GENERAL FUNDING PROGRAM

Special Project

Organizational Development and Pooling

Background:

In light of the exceptional circumstances surrounding the pandemic, the Conseil des arts de Montréal (CAM) is taking steps to ensure the continuity of its programs, and in particular its support for special projects in organizational development and pooling.

The CAM has modified the program to meet current needs focusing on adapting and strengthening organizations in response to the pandemic. It takes into account the priorities identified by the associations and professional groups that met with the CAM, as well as the information gathered by CAM teams.


Program Presentation

2021-2022

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

1.1. WHO IS ELIGIBLE TO APPLY?
Organizations receiving operating grants under the General Program of the Conseil des arts de Montréal.

1.2. QUELLES SONT LES DISCIPLINES ADMISSIBLES ?
Organizations working in circus arts, street performance, visual arts, digital arts, film and video, dance, literature (including cultural periodicals), new artistic practices (multidisciplinary and interdisciplinary), music and theatre.

1.3. QUELS SONT LES MANDATS CONCERNÉS ?
Organizations whose mandate is:
   i. Creation/production
   ii. Specialized or multidisciplinary presentation
   iii. Publication of a cultural periodical
   iv. Staging of an event or festival
   v. Production support
   vi. To be a museum
   vii. To be a professional association or group or a service organization.

Some eligible organizations may have a two-fold mandate:
   i. Creation/production and presentation (performing arts)
   ii. Creation/production and festivals/events (performing arts)
   iii. Presentation and events (performing arts)
   iv. Presentation and production (visual arts, digital arts, film/video)

1.4. WHAT ARE THE DEADLINES FOR APPLICATIONS?
March 8, 2021.
For more information, see Section 9.

1.5. WHAT ARE THE OBJECTIVES OF THE PROGRAM?
In the exceptional context of the pandemic, the Conseil des arts de Montréal is adapting its Special Project support program to meet organizations’ current need for adaptation and strengthening to ensure the continuity of cultural community activities, which have been affected by this unprecedented health situation.

The “Special Project in Organizational Development and Pooling” program takes into account the priorities identified by the associations and professional groups encountered by the CAM, based on the information gathered by CAM teams.

Organizations receiving operating grants from the CAM are invited to submit an application for one of the following types of projects:

   1. Projects that aim to strengthen organizations, help them gain stability or adapt.

1 For more details see the glossary
Examples of projects that may be eligible (non-exhaustive list):
- Strategic thinking;
- Experimentation aiming to review models of creation/production/dissemination/touring/business model/etc.;
- Reflection and discussion or research group on the status and recognition of artists and cultural professionals.

2. Pooling projects for individual artists, cultural professionals, artist collectives or cultural organizations to meet one or more specific needs to support them during this recovery period for the arts in Montréal.

Examples of projects that may be eligible (non-exhaustive list):
- Sharing resources, expertise and services to meet common needs;
- Projects focused on supporting arts communities;
- Establishing support, mutual assistance or dissemination networks;
- Providing space or equipment to an arts community;
- Initiatives promoting actions involving under-represented artist groups (see section 5.1);
- Reflection and discussion or research group on the status and recognition of artists and cultural professionals.

For more information:

1.6. WHERE CAN I FIND DEFINITIONS FOR CERTAIN TERMS?
Consult our glossary at:
www.artsmontréal.org/en/glossary
www.artsmontréal.org/fr/glossaire

2. WHAT ARE THE ELIGIBILITY CRITERIA?

2.1. SPECIFIC ELIGIBILITY CRITERIA
Organizations receiving operating grants under the General Program of the Conseil.

3. WHO IS NOT ELIGIBLE TO APPLY?

3.1. INELIGIBLE ORGANIZATIONS
Organizations that are not receiving operating grants under the General Program of the Conseil.

3.2. INADMISSIBILITY OF PROJECTS
- Projects completed before receiving the CAM’s response (allow approximately eight (8) to ten (10) weeks from the application date);
- Projects focusing primarily on acquiring products and equipment to meet public health-mandated health standards;
- Sound recording projects (albums, CDs, demos, etc.);
- Projects specifically related to film or web film production;
- Projects that are essentially promotional, including video clips;
- Projects mainly focused on cultural mediation;
3.3. APPLICATIONS THAT WILL NOT BE CONSIDERED

- Incomplete applications;
- Applications received after the deadline.

These applications will not be evaluated by the evaluation committee.

4. WHAT ARE THE DETAILS OF THE PROGRAM?

4.1. WHAT IS THE NATURE AND TERM OF THE GRANT?

The grant is one-time and non-recurrent.

The project must be completed within the time frame indicated in the application.

4.2. HOW MANY APPLICATIONS CAN I FILE IN ONE YEAR?

Organizations receiving operating grants may submit only one Special Project application per year.

4.3. CAN THE PROJECT BE ENTIRELY FINANCED BY THE CONSEIL?

The grant amount provided cannot exceed 75% of the project cost.

4.4. IS IT POSSIBLE TO RECEIVE FINANCIAL SUPPORT FOR ACCESSIBILITY COSTS RELATED TO THE SUCCESSFUL COMPLETION OF THE PROJECT?

The Conseil is committed to fostering access to the arts and artistic practice for all Montrealers and recognizes that the costs related to accessibility for individuals with visible or invisible disabilities or mental illness, or who are deaf represent a barrier to that accessibility.

Eligible applicants may apply for additional financial support to cover some or all of the accessibility costs related to a project receiving an operating grant from the Conseil, provided that the accessibility costs are directly related to the project that is the subject of the application. Priority will be given to project proposals that directly support artists with visible or invisible disabilities or mental illness, or who are part of the Deaf community. The maximum amount awarded per project for presenting organisations welcoming audiences with visible or invisible disabilities or mental illness, or who are part of the Deaf community is $2,000.

Information on eligibility, the application procedure and evaluation is available here: https://www.artsmontreal.org/en/programs/accessibility-costs

For further information, please contact frederic.cote3@montreal.ca.

We learn through adaptation, and we are always listening to your feedback. Thank you for your suggestions.

5. HOW ARE APPLICATIONS EVALUATED?

With the assistance of the peer members of its sectoral evaluation committees, the Conseil evaluates all applications on merit and awards grants based on the funds at its disposal.
5.1. **WHAT ARE THE EVALUATION CRITERIA?**

**Project is consistent with the organization’s mandate: 20%**
- Ability to explain the relationship between the proposed project and the organization’s mandate.

**Contributes to the development of the discipline and the arts community: 60%**
- Contribution and impact of the organization’s project on one or more arts communities;
- Project’s impact on improving the working and socioeconomic conditions of artists, if applicable;
- Quality of collaborator and partner involvement;
- Ability to participate in or develop strong, coherent and meaningful collaborations.

**Management and administration: 20%**
- Ability to effectively manage activities and complete projects;
- Diversification of partnerships and funding sources;
- Sound governance and organizational health;
- A balanced financial situation.

**Special attention will be paid to:**
- Artistic projects by Indigenous (First Nations), Métis and Inuit artists;
- Racialized/visible minority artists;
- Ethnocultural minority artists;
- Projects by artists with disabilities;
- Projects by artists who are deaf or hard of hearing;
- English-speaking minority artists;
- Allophone artists;
- Artists from the 2SLGBTQIA+ community;
- Projects that encourage inclusive artistic practices.

5.2. **WHO EVALUATES APPLICATIONS AND HOW ARE DECISIONS MADE?**

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

**Six-step process:**

1. Receipt of applications and verification of eligibility by designated professionals reporting to Conseil management;
2. Review of project impact/outreach, administrative and financial aspects and cross-sectional criteria by designated professionals;
3. Evaluation and recommendation by evaluation committee members (peers);
4. Proposal of grant amounts by managers;
5. Validation by evaluation committee chairs of committee members’ proposals regarding grants, and submission of recommendations to the Conseil’s Board of Directors;
6. Board of Directors meeting for final decisions and awarding of grants.

5.2.2. **Who else has access to my application?**
If necessary for analysis purposes, the Conseil may consult with other organizations involved in the same grant applications or with outside experts.

The Conseil guarantees the confidentiality of all personal information in its possession and restricts access to all confidential documents it receives, subject to the *Act respecting the Protection of Personal Information in the Private Sector (Chapter P-39.1).*

6. **HOW DO I FILE AN APPLICATION?**

6.1. **WHAT FORMAT IS USED FOR GRANT APPLICATIONS?**
Consult our website at [www.artsmontreal.org/fr/orora](http://www.artsmontreal.org/fr/orora) and follow the directions on how to fill out an 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 have a problem applying or any questions, contact the Conseil by phone at (514) 280-3580, or by email at artsmontréal@montreal.ca mentioning ORORA in the subject line.

6.2. **AM I REQUIRED TO UPDATE MY SELF-EVALUATION?**
The self-evaluation form must be updated once a year on submission of the annual final report.

6.3. **WHAT DOCUMENTS DO I HAVE TO ATTACH?**
- Financial statements for the last fiscal year, *if not already provided*;
- The organization’s letters patent, *if they have been amended*;
- The corporation’s statutes and bylaws, *if they have been amended*;
- A list of hyperlinks to excerpts or uncut versions (depending on the discipline) of works or activities relating to the application, *if relevant*;
- An optional appendix containing documents you consider relevant to your application, zipped in a single PDF file. Please ensure that this appendix does not contain information that is critical to properly understanding or analyzing your application.

6.4. **ARE THERE ANY RESTRICTIONS ON WHAT I CAN SUBMIT?**
Limit your answers to the number of words requested in each section.

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

6.5. **CAN I RECEIVE FINANCIAL SUPPORT TO PREPARE A GRANT APPLICATION?**
The Conseil recognizes that for some individuals, the grant application process requires access to services, tools or manipulation abilities that are outside the artistic framework and may require outside assistance.
To ensure greater equity in program accessibility, eligible applicants can apply for financial support of up to $250 per project per year by contacting frederic.cote3@montreal.ca.

For more information: https://www.artsmontréal.org/en/programs/accessibility-costs

7. HOW WILL I RECEIVE THE GRANT?

7.1. WHAT ARE THE PAYMENT ARRANGEMENTS?
The grant is paid in a single instalment (100 %) in the weeks following the announcement of the results.

7.2. WHAT IS THE PAYMENT METHOD?

7.2.1. Direct deposit
The Conseil makes all its payments by direct deposit. To receive direct deposits, the individual in charge of the application must register as a supplier to the City of Montréal at www.ville.montreal.qc.ca/fournisseurs (in French only) before applying for direct deposit. The supplier number is required.

To sign up for direct deposit, please complete the Direct deposit enrolment form (in French only) available on your ORORA portal profile. Please forward this form to the address indicated.

8. WHAT ARE MY OBLIGATIONS?

8.1. REPORTING

8.1.1. What reports?
Organizations must fill out the Special Project Report form.

8.1.2. When?
Within four (4) months of the end of the organization’s fiscal year during completion of the project.

For a project spanning two fiscal years, the report is to be submitted within four (4) months of the end of the fiscal year in which the project was completed.

8.1.3. Where?
Report templates can be found on the ORORA portal at: https://orora.smartsimple.ca/. You will be advised by email when they are available.

8.2. AUTRES OBLIGATIONS

8.2.1. Proof of commitment
By accepting payment of the grant, the organization agrees to complete the activities covered by the grant and to respect the accompanying conditions.

8.2.2. Notifications
The organization agrees to notify the Conseil, as soon as possible, if it finds it is unable to complete the project covered by the grant during the intended fiscal year.
Depending on the circumstances, the organization may be required to repay the grant, in part or in full.

8.2.3. Visibility and logo
The organization agrees 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: www.artsmontreal.org/en/council/logos

8.2.4. Compliance
The organization agrees 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 ARE THE DEADLINE FOR APPLICATIONS?
This program is exceptional in nature and has a single deadline of March 8, 2021.

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<thead>
<tr>
<th>Discipline</th>
<th>Completion dates</th>
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<tr>
<td>All disciplines</td>
<td>The project must not be completed before May 5, 2021.</td>
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9.2. WHAT HAPPENS IF THE DEADLINE FALLS ON A STATUTORY HOLIDAY?
When a deadline coincides with a holiday or a non-business day (Saturday or Sunday), it is automatically extended to the next business day.

9.3. WHAT IS THE RESPONSE TIME?
After the application deadline, a period of eight (8) to ten (10) weeks is needed for the Conseil to process the application and reach a decision.

9.4. HOW WILL I BE INFORMED OF THE DECISION?
Organizations will be invited by email to consult the results on the ORORA portal. No decision will be relayed by telephone.

9.5. CAN I APPEAL THE DECISION?
The decisions of the Conseil are final and not subject to appeal. However, Conseil employees will be available to answer any questions regarding the decisions.

Applicants agree not to contact any members of the evaluation committees or the Conseil’s Board of Directors 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?

10.1. CONSULT OUR WEBSITE
www.artsmontreal.org
10.2. CONTACT OUR CULTURAL ADVISORS

**Circus Arts, Street Performance, New Artistic Practices and the Multidisciplinary Sector**
Salomé Viguier  
Tél. (514) 280-3389  
salome.viguier@montreal.ca

**Dance**
Paule Beaudry (Interim)  
Tél. (514) 280-3587  
paule.beaudry@montreal.ca

**Digital Arts and Visual Arts**
Marie-Michèle Cron  
Tél. (514) 280-4125  
marie-michele.cron@montreal.ca

**Film/Video and Literature**
Marie-Anne Raulet  
Tél. (514) 280-2599  
marie-anne.raulet@montreal.ca

**Music**
Claire Métras  
Tél. (514) 280-3586  
claire.metras@montreal.ca

or

**Music**
Ansfrid Tchetchenigbo  
Tél. (514) 280-0525  
ansfrid.tchetchenigbo@montreal.ca

**Theatre**
Frédéric Côté  
Tél. (514) 280-3793  
frederic.cote3@montreal.ca