



**CONSEIL  
DES ARTS  
DE MONTRÉAL**

**CREATION RESIDENCY PROGRAM  
FOR EMERGING ARTISTS**

**in Dance, Theatre and New Artistic Practices**

**Project Support**

**For Individuals  
For Collectives  
For Organizations**

**Program Presentation**

**2019-2020**

**Montréal** 

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

### 1.1. WHO IS THE PROGRAM FOR?

Emerging<sup>1</sup> individual **artists**, artists' **collectives** and organizations.

### 1.2. WHAT DISCIPLINES ARE ELIGIBLE?

Dance, **new artistic practices** (multidisciplinary and interdisciplinary) and theatre.

### 1.3. WHAT MANDATES ARE COVERED BY THE PROGRAM?

- i. Research
- ii. Creation/production

### 1.4. WHAT PROJECTS ARE COVERED BY THE PROGRAM?

The realization of a work in one of the disciplines mentioned above, developed partly or entirely in the course of a creation residency at the studios of the Maison du Conseil des arts de Montréal and to be disseminated afterwards.

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

Three (3) applications will be accepted, one in each of the three disciplines (dance, theatre and new artistic practices).

### 1.6. WHAT FORMS OF ASSISTANCE ARE OFFERED?

For every recipient:

- A free loan of seventy-five (75) hours of studio time
- A maximum fee of one thousand five hundred dollars (\$1,500) for an experienced artistic advisor
- Three thousand dollars (\$3,000) in funding for creation activities

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

First-time applicants should contact the residency program coordinator, who can clarify the eligibility and evaluation criteria or provide further information. (See Section 10, *How can I get more information?*).

### 1.8. WHAT IS THE DEADLINE FOR APPLICATIONS?

October 1, 2019.

### 1.9. WHAT ARE THE PROGRAM'S OBJECTIVES?

This residency program provides high-quality creation studios for emerging artists along with assistance from an **experienced** artistic advisor and funding for their creation activities. More specifically, it aims to:

- provide decent conditions for the creation and presentation of artistic works;
- help enhance the artistic quality of works;
- encourage intergenerational encounters and the transfer of expertise;
- raise the public profile of participating artists;
- identify talent and increase their presence in Montreal.

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<sup>1</sup> Terms written in blue are defined in the Conseil's glossary, which can be found at [www.artsmontreal.org/en/glossary](http://www.artsmontreal.org/en/glossary)

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

Do not hesitate to refer to our glossary, at the following addresses:

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

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

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## 2. WHAT ARE THE ELIGIBILITY REQUIREMENTS FOR APPLYING, FOR AN INDIVIDUAL, A COLLECTIVE OR AN ORGANIZATION?

### 2.1. GENERAL ELIGIBILITY REQUIREMENTS FOR INDIVIDUALS (INDEPENDENT CREATORS)

#### *Status and requirements*

- i. Must have been a Canadian citizen or permanent resident of Canada for at least one year.
- ii. Must be living on the Island of Montreal.
- iii. Must be under the age of forty (40).

#### *Professional status*

- i. Must meet the definition established by the Conseil<sup>2</sup>.

### 2.2. SPECIFIC ELIGIBILITY REQUIREMENTS FOR INDIVIDUALS (INDEPENDENT CREATORS)

- i. Must present the project before an audience within ten (10) months of the end of the creation process.

### 2.3. GENERAL ELIGIBILITY REQUIREMENTS FOR COLLECTIVES

#### *Status and requirements*

- i. Must be represented by an application coordinator.
- ii. Must be a group of artists, with any number of members.
- iii. Most of the group's members must be under the age of forty (40).
- iv. Two thirds of the group's members must be Canadian citizens or permanent residents of Canada: the proportion of members residing outside Canada may not exceed one third.
- v. Most members (50% + 1) must be artists residing on the Island of Montreal, including the application coordinator.

#### *Professional status*

- vi. All members must be professional artists who meet the Conseil's definition.

### 2.4. SPECIFIC ELIGIBILITY REQUIREMENTS FOR COLLECTIVES

- i. Must present the project before an audience within ten (10) months of the end of the creation process.

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<sup>2</sup> See professional status definitions in the glossary, at [www.artsmontreal.org/en/glossary](http://www.artsmontreal.org/en/glossary)

## 2.5. GENERAL ELIGIBILITY REQUIREMENTS FOR ORGANIZATIONS

### ***Status and requirements***

- i. Must be a non-profit corporation or cooperative that does not pay dividends.
- ii. Must have its head office on the Island of Montreal.
- iii. Must have a board of directors composed primarily of Canadian citizens or permanent residents of Canada.
- iv. Must have the creation, production and presentation of artistic works as its primary mandate.

### ***Professional status***

- i. Must possess a recognized level of competence and be able to demonstrate it.
- ii. Must be directed by qualified individuals.
- iii. Must have presented activities whose artistic quality is recognized by the organization's peers in the same artistic field.
- iv. Must employ professional artists and cultural workers.

## 2.6. SPECIFIC ELIGIBILITY REQUIREMENTS FOR ORGANIZATIONS

- i. Must have been incorporated for less than seven (7) years.
- ii. Must present the project before an audience within ten (10) months of the end of the creation process.

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## 3. WHO IS NOT ELIGIBLE TO APPLY AND WHY NOT?

### 3.1. INELIGIBLE APPLICANTS

- Artists, collectives and organization that do not meet the general and specific eligibility requirements
- Artists' collectives registered as companies or partnerships, whether for-profit or non-profit
- Umbrella groups, associations, service organizations and artist agents
- Organizations whose primary activity is teaching, education or professional training
- Public organizations, parapublic government organizations and municipal corporations
- Organizations registered as general partnerships

### 3.2. INELIGIBLE PROJECTS

- Projects already ready for presentation
- Projects completed prior to receipt of a response from the Conseil (please allow six to seven weeks from the date of application for a response)

### 3.3. INELIGIBLE SECTORS OF ACTIVITY

- Artists working exclusively in comedy or variety

### 3.4. INADMISSIBLE APPLICATIONS

- Incomplete applications
- Applications received after the deadline

## 4. WHAT ARE THE DETAILS OF THE PROGRAM?

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

To give young professional artists access to high-quality creation studios where they can carry out their projects, because creation spaces that meet professional standards are rarely used by emerging artists as a result of limited availability and high prices.

To ensure that works whose public presentation is already confirmed are of optimal quality, thanks to a creation grant and support from an experienced artistic advisor.

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

The support provided is one-time and non-recurrent.

Creation residencies will take place in the Conseil des arts de Montréal's studios<sup>3</sup> in the Gaston-Miron Building between **January 3, 2020 and April 30, 2020**.

### 4.3. WHO SHOULD FILE THE APPLICATION?

For an individual: the creator himself or herself

For a collective: the member who is the head of the collective

For an organization: a representative duly authorized to file the application:

### 4.4. WHAT TYPE OF SUPPORT IS PROVIDED?

Three (3) applications will be selected, one in each of the three disciplines (dance, theatre and new artistic practices).

#### 4.4.1. Financial assistance for each recipient

- A creation grant of three thousand dollars (\$3,000)
- One thousand five hundred dollars (\$1,500) in fees payable to an experienced artistic advisor (30 hours at \$50/hour)

#### 4.4.2. Value of services provided to every recipient

- Seventy-five (75) hours of studio time, a \$ 1 350 value (75 hours at \$18 /hour)

Successful applicants will be able to reserve the allocated time on the Conseil's studio rental Internet platform. Users of these time slots are subject to the same policies as regular, paying users.

Independent creators and heads of collectives will receive income-tax information (T4A and Relevé 1) slips at year-end showing the amount of the grant and the fees paid to the artistic advisor.

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<sup>3</sup> See the studio description at the following address [www.artsmontreal.org/en/artists/rental](http://www.artsmontreal.org/en/artists/rental)

#### 4.5. IS IT POSSIBLE TO FILE MORE THAN ONE APPLICATION A YEAR?

Applicants may not file more than one application a year.

#### 4.6. IS IT POSSIBLE TO SUBMIT A MULTI-YEAR PROJECT?

Residencies at the Conseil's studios are limited to the dates set out in section 3.2.

A creation project may extend beyond this date. In all cases, the work must be presented within the ten (10) months of the end of the creation process.

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### 5. HOW ARE APPLICATIONS EVALUATED?

Applications will be evaluated by a committee of peers made up of Conseil employees and representatives of emerging artists.

All projects will be evaluated on merit, and the selection of the successful projects will take account of the comparative value of the projects submitted.

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

The evaluation committee will base its decisions on the program objectives and following criteria.

→ **Artistic quality: 70%**

- Artistic quality and merit of the project
- Quality of applicant's past works
- Inventiveness and originality of the artistic approach
- Choice of artistic advisor (expertise, aptness) and quality of guidance planned<sup>4</sup>

→ **Contribution to the discipline and audience development: 20%**

- Contribution to the range of artistic practices in Montreal
- Impact on development of the discipline
- Aptness of the presentation space

→ **Project management and financial stability: 10%**

- Project feasibility and practicality, including timeframe
- Efforts devoted to remunerating artists and creators
- Financial soundness (for organizations only)

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<sup>4</sup> The Conseil des arts de Montréal must approve the choice of artistic consultant. If the choice is deemed unacceptable, the Conseil will work with the applicant to find a consultant satisfactory to both parties.

## 5.2. WHO EVALUATES THE APPLICATIONS AND HOW ARE THE DECISIONS MADE?

### 5.2.1. What is the evaluation procedure?

#### ***Three-step process***

1. Receipt and verification of the application's admissibility by the relevant professionals, under the authority of Conseil management
2. Review and recommendations by evaluation committee members (peers)
3. Meeting of the Board for a final decision and awarding of grants

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

If necessary for analysis purposes, the Conseil may consult various experts or other organizations involved in the grant applications.

### 5.2.3. Are the documents provided kept confidential?

The Conseil guarantees the confidentiality of all personal information in its possession and non-access to all confidential documents that it may receive, with the exception of the situations prescribed in the *Act respecting the protection of personal information in the private sector* (Chapter P-39.1).

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## 6. HOW DO I FILE AN APPLICATION?

### 6.1. WHAT FORMAT DO I USE TO SUBMIT MY APPLICATION?

Please visit [www.artsmontreal.org/en/orora](http://www.artsmontreal.org/en/orora) and follow the directions on the ORORA portal for filing funding applications.

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.

Should you have any problems or questions, please contact the Conseil by telephone at 514-280-3580 or by e-mail at [artsmontreal@ville.montreal.qc.ca](mailto:artsmontreal@ville.montreal.qc.ca), mentioning ORORA in the subject line.

### 6.2. HOW DO I PRESENT MY APPLICATION?

Independent creators and heads of collectives should use the form for individuals.

Representatives of organizations should use the form for organizations.

Whichever form you use, you will have to provide the following information:

- A description of the creation project
- A budget (Excel file)

### **6.3. WHY DO I HAVE TO FILL OUT A SELF-IDENTIFICATION FORM?**

The Conseil uses self-identification forms to collect statistical data for analysis, research and evaluation purposes. The forms are also consulted in managing programs, awarding funding and allocating services.

#### **6.3.1. Where can I find the self-identification form?**

The self-identification form can be found in your profile on the ORORA portal, at <https://orora.smartsimple.ca/>

#### **6.3.2. How is my data managed?**

Pursuant to the *Act respecting the protection of personal information in the private sector* (Chapter P-39.1), all data collected remain confidential.

Data are used and managed by Conseil personnel who require access to personal information in the course of their work.

#### **6.3.3. Do I have to answer the questions?**

Pursuant to the *Charter of Human Rights and Freedoms* (Chapter C-12), you may choose whether to answer the questions or not, but we strongly encourage you to do so. Your contribution is important in helping us draw an accurate portrait of the Montreal artistic community.

For most Conseil programs (General Program, Touring Program, etc.), refusing to answer the questions will not adversely affect the evaluation of your application.

However, if you decline to disclose your personal information, the Conseil may not be able to process your application for certain programs targeting specific clientele (emerging, Indigenous or culturally diverse artists, immigrants, etc.).

Only certain information deemed critical to the evaluation of specific programs may be shared with evaluation committee members (peers) and the Board of Directors.

#### **6.3.4. Will I have access to my data?**

In accordance with the *Act respecting the protection of personal information in the private sector*, every person has the right to view any personal information concerning them and held by the Conseil. 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. A Conseil employee will give you access to a computer and personalized assistance.

### **6.5. WHAT DOCUMENTS DO I HAVE TO ENCLOSE?**

#### ***For all applicants:***

- The list of participants (artists, creators and other important partners)
- A brief résumé for each artist (maximum 2 pages per artist)
- A letter of confirmation from a presenter
- A letter of confirmation and/or motivation from the artistic advisor

- A list of Internet links (YouTube, Vimeo, websites, etc.) showcasing past works

**Only for organizations:**

- The organization's letters patent if this is a first application, and subsequently if they have been amended
- The most recent financial statements, if not already provided to the Conseil

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

Limit your answers to the number of words indicated in each section.

Unsolicited attachments and documents received after your application has been submitted will not be considered.

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## **7. HOW WILL I RECEIVE THE GRANT?**

### **7.1. HOW IS THE GRANT PAID?**

The three-thousand-dollar (\$3,000) creation grant is paid out in two instalments:

1. Two thousand five hundred dollars (\$2,500) at the start of rehearsals
2. Five hundred dollars (\$500) upon receipt of the final report

Upon receipt of an invoice from the artistic advisor, the advisor's fee will be paid to the recipient, who will be responsible for paying the advisor as follows:

1. One thousand five hundred dollars (\$1,500) at the project's midpoint
2. One thousand five hundred dollars (\$1,500) at project completion

### **7.2. WHAT ARE THE PAYMENT TERMS?**

#### **7.2.1. Payment of a first grant for individuals or collectives**

In the case of a first-time grant, payment is conditional upon your providing your social insurance number and contact information to Ms. Radhia Koceir, at 514-280-3580, so that a T4A can be issued for income tax purposes.

#### **7.2.2. Direct deposit**

The Conseil des arts de Montréal makes all payments by direct deposit. To that end, artists and organizations must first register as City of Montreal suppliers. To sign up for direct deposit, please read the document *Electronic Payment Subscription Process* at [www.artsmontreal.org/Electronic Payment](http://www.artsmontreal.org/Electronic_Payment) and send the requested documents to the address indicated.

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## **8. WHAT ARE MY OBLIGATIONS?**

### **8.1. REPORTS**

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

Recipients must submit a report on the project's implementation and its final budget.

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

Within three (3) months following project completion.

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

Report templates are available on the ORORA portal at <https://orora.smartsimple.ca/>. You will be informed by e-mail when they become available.

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

The recipient will not be able to file any further applications if the requested reports have not been submitted by the deadline, provided the recipient would normally be in a position to do so.

### **8.2. OTHER OBLIGATIONS**

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

By accepting payment of the grant, the recipient agrees to carry out the activities for which the grant was paid and to fulfil the associated conditions.

#### **8.2.2. Notifications**

Recipients undertake to:

- maintain sufficient availability in winter 2020 to work the allotted number of residency hours so as to create an artistic work;
- collaborate artistically with the project manager responsible for emerging artists;
- ensure they are able to plan residency schedules in advance;
- adhere to the creation residency schedules drawn up.

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

Publicly acknowledge the Conseil des arts de Montréal's contribution by reproducing the Conseil's logo in its programs, brochures, folders, websites and other promotional materials. The Conseil's logo and the standards governing its use can be found on the Conseil's website, at [www.artsmontreal.org/logo.php](http://www.artsmontreal.org/logo.php).

#### **8.2.4. Compliance**

The author must respect certain specific conditions, where applicable, regarding use of the grant.

## **9. WHEN CAN I FILE MY APPLICATION, AND WHEN CAN I EXPECT A REPLY?**

### **9.1. WHAT IS THE DEADLINE FOR APPLYING?**

The Conseil does not provide any retroactive support for past activities.

**Deadline: October 1, 2019**

### **9.2. WHAT HAPPENS IF THE APPLICATION DEADLINE IS A NON-BUSINESS DAY?**

When an application deadline coincides with a holiday or non-business day (Saturday or Sunday), it is automatically postponed to the next business day.

### **9.3. WHAT IS THE CONSEIL'S RESPONSE TIME?**

After the application deadline, a period of 6 to 7 weeks is needed for the Conseil des arts de Montréal to process the application and reach a decision.

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

The recipient will be informed of the decision by e-mail. No decisions will be communicated by telephone.

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

The decisions of the Conseil des arts de Montréal are final and without appeal. However, Conseil employees are available to answer any questions you may have regarding its decisions.

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

Applicants agree not to contact the members of the evaluation committees, the jury or the CAM Board of Directors at any time regarding the processing and evaluation of their applications or the associated decisions. Only Conseil employees are authorized to answer applicants' questions.

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## **10. WHERE CAN I GET MORE INFORMATION?**

### **10.1. ON OUR WEBSITE**

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

### **10.2. FROM THE APPLICATION COORDINATOR**

François Delacondemène  
Project manager – Touring  
Conseil des arts de Montréal  
(514) 280-0527  
[francois.delacondemene@ville.montreal.qc.ca](mailto:francois.delacondemene@ville.montreal.qc.ca)