

Support Program 2021

Q and A

Q. Why do I need a supplier number?

A. The City of Montréal and the Conseil des arts de Montréal are subject to very strict legal requirements when providing financial support to individuals or organizations. In order to receive a grant from the funding program for professional artists, you must first register with the Fichier des fournisseurs (City of Montréal's registry of suppliers). The supplier number you receive must be included in your application form; that will allow the Service des finances to identify you for the purposes of disbursing your grant to you, in the event that you are declared eligible by the Service de la culture.

Q. How do I get a supplier number?

A. In order to receive financial support from the City of Montréal, you must be registered with the City's registry of suppliers, and obtain a supplier number; as well, your supplier number must be active. You must register online (in french only): <http://ville.montreal.qc.ca/fournisseur>

Q. Once I agree to have my file sent to the Conseil des arts de Montréal, what happens?

A. In January of 2020, the Conseil des arts de Montréal became a partner in the granting program for professional artists, by adding a financial contribution to that of the City. The Conseil's involvement means that a grant of \$13 per square metre can now be offered for the creation/production area of a non-residential artist's space.

The grant is calculated in two parts: there is one grant from the City at \$5.38 per square metre, and that of the Conseil amounts to \$7.62 per square metre. If you wish to receive the portion of the grant that corresponds to the upgrade provided by the Conseil, you must give your consent for the information relating to your application to be transferred to the Conseil, and the payment disbursed.

Note that you are only agreeing that the information entered on your form be transferred to the Conseil des arts de Montréal, and only in the context of the processing of an application to this program. As well, the City will not pass on any other confidential information, for example a social insurance number. You may therefore receive a request for added administrative information from the Conseil des arts de Montréal agents.

Q. How do I apply online?

A. NOTE: *The online form currently does not allow you to save your answers as you go. You will therefore need to be sure that you have all the necessary materials before starting your application, in particular your supplier number and the supporting documents that will be used to assess your eligibility for the program.*

Two types of forms are available:

1. One form can be used if you already have a Google identifier: This secure tool allows for the direct submission of your supporting documents to the agents who annually process the 500 applications received for this program.
2. A form to be used if you do NOT have a Google identifier and don't wish to create one: When you are ready to finalize your application, an automated email will be sent to you, so that you can attach your supporting documents to a return email.

The information that will be asked of you in the online form is exactly the same as in past years:

Name, supplier number, address of your studio, overall dimensions of your studio, the number of people occupying the studio, the area you use in the studio, the proportion of occupation corresponding to each type of usage (creative activity, storage, administrative tasks etc.).

As in past years, you will also be asked to provide:

- Proof of professional status: digital copy of a membership card of a national visual arts organization – Regroupement des artistes en arts visuels du Québec (RAAV) – in crafts – Conseil des métiers d'art du Québec (CMAQ), OR your professional artist's CV, including your academic background and your artistic achievements (exhibits, awards, grants etc).
- Proof of occupancy of your studio : copy of the initial lease (mandatory for each application) and renewal for 2020 (if applicable) for the artist studio, OR copy of the municipal tax bill for owners

The list of required documents can be found in the Check list.