL?**

They can be fully covered by the Conseil, as long as they are within its financial capabilities.

## **4. HOW ARE APPLICATIONS EVALUATED?**

Applications are evaluated collaboratively by the Conseil des arts de Montréal team and based on the following criteria:

- reasonable budget;
- direct link between the funding provided and the successful completion of the project;
- available funds.

Priority will be given to providing direct support to artists.

## **5. HOW DO I APPLY?**

For all applications to receive support from the support fund for accessibility costs, whether they

are submitted during the funding application process or for a project already funded by the Conseil des arts de Montréal, please send to [fraisdaccés@montreal.ca](mailto:fraisdaccés@montreal.ca):

- a brief explanation of the costs incurred (maximum 1 page);
- the ORORA reference number of the grant application which this Support Fund for Accessibility Costs application is attached;
- a simple budget of the costs incurred and an estimate, *if available*.

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

### Organizations

- letters patent and general regulations of the organization (**be sure to include all pages of the document**), *if changes have been made or for first-time applicants*;
- the organization's most recent financial statements, *if not already provided or for first-time applicants*;
- the organization's constitution and by-laws, *if changes have been made*.

### Artists and Collectives

- résumé of the artist or the members of the collective.

## 6. HOW WILL I RECEIVE THE GRANT?

### 6.1. WHAT ARE THE PAYMENT TERMS?

Payments are made in a single instalment (100%).

### 6.2. WHAT IS THE PAYMENT METHOD?

#### 6.2.1. First grant for an individual or collective

First-time grants will be paid by cheque in the name of the artist or the representative of the collective.

This payment will be conditional on the transmission of your social insurance number and your contact details. This will allow us to issue the legally required T4 for tax purposes. To transmit this information securely, please contact us at 514 280-3580.

#### 6.2.2. Direct deposit

The Conseil makes all its payments by direct deposit. To receive direct deposits, the individual in charge of the application must register as a supplier to the City of Montréal at [www.ville.montreal.qc.ca/fournisseurs](http://www.ville.montreal.qc.ca/fournisseurs) **before applying for direct deposit. The supplier number is required.**

To sign up for direct deposit, please complete the [Direct deposit enrolment form](#) (in French only) available on your ORORA portal profile. Please forward this form to the address indicated.

## 7. WHAT ARE MY OBLIGATIONS?

### 7.1. REPORTING

A separate final report is not required for this additional funding. You must describe how the funds were used in the report for the project that received a grant through the General Funding Program.

## 7.2. OTHER OBLIGATIONS

### 7.2.1. Proof of commitment

Accepting payment of the grant constitutes, for the organization or collective, an undertaking to complete the activities covered by the grant and to comply with the accompanying conditions.

### 7.2.2. Notice and reports

The artist, collective or organization agrees to:

- carry out its project as planned;
- notify the Conseil, as soon as possible, if it is unable, during the intended fiscal year, to carry out the project for which it received a grant. It may be required to reimburse some or all of the amount awarded, as applicable;
- submit required activity and financial reports.

### 7.2.3. Visibility and logo

The organization or collective agrees to publicly mention the contribution of the Conseil des arts de Montréal by reproducing the Conseil's logo in its programs, brochures, pamphlets and other promotional materials, as well as on its website. The logo and standards for the use of the Conseil logo are available at <https://www.artsmontreal.org/en/council/logos>.

### 7.2.4. Compliance

The artist, collective or organization must comply with the grant's specific conditions of use, where applicable.

## 8. WHEN CAN I SUBMIT MY APPLICATION? WHEN CAN I EXPECT A RESPONSE?

### 8.1. WHAT IS THE DEADLINE TO SUBMIT AN APPLICATION?

The deadline to apply for support for accessibility costs is the same as that for the program being applied to.

For organizations with operating grants or previously supported with a project for the year 2021 under the General Funding Program, or supported during submissions on August 31, 2020, the deadlines to apply for support for accessibility costs are December 1st, 2020, March 8th 2021 and September 1st, 2021.

### 8.2. WHAT IS THE RESPONSE TIME?

It will take a maximum of eight (8) to ten (10) weeks from the date the application is submitted for the Conseil to process it and reach a decision.

### 8.3. HOW WILL I BE INFORMED OF THE DECISION?

Artists, Collectives and Organizations will be notified by email. No decisions will be communicated by phone.

### 8.4. 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.

- 8.5. WHO CAN GIVE ME INFORMATION ABOUT MY APPLICATION?**  
Only Conseil staff are authorized to respond to applicants' questions.

**9. HOW CAN I GET MORE INFORMATION?**

- 9.1. CONSULT OUR WEBSITE**  
<https://www.artsmontreal.org/en>

**9.2. CULTURAL ADVISERS**

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

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

**Digital Arts and Visual Arts**

Marie-Michèle Cron  
Tél. (514) 280-4125  
[marie-michele.cron@montreal.ca](mailto:marie-michele.cron@montreal.ca)

**Film/Video and Literature**

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

**Dance**

Paule Beaudry  
Tél. (514) 280-3587  
[paule.beaudry@montreal.ca](mailto:paule.beaudry@montreal.ca)

**Music**

Claire Métras  
Tél. (514) 280-3586  
[claire.mentras@montreal.ca](mailto:claire.mentras@montreal.ca)

or

**Music**

Ansfrid Tchetchenigbo  
Tél. (514) 280-0525  
[ansfrid.tchetchenigbo@montreal.ca](mailto:ansfrid.tchetchenigbo@montreal.ca)

**Theatre**

Frédéric Côté  
Tél. (514) 280-3793  
[frederic.cote3@montreal.ca](mailto:frederic.cote3@montreal.ca)