



## DES PONTS CULTURELS, D'UNE RIVE À L'AUTRE

**Project grant  
for individual artists, artist collectives,  
and arts organizations**

### Program presentation



**2019–2020**

## 1. WHAT YOU NEED TO KNOW ABOUT THIS PROGRAM

### 1.1. WHO IS IT FOR?

This grant is for **professional artists**,<sup>1</sup> **professional arts organizations** registered as non-profits,<sup>2</sup> and **collectives**<sup>3</sup> made up of at least two members.

Artists, professional arts organizations, or **collectives** on the Island of Montréal must have their place of residence or headquarters on this territory.

Artists, professional arts organizations, or collectives from Greater Montréal must have their place of residence or headquarters in a partner municipality.

### 1.2. WHAT DISCIPLINES ARE ELIGIBLE?

Artists working in circus arts, street performance, visual arts, digital arts, cinema and video, dance, literature, new artistic practices (multidisciplinary or interdisciplinary),<sup>4</sup> music, and theatre.

### 1.3. WHAT MANDATES QUALIFY?

Artists, professional arts organizations, or collectives working in creation/production.

### 1.4. WHAT PROJECTS ARE COVERED?

Cocreation\* projects in the above-listed disciplines that demonstrate artistic excellence and an ability to build ties with the community.

\*By "co-creation," we mean an artistic process that **involves the public at the conception and/or production stages of the work**. The artistic works created are the result of interaction and work involving one or more artists and citizens. Co-creation support strategies will encourage diversity in both forms of cultural expression and participation in cultural life and will enable local populations to experience the creative process with the artist. **Participants will be called upon to use their imagination and creativity to take part in creating a collective work.**

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

A maximum of four grants will be awarded.

### 1.6. WHAT IS THE AMOUNT OF THE GRANT?

Selected projects will receive a production grant not exceeding \$20,000 from partner arts councils and municipalities (see details in section 4.2).

### 1.7. WHAT IS THE APPLICATION DEADLINE?

May 21, 2019 at 11:59 p.m.

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<sup>1</sup> Items in blue are defined in the glossary at <https://www.artsmontreal.org/en/glossary>

<sup>2</sup> Ibid

<sup>3</sup> Ibid

<sup>4</sup> Ibid

### 1.8. WHAT ARE THE PROGRAM OBJECTIVES?

- Promote the development, by creators from the Island of Montréal, of artistic projects in partner municipalities of Greater Montréal (the cities of Laval, Longueuil, Sainte-Julie, and Terrebonne, and the RCM of Vaudreuil-Soulanges) and foster the development, by creators from these partner municipalities, of artistic projects on the Island of Montréal.
- Support professional arts activities by creators from Greater Montréal and increase exchanges among different arts communities.
- Encourage the participation and artistic expression of citizens through co-creation\* projects with artists, professional arts organizations, or collectives.

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

Please consult the glossary at:

<http://www.artsmontreal.org/en/glossary>

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## 2. CONDITIONS OF APPLICATION

### 2.1. GENERAL CONDITIONS OF ELIGIBILITY

#### ***Individual artist***

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

- be a permanent resident of Canada
- have resided in one of the partner cities for at least one year

#### ***Professionalism***

- be recognized as a professional artist
- have presented at least one artistic work in a professional context

#### ***Artist collective***

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

- be a group of artists, regardless of their number
- be represented by a single contact person responsible for the application
- be composed of at least two-thirds of Canadian citizens or permanent residents of Canada (no more than one-third of members may reside outside Canada)
- be composed of members the majority of whom (50% +1) reside in one of the partner cities, including the contact person responsible for the application

#### ***Professionalism***

- be composed entirely of professional artists as defined by the Conseil des arts de Montréal (CAM)
- have presented at least one artistic work as a collective in a professional context

**Arts organization:**

**Status and conditions**

- i. be a non-profit corporation or non-profit artist cooperative that pays no dividends
- ii. be headquartered in one of the partner cities
- iii. have a board of directors the majority of whose members are Canadian citizens or permanent residents of Canada
- iv. be focussed primarily on carrying out creation or production projects

**Professionalism**

- i. be able to demonstrate recognized competence in one's field
  - ii. be run by qualified individuals
  - iii. have a stable artistic directorship
  - iv. present activities of recognized artistic quality
  - v. unite, represent, or employ professional artists and cultural workers
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**3. WHO MAY NOT APPLY AND WHY?**

**3.1. INELIGIBLE ORGANIZATIONS AND INDIVIDUALS**

- artists, collectives, and organizations who do not meet the general conditions of eligibility
- artists working within a company or a for-profit or non-profit organization
- for-profit organizations
- organizations not involved in creation/production
- public or parapublic organizations, government agencies, or municipal corporations
- organizations dedicated to teaching, education, or professional training

**3.2. PROJECT INELIGIBILITY**

- projects completed before receiving the CAM's response
- sound recording projects (albums)
- projects of an essentially promotional nature
- capital investment and/or specialized equipment acquisition projects

**3.3. ACTIVITY SECTOR INELIGIBILITY**

- applicants working exclusively in the fields of variety and comedy
- applicants working exclusively in cultural mediation

**3.4. APPLICATION INELIGIBILITY**

- incomplete applications
  - applications submitted after the deadline
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**4. PROGRAM SPECIFICS**

**4.1. WHAT IS THE PURPOSE OF THE *PONTS CULTURELS, D'UNE RIVE À L'AUTRE* GRANT?**

The CAM and its partners launched the *Des ponts culturels, d'une rive à l'autre* program to create dialogue between artists and citizens of Montréal and other municipalities of Greater Montréal by producing works that involve citizens at the creation stage.

The partners for 2019 are: the Conseil des arts et des lettres du Québec (CALQ); the Conseil des arts de Longueuil (CAL); the cities of Laval, Longueuil, Sainte-Julie, and Terrebonne; the Conseil des arts et de la culture de Vaudreuil-Soulanges (CACSV); the RCM of Vaudreuil-Soulanges; Place des Arts; and the Quartier des spectacles Partnership.

#### **4.2. WHAT IS THE CONTRIBUTION OF THE PARTNERS?**

- The CAM will award creators a grant matching the requested amount in the budget portion of the submitted application to a maximum of \$15,000. This grant will offset production and presentation costs of the work by creators from the Island of Montréal, presented within the partner municipality in the Greater Montréal region. This grant will go toward remunerating the creators and offsetting certain production costs such as transportation and per diems.
- The partner municipality in the Greater Montréal region will be responsible for hosting the Montréal-based artist, professional arts organization, or collective for up to eight weeks. Depending on the availability of resources, the hosting may include a workspace, technical equipment, technical support, insurance, equipment transportation, and communications services.
- The partner municipality in the Greater Montréal region will award the creators a grant matching the requested amount in the budget portion of the submitted application to a maximum of \$15,000 to offset production and presentation costs of the work by creators from their municipality, presented on the Island of Montréal. This grant will go toward remunerating the creators and offsetting certain production costs such as transportation and per diems.
- The partner borough or city will be responsible for hosting the Greater-Montréal-based artist, professional arts organization, or collective for up to eight weeks. Depending on the availability of resources, the hosting may include a workspace, technical equipment, technical support, insurance, equipment transportation, and communications services.
- The CALQ will contribute funds matching the requested amount in the budget portion of the submitted application to a maximum of \$5,000 per project to remunerate the artist, professional arts organization, or collective during the work's preparation and development phase.
- Culture Montréal will be responsible for analyzing the "citizen co-creation" component of projects submitted by artists, professional arts organizations, or collectives and will submit its recommendations to the evaluation committee made up of professionals from the arts and letters community.
- The CAL; CACSV; and the cities of Laval, Longueuil, Sainte-Julie, or Terrebonne will provide support for the artist, professional arts organization,

or collective from Montréal in developing the “citizen co-creation” component of the project.

- Place des Arts, the Quartier des spectacles Partnership, and the Maison du Conseil des arts de Montréal, will present the co-creation projects, subject to their technical feasibility, and cover technical costs.

#### **4.3. HOW LONG DOES THE FUNDING LAST?**

This is a one-time, non-renewable grant.

Projects must last between five and no more than eight weeks and should take place between January 1 and July 1, 2020.

#### **4.4. CAN I FILE MORE THAN ONE APPLICATION PER YEAR?**

Applicants may submit only one application to the program per year.

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## **5. APPLICATION EVALUATION**

The CAM receives applications and manages the grant program. It shares its expertise in assessing artistic projects and awarding grants based on artistic merit.

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

Projects are evaluated based on the following weighting and criteria:

*Artistic quality: 45%*

- Artistic quality and interest of the co-creation project
- Quality of the artist's, arts organization's, or collective's work

*Citizen co-creation: 35%*

- Appeal and accessibility of the co-creation project
- Quality of the support activities offered to citizens in the creative process
- Ability of the project to build ties with the community

*Project management and financial stability: 20%*

- Project feasibility and realism
- Practicality of the production schedule (work phases and timetable)
- Realism of budget forecasts and financial balance
- Artist's, arts organization's, or collective's financial management capacity

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

#### **5.2.1. What is the evaluation procedure?**

##### ***Three-phase process***

1. The applications are received and checked for eligibility by the professionals concerned, overseen by their supervisors.
2. The projects are submitted to an evaluation committee made up of professionals from the arts and letters community, who will make recommendations.

3. The recommendations are presented to the program partners for a final decision.

#### 5.2.2. Is the information on the application kept confidential?

The CAM and its partners guarantee that personally identifiable information in their possession will remain confidential and that no confidential documents they receive will be accessible, subject to the provisions of the *Act respecting the protection of personal information in the private sector (Chapter P-39.1)*.

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## 6. SUBMITTING AN APPLICATION

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

The artist, collective, or arts organization should fill out the [application form](#) for the *Des ponts culturels, d'une rive à l'autre* program.

### 6.2. HOW SHOULD MY APPLICATION BE STRUCTURED?

Applications should revolve around a single project.

### 6.3. WHAT DOCUMENTS DO I HAVE TO INCLUDE?

- A description of the project, including your motivations
- The city or borough where you would like to carry out your project
- Your proposals for citizen co-creation activities
- The spaces and equipment you require
- The CVs of the artists involved
- A letter of interest from the host location. **This letter must state that the host agrees to provide the artist, organization, or collective with support and that the host fully understands the need for expertise in terms of citizen participation** (e.g., citizen recruitment).
- A project budget
- A project timetable
- A list of internet links (YouTube, Vimeo, website, etc.) for past creations (mandatory).

Only those documents that are required will be sent to members of the evaluation committee.

### 6.4. WHAT FORMAT SHOULD MY APPLICATION BE IN?

All documents (PDF format) should be assembled into a single zip file and sent via WeTransfer, Google Drive, etc.

**Applications must be sent to the following email address:**

karine.gariepy@ville.montreal.qc.ca.

### 6.5. ARE THERE RESTRICTIONS ON WHAT I CAN SUBMIT?

Answers must be limited to the number of words in each section.

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?

The grant is paid in several installments from the CALQ (maximum of \$5,000) and the CAM or from partner municipalities (maximum of \$15,000), which are spread out depending on the amount awarded.

Place des Arts, the Quartier des spectacles Partnership, and the Maison du Conseil des arts de Montréal will cover technical costs, as per the pre-approved budget.

### 7.2. WHAT ARE THE PAYMENT ARRANGEMENTS?

Payment arrangements will be detailed upon reception of the letter announcing the award.

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## 8. ARTIST OBLIGATIONS

### 8.1. COMMITMENT

#### 8.1.1. Achievement of the project

- Create the project as planned.
- If unable to create the funded project, notify the Conseil as soon as possible. Depending on the circumstances, the artist may be required to repay the amount of the grant in whole or in part.

**ATTENTION: PLEASE NOTE THAT THIS PROGRAM REQUIRES CONSIDERABLE AVAILABILITY FROM ARTISTS BECAUSE THE PROJECTS WILL INVOLVE SIGNIFICANT COORDINATION TIME (CITIZEN RECRUITMENT, MEETINGS, COORDINATION WITH HOST-CITY PERSONNEL, ETC.).**

#### 8.1.2. Presentation and technical issues

**Upon the program's completion**, the artists, arts organizations, collectives, and involved citizens will be invited to present their projects and the various stages of their co-creation process at a special dialogue/discussion session at Place des arts in the fall of 2020.

#### **Please note:**

- Co-creation projects **in the performing arts**, must be presented at the Espace culturel Georges-Émile-Lapalme at Place des arts, subject to technical feasibility. Place des arts will provide an operations chart for the spatial orientation of these projects.
- Co-creation projects in the **visual and digital arts**, must be presented either at the Maison du Conseil des arts de Montréal or the various public spaces and specialized equipment of the Quartier des spectacles, subject to technical feasibility.

#### 8.1.3. Timetable

- May 21, 2019: application deadline
- Week of June 17: selection of projects by evaluation committee

- Mid-September 2019: grant recipients announced
- Fall 2019: preparation for co-creation projects (tour of venues, pre-production meetings with partners, etc.)
- January 1 to July 1, 2020: co-creation project period, lasting no more than eight weeks.
- Fall 2020: presentation of finished projects at Place des Arts, the Maison du Conseil des arts de Montréal, or a pre-determined location in the Quartier des spectacles.

#### **8.1.4. Visibility and logo**

Applicants agree to comply with the program's visibility standards, which will be sent to them.

#### **8.1.5. Compliance**

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

#### **8.1.6. Proof of commitment**

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

### **8.2. REPORTS**

#### **8.2.1. What?**

The final report must be completed at the end of the project and sent to the CAM and the host-city partner. Payment of the final installments are conditional upon the report's reception.

#### **8.2.2. When?**

Within three months of the end of the project.

#### **8.2.3. Where?**

The program manager will send the report by email.

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

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

One application deadline per year.

**Next deadline: May 21, 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 in mid-September, after the CAM board meeting.

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

Applicants will receive a letter by email.

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

Decisions of the CAM are final and cannot be appealed. However, CAM 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 CAM board members at any time concerning the processing, evaluation, or decisions related to their application. Only CAM staff are authorized to answer applicants' questions.

### 10. WHERE TO FIND MORE INFORMATION ABOUT THE PROGRAM

#### 10.1. TECHNICAL QUESTIONS

Please refer to the [attached](#) maps of Place des Arts and the Maison du Conseil des arts de Montréal.

Questions about potential locations at the Quartier des spectacles should be addressed to Marie-Joëlle Corneau.

**For questions about project production and other questions** about the presentation venues, please contact:

Place des Arts: Anne Sophie Gagnon – Coordinator, Programming and Cultural Accessibility – 514-285-4275 - [agagnon@placedesarts.com](mailto:agagnon@placedesarts.com)

Quartier des spectacles Partnership: Marie-Joëlle Corneau - Project Manager, Programming – 514-879-0009, ext. 293 – [mariejoelle.corneau@quartirdesspectacles.com](mailto:mariejoelle.corneau@quartirdesspectacles.com)

#### 10.2. ON OUR WEBSITE

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

#### 10.3. FROM THE FOLLOWING PEOPLE:

**Karine Gariépy**

Project Manager – Local and International Initiatives

Conseil des arts de Montréal

Tel. 514-280-0540

[karine.gariepy@ville.montreal.qc.ca](mailto:karine.gariepy@ville.montreal.qc.ca)

**Please send your application by email to the following address only:**

[karine.gariepy@ville.montreal.qc.ca](mailto:karine.gariepy@ville.montreal.qc.ca).