



**DEMO RECORDING CREATION  
AND PRODUCTION GRANT**

**for Indigenous  
and culturally diverse collectives**

**Program presentation**

**2019–2020**

## 1. WHAT DO I NEED TO KNOW ABOUT THIS PROGRAM?

### 1.1. WHO IS ELIGIBLE TO APPLY?

Collectives of Indigenous artists<sup>1</sup> or of artists primarily from cultural communities and visible minorities.

### 1.2. WHAT DISCIPLINE QUALIFIES?

Music

### 1.3. WHAT MANDATES QUALIFY?

Creation/production

### 1.4. WHAT PROJECTS QUALIFY?

Projects to create and record a professional demo recording.

Specifically, the recording of three new works with a total length of no more than 15 minutes.

### 1.5. HOW MANY APPLICATIONS WILL BE ACCEPTED?

Three grants will be awarded.

### 1.6. WHAT DOES THE GRANT CONSIST OF?

Each grant recipient will receive a maximum of four thousand nine hundred seventy-five dollars (\$4,975). See section 4.4.

### 1.7. WHAT IS THE APPLICATION DEADLINE?

October 15, 2019.

### 1.8. WHAT ARE THE PROGRAM OBJECTIVES?

- Support the creative process for collectives of Indigenous artists or of artists primarily from cultural communities and visible minorities.
- Contribute to enhancing the professional development of these artists.
- Facilitate their access to the Maison du Conseil's rehearsal studios and to a professional recording studio.
- Help increase the presence of Indigenous or culturally diverse artists in the Conseil's programs, including the Diversity in Music Award.
- Contribute to these artists' professional development by giving them the opportunity to record a professional demo.

### 1.9. WHAT DO FIRST-TIME APPLICANTS NEED TO KNOW?

Candidates applying for the first time should contact those in charge of the residency to clarify eligibility and evaluation criteria or for any other details (see section 10, *Where to find more information*).

### 1.10. WHERE CAN I FIND DEFINITIONS OF THE TERMS USED?

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

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

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

---

<sup>1</sup> Items in blue are defined in the Conseil's glossary at [www.artsmontreal.org/en/glossary](http://www.artsmontreal.org/en/glossary)

## 2. CONDITIONS OF APPLICATION FOR COLLECTIVES

### 2.1. GENERAL CONDITIONS OF ELIGIBILITY FOR COLLECTIVES

#### **Status and conditions**

- i. Be represented by an application coordinator;
- ii. consist of two-thirds Canadian citizens or permanent residents of Canada; no more than one-third of collective members may reside outside Canada;
- iii. be made up of artists the majority of whom (50% +1) reside on the Island of Montréal, including the application coordinator.

### 2.2. SPECIFIC CONDITIONS OF ELIGIBILITY FOR COLLECTIVES

#### **Status and conditions**

- iv. Be composed of 2 to 6 musicians who meet the Conseil's definition of [professional artist](#);
- v. be composed primarily of [Indigenous artists](#) or artists from [cultural communities](#) and [visible minorities](#);
- vi. have not recorded a demo or album in a professional studio in Canada with the collective applying for the grant;
- vii. the works must be original and unreleased;
- viii. all members of the collective must be available and present on the pre-established dates of the residency.

#### **Artistic advisor**

- ix. The collective must select an artistic advisor who possesses recognized professional experience.
- x. The artistic advisor agrees to attend a meeting at the Conseil des arts, along with the grant recipient, at a date to be determined.

#### **Recording studio**

- xi. The demo must be recorded in a professional recording studio on the Island of Montréal.
- 

## 3. WHO MAY NOT APPLY AND WHY?

### 3.1. APPLICANT INELIGIBILITY

- Individual artists (including artist agents) and organizations.
- For-profit or non-profit artist collectives that are incorporated or are registered partnerships.

### 3.2. PROJECT INELIGIBILITY

- Previously completed projects.
- Projects completed before receiving a response from the Conseil.

### 3.3. APPLICATION INELIGIBILITY

- Incomplete applications.
  - Applications received after the deadline.
-

## 4. PROGRAM DETAILS

### 4.1. WHAT IS THE PURPOSE OF THE PROGRAM?

The program is designed to enhance the professional development of **artist collectives** involving **Indigenous** musicians or those performing world music (i.e., primarily from **cultural communities** and **visible minorities**) and to facilitate their access to the Maison du Conseil's rehearsal studios and a professional recording studio.

Under the program, three collectives will be able to hire the services of an artistic advisor of their choice. The role of the artistic advisor or mentor is to support the process of creating and recording three new works with a total length of no more than 15 minutes, and, if necessary, to assist the **collective** in managing the project.

The program is among the Conseil's initiatives aimed at enhancing the professional development of **culturally diverse** and **Indigenous** artists by facilitating access to resources and grant programs.

### 4.2. HOW LONG DOES THE FUNDING LAST?

The grant is one-time and non-recurrent.

The residency will take place over a period of 3 months, as follows:

- January to March 2020: up to 25 hours of rehearsal in the Conseil's practice studios.
- February and March 2020: creative and recording guidance (up to 30 hours) from an artistic advisor.
- March 2020: two days of recording, followed by mixing and mastering, in a professional studio.
- March 2020: delivery of demo.

### 4.3. WHO MUST FILE THE APPLICATION?

The person in charge of the collective (coordinator) and who will receive the grant.

### 4.4. WHAT IS THE NATURE OF THE GRANT?

#### 4.4.1. Financial assistance

The grant awarded to each collective is valued at four thousand nine hundred seventy-five dollars (\$4,975), broken down as follows:

- A creation grant of one thousand seven hundred fifty dollars (\$1,750);
- Remuneration for an artistic advisor for up to 30 hours at \$35 per hour, for a maximum of one thousand fifty dollars (\$1,050), taxes included;
- Access to a professional recording studio for two days (including a recording technician, mixing, and mastering) for a total of up to two thousand one hundred seventy-five dollars (\$2,175), including taxes.

The collective coordinator must draw up a project budget that includes the Conseil's contribution. Any fees beyond the grant amounts are to be assumed by the collective.

Please note that the collective coordinator will receive income tax forms (T4A and Relevé 1) for the total amount of the grant at the end of the year.

#### **4.4.2. Services rendered**

The value of the free rehearsal studio time (up to 25 hours) at the Conseil des arts de Montréal is \$350.

#### **4.5. ARE PROJECTS THAT LAST SEVERAL YEARS ELIGIBLE?**

The duration of the residency is restricted to the dates set out in section 4.2.

---

### **5. APPLICATION EVALUATION**

Applications will be evaluated by a three-person peer selection committee.

All projects will be judged on merit, and the selection will take into consideration the projects' comparative value.

#### **5.1. WHAT ARE THE EVALUATION CRITERIA?**

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

- *Artistic quality*
  - the project's artistic quality and interest
  - the quality of previous projects created by members of the collective
  - the innovative and original nature of the artistic approach
  
- *Contribution to development of discipline*
  - contribution to the variety of the practices offered in the Montréal area
  - project's contribution to the development of the discipline
  - suitability of the artistic advisor selected for the project

#### **5.2. WHO EVALUATES APPLICATIONS 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 relevant staff members, overseen by their supervisors.
  2. A peer committee examines the applications and makes recommendations.
  3. The board of directors meets to make a final decision and confer the grant.
-

### 5.2.2. Who else has access to my application?

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?

Go to [www.artsmontreal.org/en/orora](http://www.artsmontreal.org/en/orora) and follow the directions for completing 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 encounter problems or have questions, please 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. HOW SHOULD MY APPLICATION BE STRUCTURED?

The artist should fill out the form for the *Demo recording creation and production grant for Indigenous and culturally diverse collectives* at <https://orora.smartsimple.ca/>.

### 6.3. WHY DO I HAVE TO COMPLETE A PERSONAL IDENTIFICATION FORM?

The Conseil compiles data from the personal identification form 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 can I find this form?

You will find a link to the personal identification form on your profile on the ORORA portal <https://orora.smartsimple.ca/>.

#### 6.3.2. How are my data managed?

Under 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?

Under Québec's *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 answers are important for us to draw an accurate portrait of the Montréal 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 someone from the Conseil will give you access to a computer and guide you through the application.

**6.5. WHAT DOCUMENTS DO I HAVE TO INCLUDE?**

- A brief CV of each collective member (2 pages maximum)
- The CV of the artistic advisor

**6.6. ARE THERE ANY RESTRICTIONS ON WHAT I CAN SUBMIT?**

Limit your answers to the number of words or pages requested.

Unsolicited attachments or documents received after the application deadline will not be accepted for evaluation.

---

**7. PAYMENT OF GRANT**

**7.1. WHAT ARE THE PAYMENT ARRANGEMENTS?**

The \$4,975 grant is paid in four installments:

1. \$1,400 at the start of the residency;
2. \$350 at the end of the residency and upon submission of the project report and a copy of the demo recording;
3. up to \$1,050 (including taxes) to remunerate an artistic advisor, at the end of the residency and upon reception of a copy of an invoice addressed to the collective's coordinator;
4. up to \$2,175 (including taxes) to pay for professional recording studio time (including a recording technician, mixing, and mastering), upon reception of a copy of an invoice from the recording studio addressed to the collective's coordinator.

**7.2. WHAT ARE THE PAYMENT METHODS?**

**7.2.1. Payment of a first-time grant**

For first-time grant recipients, payment is conditional upon reception of the social insurance number and contact information of the collective's coordinator by Radhia Koceir (514-280-3580) so that a T4A income tax form can be issued.

### **7.2.2. Direct deposit**

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

---

## **8. RECIPIENT OBLIGATIONS**

### **8.1. REPORTS**

#### **8.1.1. What?**

The recipient must file a report upon completion of the project, along with a copy of the demo recording. The project coordinator must also take part in evaluating the experience.

#### **8.1.2. When?**

Within four months of the project's completion.

#### **8.1.3. Where?**

Report forms are available on the ORORA portal at <https://orora.smartsimple.ca/>. You will be notified by email when they become available.

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

Grant recipients who fail to file the required reports within the required time frames if they are in a position to do so will not be eligible to file other applications.

### **8.2. OTHER OBLIGATIONS**

#### **8.2.1. Proof of commitment**

Accepting payment of the grant constitutes an engagement to complete the activities covered by the grant and to respect the accompanying conditions.

#### **8.2.2. Notifications**

The members of collectives who are awarded grants agree to:

- Be suitably available during the residency period set out in point 4.2.
- Work closely with the project coordinator, cultural advisor, and other partners.
- Attend rehearsals and recording sessions.
- Carry out the project as planned.

The coordinators of collectives who receive grants agree to:

---

- Notify the Conseil as soon as possible if they are unable to complete the project and related activities during the specified time frame. Depending on the circumstances, they may be required to repay the grant, in part or in full.
- Submit an activity report at the end of the residency and recording, along with a copy of the demo recording.

#### **8.2.3. Visibility and logo**

The recipient agrees to publicly acknowledge the Conseil des arts de Montréal's contribution by reproducing the Conseil's logo in its programs, brochures, flyers, website and other promotional material. The Conseil's logo and specifications for use are posted on its website at <https://www.artsmontreal.org/en/council/logos>.

#### **8.2.4. Compliance**

The applicant agrees to respect certain special conditions, where applicable, pertaining to the use of the grant.

---

## **9. APPLICATION AND RESPONSE DATES**

### **9.1. WHAT IS THE APPLICATION DEADLINE?**

**October 15, 2019 at 11:59 p.m.**

### **9.2. WHAT IS THE RESPONSE TIME?**

After the application deadline, a period of 8 or 9 weeks is needed for the Conseil des arts de Montréal to process the application and reach a decision.

### **9.3. HOW WILL I BE NOTIFIED OF THE DECISION?**

Recipients will be notified by email. No decision will be relayed by telephone.

### **9.4. 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.

### **9.5. WHO CAN GIVE ME INFORMATION ABOUT MY APPLICATION?**

Applicants agree not to contact members of evaluation committees, of juries, or of the Conseil's board 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](http://www.artsmontreal.org)

### **10.2. FROM THE PROGRAM MANAGERS**

---

Marie-Christine Parent  
Cultural advisor – music  
Telephone: 514-280-0525  
[marie-christine.parent@ville.montreal.qc.ca](mailto:marie-christine.parent@ville.montreal.qc.ca)

or

Claire Métras  
Cultural advisor – music  
Telephone: 514-280-3586  
[cmetras.p@ville.montreal.qc.ca](mailto:cmetras.p@ville.montreal.qc.ca)

or

Iulia-Anamaria Salagor  
Project Manager – Cultural Diversity in the Arts  
Telephone: 514-280-3389  
[iasalagor.p@ville.montreal.qc.ca](mailto:iasalagor.p@ville.montreal.qc.ca)

or

Mylène Guay  
Project Manager – Indigenous Arts  
Telephone: 514-280-0552  
[mylene.quay@ville.montreal.qc.ca](mailto:mylene.quay@ville.montreal.qc.ca)