



**REGARD SUR MONTREAL
CREATION-PRODUCTION RESIDENCY**

**DOCUMENTARY PRODUCTION
FOR CULTURALLY DIVERSE EMERGING FILMMAKERS**

Open to individuals only

Program Presentation

2019-2020

1. WHAT DO I NEED TO KNOW BEFORE APPLYING?

1.1. WHO IS ELIGIBLE TO APPLY?

Emerging¹ culturally diverse professional artists².

1.2. WHAT DISCIPLINES QUALIFY?

Film and video.

1.3. WHAT MANDATES QUALIFY?

Creation/production.

1.4. WHAT TYPES OF PROJECT QUALIFY?

A project to produce a short documentary of no longer than fifteen (15) minutes offering an original and relevant perspective on Montreal.

1.5. HOW MANY APPLICATIONS WILL BE APPROVED?

Only one (1) application will be selected.

1.6. WHAT TYPE OF ASSISTANCE IS PROVIDED?

A grant valued at seventy five thousand dollars (\$75,000) in cash and services contributed in varying amounts by the program partners (see sections 4.3 and 4.5 below).

The residency includes:

- a) research and screenwriting phase;
- b) pre-production;
- c) filming in Montreal;
- d) editing and online editing (colour correction and packaging);
- e) sound editing and sound recording;
- f) final delivery.

1.7. WHAT IS THE DEADLINE FOR APPLICATIONS?

October 18, 2019.

1.8. WHAT ARE THE OBJECTIVES OF THE PROGRAM?

- To allow an **emerging, culturally diverse professional artist** working in film and/or video to gain a foothold in Quebec's media landscape while acquiring professional credentials and credibility by producing a short documentary film with Montreal as its central theme;
- To enhance our city's filmography with an original and compelling vision from a new filmmaker offering a fresh perspective on Montreal.

1.9. WHAT DO I NEED TO KNOW WHEN APPLYING FOR THE FIRST TIME?

¹ For the purposes of this program, an emerging artist is a filmmaker with a minimum level of professional experience who has not yet accessed traditional funding channels. The filmmaker must have completed at least one audiovisual work that has had a recognized professional screening.

² Terms shown in blue are defined in the Conseil's glossary at: www.artsmontreal.org/en/glossary.

First-time applicants are advised to contact the person in charge of the residency program to clarify eligibility and evaluation criteria as well as other details (see section 10 below).

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

Consult the Conseil's glossary (in English or French) at:

artsmontreal.org/fr/glossaire
artsmontreal.org/en/glossary

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

2.1. GENERAL ELIGIBILITY CRITERIA FOR INDIVIDUALS

Status and conditions

- i. must be a permanent resident of Canada;
- ii. must have been a resident of the Island of Montreal for at least one year.

Professionalism

- iii. must be recognized as a professional artist;
- iv. must have completed at least one audiovisual work that has had a recognized professional screening.

2.2. SPECIFIC ELIGIBILITY CRITERIA FOR INDIVIDUALS

- v. must be a **culturally diverse** artist;
 - vi. must be a Canadian citizen or permanent resident of Canada, and must meet one or both of the following criteria:
 - i. must be a **first-generation immigrant artist** from a different cultural community;

or

 - ii. must be a member of a **visible minority**;
 - vii. must be an emerging artist³;
 - viii. must be 18 years old or over at the time of applying;
 - ix. must not be employed by the Conseil des arts de Montréal and/or SODEC and/or the NFB and/or Les Films de l'Autre.
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3. WHO/WHAT IS NOT ELIGIBLE UNDER THE PROGRAM AND WHY?

3.1. INELIGIBLE APPLICANTS

- artist collectives, cooperatives and organizations.

3.2. INELIGIBLE PROJECTS

- films already produced;
- films produced as part of a teaching program;
- promotional films, sponsorship or public interest messages;
- educational/instructional films, series and co-productions;

³ See footnote 1

- projects completed before the Conseil has made its decision; allow eight (8) to nine (9) weeks after the application deadline.

3.3. APPLICATIONS THAT WILL NOT BE CONSIDERED

- incomplete applications;
 - late applications.
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4. WHAT ARE THE SPECIFIC DETAILS OF THIS PROGRAM?

4.1. WHAT IS THE PURPOSE OF THE PROGRAM?

The Conseil des arts de Montréal (CAM), the Société de développement des entreprises culturelles (SODEC) and the National Film Board of Canada (NFB) are joining forces to offer a grant in the form of cash and services to a Montreal-based [emerging, culturally diverse professional artist](#) working in film and video, for the development, screenwriting, production, promotion and screening of a short documentary.

This collaborative venture pools the strengths of three different levels of government and will serve as a valuable precedent allowing CAM, SODEC and the NFB to give professionals from different cultural communities a stronger presence in the field of film and television production.

4.2. ARE THERE ANY SPECIFIC LANGUAGE CONSIDERATIONS?

The short documentary (maximum length of 15 minutes) may be filmed in a language other than French, but the principal language of screening must be French (subtitles, voice-over, credits).

4.3. WHAT IS THE DURATION OF THE SUPPORT?

The grant is one-time and non-recurring.

The residency is for a period of ten months, from January 1 to October 30, 2020, including the entire production process (see section 1.6 above).

4.4. WHO FILES THE APPLICATION?

The filmmaker.

4.5. WHAT DOES THE SUPPORT CONSIST OF?

The grant is one-time and non-recurring.

4.5.1. Financial assistance

The grant has been made possible through a partnership between CAM, SODEC and the NFB.

The artist selected for this film residency will receive a grant valued at seventy five thousand dollars (\$75,000) in cash and services, sourced as follows:

- CAM will provide fifteen thousand dollars (\$15,000) for the development and screenwriting of the documentary;

- The NFB, through its French Independent Filmmaker Assistance Program (Aide au cinéma indépendant - ACIC), will contribute ten thousand dollars (\$10,000) to support production and a further thirty five thousand dollars (\$35,000) in the form of in-house technical services (image and sound post-production);
- SODEC will provide the filmmaker with fifteen thousand dollars (\$15,000) to market and distribute the documentary nationally and internationally.

The filmmaker will budget for the project based on the contributions of the three partners and will be responsible for any cost overruns.

4.5.2. Value of other services offered

The artist-run centre Les Films de l'Autre is collaborating on this residency program, supporting the filmmaker in its role as producer.

Also collaborating is the Montreal International Documentary Film Festival (RIDM), which will be holding a spot for the selected filmmaker in the Talent Lab at its industry event Forum RIDM, to be held in November 2020, and will possibly screen the film during its festival.

4.6. CAN I APPLY FOR A PROJECT COVERING A PERIOD OF MORE THAN ONE YEAR?

The residency is for a period of ten (10) months, during the dates specified in section 4.3 above.

5. HOW ARE APPLICATIONS EVALUATED?

Applications are evaluated by a committee made up of representatives of each of the partners: the Conseil des arts de Montréal, SODEC, the NFB and Les Films de l'Autre.

5.1. WHAT ARE THE EVALUATION CRITERIA?

The evaluation committee takes into account the program objectives as well as the following criteria:

The proposal's originality and feasibility:

- a. the relevance of the viewpoint;
- b. how the theme *Regard sur Montréal* (perspective on Montreal) is incorporated;
- c. the filmmaker's vision and its clarity;
- d. the credibility of the characters or persons conveying the ideas or topics addressed;
- e. the cinematographic treatment and its originality, and how the project sets itself apart from a strictly informative program or series;
- f. the practicality of the proposed budget;
- g. the production schedule adhering to the cut-off date of October 30, 2020.

5.2. WHO DOES THE EVALUATION AND HOW ARE DECISIONS MADE?

5.2.1. What is the evaluation procedure?

A four-step process

1. reception of applications and screening for eligibility by assigned professionals reporting to Conseil management;
2. review of applications by evaluation committee members (peers and partners) and selection of finalists;
3. interviews of finalists by evaluation committee and recommendation on grant recipient;
4. meeting of the Conseil's Board of Directors for final decision on awarding of the 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.

6. HOW DO I FILE AN APPLICATION?

6.1. WHAT FORMAT IS USED FOR APPLICATIONS?

Go to our website at www.artsmontreal.org/fr/orora and follow the instructions 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 any questions or a problem applying, contact the Conseil by phone at (514) 280-3580, or by email at artsmontreal@ville.montreal.qc.ca, mentioning ORORA in the subject line.

6.2. WHAT INFORMATION AM I EXPECTED TO PROVIDE?

Interested filmmakers and videomakers complete the *Regard sur Montréal* application form for individual artists. They will be asked to provide:

- reasons why they are interested in the residency and why they want to make their film;
- a description of their target audience;
- a summary of the project;
- a description (maximum 3 pages) of the proposed documentary, including the narrative treatment of the main theme and the proposed visual and sound treatment;
- the production schedule, bearing in mind the completion and delivery deadline of October 30, 2020.

They must also include:

- a detailed budget, on the form provided, taking into account the funding offered under the program;
- a link to a website on which their previous work can be viewed.

6.3. WHAT DOCUMENTS DO I HAVE TO ATTACH?

- a CV.

6.4. CAN I GET HELP WITH MY APPLICATION?

In collaboration with the artist-run centre Les Films de l'Autre, the Conseil des arts de Montréal is offering a free clinic for applicants who would like professional guidance to help them prepare their grant application.

6.5. WHY DO I HAVE TO FILL IN A SELF-IDENTIFICATION FORM?

The Conseil compiles data from the self-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.

6.5.1. Where do I find the form?

You'll find a link to the self-identification form on your profile on ORORA at: <https://orora.smartsimple.ca/>.

6.5.2. 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 collected 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.

6.5.3. 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.

6.5.4. 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).

6.6. 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.

6.7. ARE THERE RESTRICTIONS ON WHAT I CAN SUBMIT?

You must limit your responses to the number of words or pages requested.

Unsolicited attachments or documents filed after the application deadline will not be taken into account in the evaluation.

7. HOW WILL I RECEIVE THE GRANT MONEY?

7.1. WHAT ARE THE PAYMENT ARRANGEMENTS?

The cash portion of the grant amounting to thirty thousand dollars (\$30,000) contributed jointly and equally by CAM and SODEC, will be paid in three instalments:

1. fifteen thousand dollars (\$15,000) at the start of the residency;
2. ten thousand dollars (\$10,000) at the start of filming;
3. five thousand dollars (\$5,000) on submission of the final report.

The cash portion of ten thousand dollars (\$10,000) contributed by the NFB will be paid during production.

7.2. WHAT IS THE METHOD OF PAYMENT?

7.2.1. First grant payment to individuals

In order to receive the grant payment, first-time recipients must provide their contact details and social insurance number to Ms. Radhia Koceir at 514-280-3580 so she can issue a T4A slip for tax purposes.

7.2.2. Direct deposit

All payments from the Conseil des arts de Montréal are made by direct deposit. To receive a direct deposit, you must first register as a supplier with the City of Montreal. For instructions on how to sign up, go to https://www.artsmontreal.org/media/docs/Electronic_Payment_Subscription_Process.pdf and forward the documents requested to the address indicated.

8. WHAT ARE MY OBLIGATIONS?

8.1. REPORTS

8.1.1. What reports?

The grant recipient must submit a final report on the film production and the final budget. He or she must also provide all four partners with links to a video file (for example, on Vimeo, a website, etc.) so they can view the completed work. In addition, the project managers will ask for the recipient's input in evaluating the experience.

8.1.2. When?

Within four (4) months of completion of the project.

8.1.3. Where?

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

8.1.4. Failure to file a report

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 subsequent applications.

8.2. OTHER OBLIGATIONS

8.2.1. Proof of commitment

By accepting payment of the grant, the recipient agrees to complete the activities covered by the grant and to respect the accompanying conditions.

8.2.2. Notifications and reporting:

The recipient agrees to:

- be sufficiently available during the residency period specified in section 4.3. above;
- work in close collaboration with each of the partners;
- be able to plan schedules in advance;
- complete the project as agreed;
- give prompt notice if he/she is unable to complete the project and related activities within the intended fiscal year, in which case he/she may be required to reimburse all or part of the grant money provided;
- submit activity reports and financial reports at the requested intervals.

8.2.3. Visibility and logo:

The recipient agrees to publicly acknowledge the contribution of the Conseil des arts de Montréal, SODEC, the NFB, Les Films de l'Autre and the Montreal International Documentary Film Festival (RIDM), by reproducing the partners' logos on his/her website and in his/her programs, brochures, flyers and other promotional material. The Conseil's logo and specifications for its use are posted on its website at: <https://www.artsmontreal.org/en/council/logos>.

8.2.4. Compliance

Recipients agree to respect certain special conditions, where applicable, pertaining to the use of the grant.

9. WHEN CAN I FILE AN APPLICATION? WHEN CAN I EXPECT A REPLY?

9.1. WHAT IS THE DEADLINE?

**The Conseil does not provide retroactive support for any project.
Deadline for applications: By midnight on October 18, 2019.**

9.2. HOW LONG BEFORE I GET AN ANSWER?

It takes from 8 to 9 weeks after the application deadline for applications to be processed and for the Conseil to make its decision.

9.3. HOW WILL I BE INFORMED OF THE DECISION?

The successful applicant will be notified by email. Notifications are not made by telephone.

9.4. 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.

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

Applicants agree not to contact any members of 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.

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

10.1. VISIT OUR WEBSITE

www.artsmontreal.org

10.2. CONTACT THE CULTURAL ADVISOR IN CHARGE

Marie-Anne Raulet
Cultural Advisor –
Film/video and Literature
Tel.: 514-280-2599
marie-anne.raulet@ville.montreal.qc.ca