The aim of the Support Program for Diversity of Cultural Expressions (PSDEC) is to support events and festivals that encourage the sharing and exchange of expressions of Montréal’s cultural diversity in order to promote intercultural relationships. For the purposes of this Program, festivals and events are time-limited activities that are held over a period of one to thirty days (a maximum of ten days in public spaces) in Montréal’s city limits.

Because of the COVID-19 public health crisis which started in March 2020, it may be difficult to prepare for a project to be held several months from now, which will have to comply with the sanitary measures of that time. We ask you to be as realistic as possible, in compliance with your mission, and present your project as it could be realized as of now. An update will be requested if financial support from the City is confirmed.

**Deadline to submit application: Friday, December 18, at 5 p.m.**

No document will be accepted after the deadline.

For any questions: Nathalie Goudreau - psdec@ville.montreal.qc.ca - 514 774-4100

**General Information**

Legal name of the organization
Designated manager for this application
Name
Title of the designated manager
Phone number
Email
Address of the organization
Website
Mission of the organization
Date of incorporation (YY/MM)

**2021 Project presentation**

1. Project title
2. Including the 2021 edition, how many times will the project have been produced?
3. Project start date
4. Project end date
5. Budget estimate
   - $300,000 or less
   - $300,001 or more
6. Amount requested from PSDEC 2021 (this amount must be found in the budget you are submitting)

7. What discipline is targeted by your project? (You can check off several choices)
   - Media and digital arts
   - Visual arts
   - Circus arts
   - Multidisciplinary arts
   - Cinema and video
   - Dance
   - Literature and story-telling
   - Music
   - New artistic practice
   - Heritage and architecture
   - Theatre
   - Other

8. In which Borough will the project take place? (You can check off several.)
   - Ahuntsic-Cartierville
   - Anjou
   - Côte-des-Neiges–Notre-Dame-de-Grâce
   - L'Île Bizard–Sainte-Geneviève
   - Lachine
   - LaSalle
   - Le Plateau–Mont-Royal
   - Le Sud-Ouest
   - Mercier–Hochelaga-Maisonneuve
   - Montréal-Nord
   - Outremont
   - Pierrefonds-Roxboro
   - Rivière-des-Prairies–Pointe-aux-Trembles
   - Rosemont–La Petite-Patrie
   - Saint-Laurent
   - Saint-Léonard
   - Verdun
   - Ville-Marie
   - Villeray–Saint-Michel–Parc-Extension

9. What is the project target population group? (You can check off several choices)
   - Child
   - Adolescents
   - Young adults (18-30)
   - Seniors (65 and over)
   - Families
   - General public
   - People with functional limitations
   - People with cultural community backgrounds
   - Indigenous people
   - Vulnerable or marginalized
   - Other

10. Does your project include local or international cultural and business partnerships?

11. If the answer is yes, specify their name, role, involvement and impact on your project.
Documents to include

- Provide a summary description of your project: explain the concept (in the current public health crisis), implementation context, type of project, target population, expected results, etc. PROJECT MUST BE DESCRIBED AS IT COULD BE DONE AS OF NOW. (An update will be requested if financial support from the City is confirmed)

- A copy of the letters patent of the organization (complete document)

- A resolution of the board of directors of the requesting organization authorizing the submittal of the application for financial support and authorizing a designated representative to sign any agreement relating this application (for 2020)

- List of members of the Board of Directors, their functions and the duration of their mandate

- Budget estimates

- OPTIONAL but recommended: Notes to the budget (clarification of certain budget items)

- OPTIONAL: if your organization has not already been supported by the PSDEC, you are invited to submit a history of your organization.

- Indicate e-mail addresses of all members of your organization that you would like to add to our mailing list for future e-mails regarding PSDEC and Ville de Montréal activities related to culture.

Engagements, obligations et signature

1. Obligations of the organization whose project is accepted

In light of the financial aid granted under the Program for Diversity of Cultural Expressions – Festivals and Events by the Ville de Montréal for which the terms of payment are stated in the resolution approved by the competent municipal authorities, the benefiting organization agrees to:

- Use these amounts for the sole purpose of completing the project as submitted herein and provide the Ville de Montréal with written confirmation signed by its authorized representative that the use of the amounts granted is only for the purpose of completing the project. Should funding received by the organization not permit the complete implementation of the project, the organization shall present a revised budget, as approved by the representative of the Service de la culture de la Ville de Montréal (hereinafter the “representative”);

- Promptly notify the representative of any situation that could compromise the total or partial completion of the project to agree on an arrangement and to have the representative approve
any changes to the objectives, scheduling or any other aspect of the project for which financial aid was granted, or if the organization does not conform to the conditions, terms and obligations required by this Program prior to complete implementation of the project, failing which, if the Ville de Montréal so requires, return to it the total amount granted as financial aid for this project within five (5) days of a written request by the representative;

- **Adjustment of financial contribution:** The Manager can require the Organization to return any funds that were not used to complete the Project. In addition, the Manager may reduce the financial contribution amount if completion of the project does not require the maximum amount.

- Assume the entire organizing and full funding of the project, all costs and risks related to completion of the project and any cost overrun required for its completion, it being understood that participation by the Ville de Montréal shall in no case be greater than the amount granted under the Program and approved by the competent Ville de Montréal authority;

- **Maintain and produce separate financial monitoring for the supported project and allow the Ville de Montréal to consult the accounting books and supporting documents;**

- **At the end of the project, return to the Ville de Montréal, within five days of a written request by the representative, any amount not used to complete the project;**

- **Respect the standards, bylaws, regulations and laws in effect, obtain at its own expense all authorizations and permits required to complete the project and pay to competent organizations and authorities any taxes, permits and fees required;**

- **If over the year the organization has received financial contributions totalling more than $100,000 from the Ville de Montréal, its financial statements must be audited and a copy of the document must be submitted, within ninety days of the end of its financial year to the municipal Auditor General in conformance with Article 107.9 of the Cities and Towns Act. The address of the municipal Office of the Auditor General is 1550 Metcalfe, bureau 1201, Montréal, Québec, H3A 3P1. A copy of the audited financial statements must also be submitted to the representative. Promptly advise the representative of any modification to its name, legal status, address or the nature of its mission;**

- **If the cumulative total of all financial contributions by the Ville de Montréal to an organization during one calendar year is an amount less than $100,000, no matter if the contribution grants are made by the City Council, the Agglomeration Council, a Borough Council or the Executive Committee, shall transmit for each year of the Program to the representative its financial statements no later than ninety days after the end of its financial year.**

- **At the request of the Ville de Montréal, allow a representative of the Ville de Montréal to attend, solely as an observer, the general assemblies and meetings of the board of directors of the Organization, and for this purpose send to him or her a notice of the meeting within the time frame provided for in the organization bylaws;**

- **When the annual financial contribution is granted by the City Council, with a value of $100,000 or more, and if requested by the representative, be present, via its directors, during a plenary**
session of the City Council according to the Règlement sur la procédure d’assemblée et les règles de régie interne du conseil municipal, and respond to questions raised by Council members regarding the project;

- Guarantee the Ville de Montréal, and hereby represent and warrant, that the intellectual property rights due for any representation or activity occurring under its control have been duly obtained and its representations or activities can lawfully take place;

- Keep harmless the Ville de Montréal in any legal proceedings arising directly or indirectly from this Agreement and indemnify it in any judgment in principle, interest and costs imposed on it;

2. Report on use of financial aid

An organization benefiting from financial aid under the 2021 Program for Diversity of Cultural Expressions – festivals and events agrees to:

- Submit within three months (90 days) following the end of the project, a FINAL REPORT containing a report of activities, a financial report specifying the status of use of amounts provided by the City, signed and certified by the representative designated by the organization for the project; The final report must be made on the designated form.

- Attach to the final report, at no cost, a copy of promotional documents and at least four photographs or videos connected to the project, free of all intellectual property rights and grant it a non-exclusive, non-transferable licence, unlimited of territory or duration, authorizing it to reproduce on any media, the above-mentioned photographs or videos, in whatever means of communication used. This licence authorizes the Ville de Montréal to reproduce the photographs and videos and to publish reproductions thereof on its Internet site, in printed material such as brochures, programs, catalogues, magazines, newspapers, invitations, etc. This licence is granted for non-commercial purposes. In exchange, the Ville de Montréal agrees to include the credits and captions when using photographs.

The final payment of the subsidy (10% of the support) shall be issued to the organization upon approval of the results report by the Ville de Montréal representative;

The deadline to submit the final report for all organizations receiving grants under the Program is three months after the project ends.

3. Visibility

- Include the following notice in all documents related to said project: “Projet financé par la Ville de Montréal”;  
- include therein the logo of the Ville de Montréal;  
- invite, at least ten days in advance, the ministère de la Culture et des Communications and the Ville de Montréal to participate in any public event related to the project;  
- ensure the visibility of the Ville de Montréal on all publications and all project promotional tools.

To access downloadable versions of the logos:  
http://ville.montreal.qc.ca/portal/page?_pageid=9717,126917574&_dad=portal&_schema=PORTAL#f

4. Agreement by the organization
After having become familiar with the 2021 Support Program for Diversity of Cultural Expressions – festivals and events, we certify that the information and documents provided in support of our application for financial aid are accurate and complete.

We agree, by signing this application for financial aid, to respect all obligations included in the Program and this application for financial aid, said application constituting, with the resolution adopted by the competent Ville de Montréal authorities, the “Agreement” between the parties, in the event of the acceptance, in whole or in part, of our application for financial aid.

The Agreement between the parties is subject to the Règlement sur la gestion contractuelle, a copy of which we acknowledge having received and reviewed via the site: http://ville.montreal.qc.ca/sel/sypre-consultation/afficherpdf?idDoc=29377&typeDoc=1

The terms of payment for the financial aid will be those included in the resolution granting financial aid.

The parties elect domicile in the Montréal judicial district.

I, person designated in Section 2 of this form, affirm that I am familiar with the commitments and obligations mentioned above, and I agree to respect all obligations included in the Program and in this application for financial aid, said application constituting, with the resolution adopted by the competent City authorities, the “Agreement” between the parties, in the event of the acceptance, in whole or in part, of our application for financial aid.

We the undersigned

Name of the organization

Representative designated by the organization for this Agreement

Name and function of the manager designated by the organization for this agreement

Date

The completed and signed forms as well as the mandatory documents must be sent no later than Friday, December 18, at 5:00 p.m.