CONSEIL DES ARTS DE MONTRÉAL EN TOURNÉE / CAM TOURING PROGRAM

Program Presentation
Support for the Montreal Island tour

For organizations
For collectives
For sponsored individual artists

2020-2021
1. WHAT DO I NEED TO KNOW BEFORE APPLYING?

1.1. WHO IS ELIGIBLE TO APPLY?
Professional organizations and artist collectives, and sponsored individual artists residing on the Island of Montreal. Individual artists must be sponsored by a Montreal-based organization. The sponsoring organization must have a mandate to support the arts and/or produce/present artistic works as well as expertise in the circulation of artistic works.

1.2. WHAT DISCIPLINES QUALIFY?
This program is open to all artistic disciplines:
Circus arts | Street performance | Digital arts | Visual arts | Film/Video | Dance | Literature | Music | Theatre | New artistic practices

Note – music and street performance sectors:

Touring program now open to music
The program now accepts performance proposals representing the full range of professional musical practices found on the Montreal arts scene, from established musical traditions to new or emerging forms of music. These include vocal music practices as well as urban or hybrid music.

Touring program now open to street performance
The Conseil now recognizes street performance as a discipline qualifying for the touring program and is accepting proposals from professional organizations and artists (as a collective or sponsored individuals) working in this discipline.

1.3. WHAT MANDATES QUALIFY?
   i. presentation
   ii. creation/production
   iii. festivals/events

1.4. WHAT TYPES OF PROJECT QUALIFY?
The touring program features remounts of previously presented works. To be eligible, the proposed work must have been presented by the organization or collective or by the individual artist sponsored by an organization that has a mandate to support the arts and/or produce/present artistic works as well as expertise in the circulation of artistic works, prior to the September 15 application deadline.

1.5. HOW MANY APPLICATIONS WILL BE APPROVED?
The number of applications approved is reassessed each year by the touring program’s evaluation committees, made up of members and representatives of municipal presenters, based on the particularities and requirements of the disciplines, the volume of applications per discipline and the Conseil des arts de Montréal’s strategic priorities.

1.6. WHAT TYPE OF SUPPORT IS PROVIDED?
The grant supports participation in the tour and is calculated based on the project cost and the number of performances planned for the touring season. The grant is one-time and non-recurring.
1.7. WHAT DO I NEED TO KNOW WHEN FILING MY FIRST APPLICATION?
First-time applicants are invited to attend the workshop to be held in August and are advised to contact a member of the touring program team to clarify eligibility and evaluation criteria as well as other details (see section 10, HOW CAN I GET MORE INFORMATION ON THIS PROGRAM).

1.8. WHAT IS THE DEADLINE FOR APPLICATIONS?
September 15, 2019.

1.9. WHAT ARE THE OBJECTIVES OF THIS PROGRAM?
- support the dissemination of the arts throughout the Island of Montreal, allowing artistic organizations and collectives to increase their visibility;
- give artistic works greater exposure while diversifying their audiences and enriching the cultural life of residents of the Island’s boroughs and municipalities;
- focus on inclusion so as to reflect Montreal’s social fabric;
- encourage proposals from Indigenous, culturally diverse and English-speaking artists;
- foster artistic excellence and risk taking.

The touring program is carried out in close collaboration with the presentation networks Accès Culture (Réseau des diffuseurs municipaux de Montréal) and ADICIM (Association des diffuseurs culturels de l’Île de Montréal), as well as the Island of Montreal's municipalities and boroughs.

1.10. WHERE CAN I FIND DEFINITIONS FOR CERTAIN TERMS USED IN THIS DOCUMENT?
Before completing your application, you are urged to consult the Conseil’s glossary (in English or French) at:
www.artsmontreal.org/fr/glossaire
www.artsmontreal.org/en/glossary

2. WHAT CONDITIONS MUST BE MET IN ORDER TO APPLY – BY ORGANIZATIONS, COLLECTIVES OR SPONSORED INDIVIDUAL ARTISTS?

2.1. GENERAL ELIGIBILITY CRITERIA FOR ORGANIZATIONS

**Status and conditions**

i. must be a non-profit corporation or a non-profit artist cooperative that pays no dividends;
ii. must be headquartered 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 mandate to create, produce or present artistic works or to bring together and represent artists and/or cultural workers from a single discipline or the multidisciplinary sector;
v. must meet the definition of a professional organization.
**Professionalism**
vi. must possess a level of recognized and demonstrable competence;
vii. must be directed by qualified persons;
viii. must have a track record of activities whose artistic merits have been recognized by peers in the same artistic practice;
ix. must employ professional artists and cultural workers.

2.2. **SPECIFIC ELIGIBILITY CRITERIA FOR ORGANIZATIONS**

To be eligible, the proposed work *must* have been presented by the organization prior to the application deadline of September 15.

2.3. **GENERAL ELIGIBILITY CRITERIA FOR COLLECTIVES**

**Status and conditions**
i. must be represented by an application supervisor;
ii. must be a group of artists, regardless of number;
iii. two-thirds of member artists must be Canadian citizens or permanent residents of Canada; no more than one-third of members may reside outside Canada;
iv. the majority of member artists (50% + 1), including the application supervisor, must have resided on the Island of Montreal for at least one year.

*Professionalism*
i. must be composed of professional artists as defined by the Conseil.

2.4. **SPECIFIC ELIGIBILITY CRITERIA FOR COLLECTIVES**

To be eligible, the proposed work *must* have been presented by the collective prior to the application deadline of September 15.

2.5. **GENERAL ELIGIBILITY CRITERIA FOR INDIVIDUALS (INDEPENDENT ARTISTS SPONSORED BY A NON-PROFIT SERVICE ORGANIZATION)**

**Status and conditions**
i. must reside on the Island of Montreal;
ii. must be sponsored by an organization headquartered on the Island of Montreal that has a mandate to support the arts and/or produce/present artistic works as well as expertise in the circulation of artistic works.

*Professionalism*
i. must be a professional artist as defined by the Conseil in its glossary.

2.6. **SPECIFIC ELIGIBILITY CRITERIA FOR INDIVIDUALS (INDEPENDENT ARTISTS SPONSORED BY A NON-PROFIT SERVICE ORGANIZATION)**

To be eligible, the proposed work *must* have been presented by the artist prior to the application deadline of September 15.
3. WHO IS NOT ELIGIBLE TO APPLY AND WHY?

3.1. INELIGIBLE APPLICANTS
- collectives and organizations that do not meet the general eligibility criteria;
- individual artists who are not sponsored by an organization that has a mandate to support the arts and/or produce/present artistic works as well as expertise in the circulation of artistic works;
- collectives wishing to act as presenters or to stage festivals and/or events;
- public and para-public organizations and municipal corporations.

3.2. INELIGIBLE ACTIVITY SECTORS
- organizations and collectives working exclusively in variety and humour.

3.3. APPLICATIONS THAT WILL NOT BE CONSIDERED
- incomplete applications;
- applications received after the deadline for submissions;
- applications for the same work filed under two different disciplines.

3.4. INELIGIBLE WORKS
- works not produced or presented by the application deadline.

4. WHAT ARE THE SPECIFIC DETAILS OF THE PROGRAM?

4.1. HOW LONG DOES THE SUPPORT LAST?
The support is one-time and non-recurring.
The CAM tour will take place between July 1, 2020 and June 30, 2021.

4.2. WHO FILES THE APPLICATION?
For organizations: a duly authorized representative
For collectives: the person named as application supervisor for the collective, who will receive the grant
For individual artists: the sponsoring organization

4.3. WHAT DOES THE SUPPORT CONSIST OF?
Approved projects will receive a grant to cover the cost of at least three (3) performances.

Note that independent artists and application supervisors for collectives will receive tax receipts in their name at year-end (T4A and RL-1) for the amount of the grant.

4.4. IS IT POSSIBLE TO APPLY MORE THAN ONCE A YEAR?
- Applicants may submit only one work per year for consideration under the CAM Touring Program, with the exception of applicants in the film sector, where the maximum is five works (films or documentaries).
- In some cases, organizations that have a mandate to support the arts and/or produce/present artistic works as well as expertise in the circulation of artistic works may sponsor two individual artists in a given year, in which case they would file two separate applications for proposals under the Touring Program.
• Artists belonging to a collective the majority of whose members also work in another artist collective may file only one application per year.
• The application supervisor for a given collective may file only one application per year, even if he/she works with other collectives.
• New applications from a given collective must be filed by the same application supervisor.

4.5. CAN AN APPLICATION BE FILED FOR A PROJECT COVERING A PERIOD OF MORE THAN ONE YEAR?
The proposed artistic project must have been presented before the application is filed and must be available to be presented again during the CAM tour, which runs from July 1 to June 30.

5. HOW ARE APPLICATIONS EVALUATED?
Applications are evaluated by members of the evaluation committees and representatives of the municipal presentation networks, Accès Culture and ADICÎM.

All projects are evaluated on merit, taking into account the potential for dissemination, and the selection takes into account the relative value of each project.

5.1. WHAT ARE THE EVALUATION CRITERIA?
The evaluation committee considers the program objectives and the following criteria:

→ Artistic merit
→ Potential for dissemination
→ Inclusion: a strategic priority factored into the evaluation

5.2. WHO EVALUATES APPLICATIONS AND HOW ARE DECISIONS MADE?

5.2.1. What is the evaluation procedure?

Six-step process
1. Reception of applications and screening for eligibility by assigned professionals reporting to Conseil management;
2. Analysis by the assigned professionals;
3. Review and recommendations by evaluation committee members and representatives of the municipal presentation networks;
4. Presentation of recommendations by evaluation committee chairs to the Conseil’s Board of Directors;
5. Meeting of the Board for final decision and awarding of grant;
6. Mailing of notice of the decision.

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.

5.2.3. Is the information in my application kept confidential?
6. HOW DO I FILE AN APPLICATION?

6.1. WHAT FORMAT IS USED FOR APPLICATIONS?
Consult our website at www.artsmontreal.org/fr/orora and follow the directions 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 a problem applying or any questions, 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 FORM DO I USE?

Representatives of organizations use the form for organizations.
Application supervisors for collectives use the form for individual artists.
Organizations sponsoring an individual artist use the form for organizations.

In each instance, applicants will be asked to provide:
- a description of the proposed work (with supporting photo, audio, video material)
- a technical data sheet on the project
- a project budget (Excel file)

6.3. WHY DO I HAVE TO DO 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.

6.3.1. 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
You’ll also find it on the Touring Program application form where you will be asked to answer questions about your artistic proposal to help us evaluate it fairly.

6.3.2. 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 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.
6.3.3. 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 clientes (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 one of our staff members will provide you with access to a computer and any assistance you may require.

6.5. WHAT DOCUMENTS DO I HAVE TO ATTACH?

All applicants:
- The application form with a description of the proposed work;
- A budget using the Excel form provided;
- A technical data sheet;
- A press kit (maximum of 3-4 articles) relating to the proposed work;
- A list of no more than 3 hyperlinks to sites showing excerpts of the proposed work or the work in its entirety.

Organizations only:
- The organization’s letters patent and by-laws when applying for the first time; for subsequent applications, only if these have been amended;
- The most recent financial statements, if not previously submitted to the Conseil.

6.6. ARE THERE RESTRICTIONS ON WHAT I CAN SUBMIT?

Your responses must be limited to the number of words or pages requested.

Unsolicited attachments or attachments 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 grant is paid in two instalments:
- 1st instalment 70%: On approval of the promotional material or 30 days prior to the first performance;
- 2nd instalment 30%: On receipt of all agreements signed by the parties, on receipt and approval of the final report.

7.2. WHAT IS THE METHOD OF PAYMENT?

7.2.1. Payment of first-time grants for individual artists or collectives
To receive payment of first-time grants, individual artists or representatives of collectives are required to provide their contact details and social insurance number to Ms. Radhia Koceir, Receptionist/Bookkeeper, at 514-280-3580, so she can issue a T4 slip for tax purposes.

7.2.2. Direct deposit
All payments by the Conseil des arts de Montréal are made by direct deposit. To receive a direct deposit, artists are first required to register as a supplier with the City of Montreal. For instructions on how to sign up for direct deposit, go to www.artsmontreal.org/media/docs/Electronic_Payment_Subscription_Process.pdf and send the documents requested to the address indicated.

8. WHAT ARE MY OBLIGATIONS?

8.1. REPORTS

8.1.1. What reports?
Grant recipients must complete an evaluation report for each performance date of their project as well as the final budget for the project.

8.1.2. When?
Within four (4) months of the performances given as part of the CAM Touring Program.

8.1.3. Where?
Reports are to be sent by email automatically after each performance using the ORORA portal.

8.1.4. Failure to file a report
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 for 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
Recipients agree to:
  • realize presentations and performances of their works as part of the Conseil des arts de Montréal Touring Program, as agreed;
  • collaborate with the program managers assigned to the Touring Program.

8.2.3. Visibility and logo
Recipients agree to publicly acknowledge the Conseil des arts de Montréal’s contribution by reproducing the Conseil’s logo on its website and in its 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. It is imperative that the visibility standards of the Conseil des arts de Montréal Touring Program be respected.

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 FOR APPLICATIONS?

Deadline: September 15

9.2. WHAT HAPPENS IF THE DEADLINE FALLS ON A STATUTORY HOLIDAY?
When the deadline falls on a statutory holiday or a weekend (Saturday or Sunday), it is carried forward to the next working day.

9.3. HOW LONG BEFORE I GET AN ANSWER ABOUT MY APPLICATION?
It takes from 12 to 14 weeks after the application deadline for applications to be processed and for the Conseil to make its decision.

9.4. HOW WILL I BE INFORMED OF THE DECISION?
Successful applicants will be advised by email with attachment. No decisions are relayed by telephone.

9.5. 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.

9.6. WHO CAN I CONTACT ABOUT THE PROGRESS OF MY APPLICATION?
Applicants agree not to contact any members of the 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. CONSULT OUR WEBSITE
www.artsmontreal.org

10.2. CONTACT THE TEAM RESPONSIBLE FOR THE CONSEIL DES ARTS DE MONTRÉAL TOURING PROGRAM

Gaëlle Gerbe-Raynaud
514-280-3628
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