

Application for financial support to NPOs renting space in taxable, non-residential buildings, and operating in the fields of art and culture, social and community development, or sports and leisure

2020 Fiscal Year

IMPORTANT
Deadline: May 31st, 2020

Identification of Applicant

Please fill out an application for every location occupied by your NPO.

Legal name of NPO:

No. fournisseur:

Address of location:

Borough:

Postal Code:

Name of NPO Representative:

E-mail:

Telephone:

Postal Address (if different):

City:

Postal Code:

Documents Required

Please enclose the following documents scanned and identified in the name of your NPO.

Initial lease and current lease for the year 2020 (January 1 to December 31, 2020). If the period is covered by more than one lease, or if the location contains several premises, a copy of all the leases (and renewals) must be enclosed.

The NPO's letters patent if needed.

Please certify the period of occupancy for 2020.

I declare that the period of occupancy:

of premises # _____ is from _____ (month) _____ (day), 2020 to _____ (month) _____ (day), 2020

of premises # _____ is from _____ (month) _____ (day), 2020 to _____ (month) _____ (day), 2020

of premises # _____ is from _____ (month) _____ (day), 2020 to _____ (month) _____ (day), 2020

of premises # _____ is from _____ (month) _____ (day), 2020 to _____ (month) _____ (day), 2020

A copy of the lease (or leases) showing the period of occupancy will be sent to you as soon as possible. If the period is covered by more than one lease, or if the location contains several premises, a copy of all the leases (and renewals) will be sent to you.

Operation costs sharing information

Please indicate who is responsible for the following costs:

Landlord Tenant

(1) Heating

(2) Electricity

(3) Air-conditioning

(4) Maintenance and repairs

(5) Cleaning

(6) Other (specify)

To figure out the net monthly rent, please fill out the Appendix – Calculation of the Net Monthly Rent and show the operating costs (if applicable) that are included in the monthly rent: (1) Heating, (2) Electricity, (3) Air-conditioning, (4) Maintenance and repairs, (5) Cleaning, (6) Other.

For the year 2020 (January 1 to December 31, 2020), please show the net annual rent for the location (excluding the operating costs, if they are included in the rent):

Net annual rent: _____

If the information provided or available is inadequate, Ville de Montréal reserves the right to reduce the rent by a percentage representative of these operating costs.

Main Field of Activity

Please check **ONLY ONE** main field of activity

Sports and leisure

Social and educational

Outdoor activities

Sports and physical activities

Social and community development

Promoting the interests or defending the rights of a group of persons

Fighting against discrimination

Helping people experiencing difficulties

Prevention

Arts and culture

Arts and literature

Visual arts, performing arts, arts and crafts, multimedia, media arts, literature

Cultural leisure

Scientific leisure

Heritage

Public art, museum-type institutions, heritage activities, history and archaeology, archives, design and heritage development, heritage in performing and expressive arts

Information Regarding the NPO

Please check appropriate box for each statement.

yes

no

1. The NPO is duly constituted according to Part III of the *Quebec Companies Act* (R.S.Q., c. C-38), the *Canada Not-for-profit Corporations Act* (S.C. 2009, c. 23), or as a cooperative.
2. The NPO is not in violation of any laws applicable in its case.
3. The NPO rents a location in a taxable, non-residential building in Montréal.
4. The NPO carries out activities in Montréal for the benefit of the community.
5. The NPO is free to determine its own mission, approach, practices and orientations.
6. The members sitting on the board of directors do so on a volunteer basis.
7. The location is occupied in accordance with a lease, with the exception of a property right on the part of the NPO or dissolution of this right (example: emphyteusis).

8. Please describe your NPO's mission and goals as set out in its charter.

9. Please describe the activities carried out by your NPO at this location.

Declaration of Applicant

I, the undersigned, as the occupant or authorized representative of the occupant of a location used by a NPO, request from the Ville de Montréal financial support for NPOs renting space in taxable, non-residential buildings, and declare that:

The information contained in this application for financial support is accurate. In witness whereof, I have signed:

Signature of Applicant _____ Date of Application _____

Terms and Conditions

To benefit from a financial support for the 2020 fiscal year, the applicant must send by Email duly completed application form and its appendix along with the required documents to Ville de Montréal by Email, with the Object specifying the Legal name of the NPO, at: OBNL_locataires_2020@ville.montreal.qc.ca. Applications received after May 31st, 2020 will be rejected. NPOs must also provide, within the time limit, any other documents that may be requested by Montréal.

On the basis of this declaration by the NPO, Montréal will examine the NPOs eligibility for financial support, according to the Guidelines for financial support to NPOs renting space in taxable, non-residential buildings, and operating in the fields of art and culture, social and community development, or sports and leisure adopted by the Ville de Montréal Executive Committee.

Aide financière aux OBNL locataires

Service de la diversité et de l'inclusion sociale

Lyne Raymond - chef de division

514 872-2252

Application form and its appendix, initial and current lease, and any required documents must be send by Email, with the OBJECT specifying the Legal name of your NPO, at the following address : OBNL_locataires_2020@ville.montreal.qc.ca

IMPORTANT
Deadline: May 31st, 2020

Applicant Authorization

An application for financial support to tenant NPOs gives the Ville de Montréal the right to examine or inspect the premises of the designated location, as it sees fit, as set out in the aforementioned Guidelines.

Signature of Applicant _____ Date of Application _____

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Appendix – calculation of the net monthly rent

Please enclose this chart with your application.

2020 Fiscal Year												
Lease	Premises number	Beginning of lease mm/yyyy	End of lease mm/yyyy	Operating costs (show only if included in your rent)							GROSS monthly rent (before QST & GST)	NET monthly rent
				Heating (1)	Electricity (2)	Air-conditioning (3)	Maintenance and repairs (4)	Cleaning (5)	Other (6)	Total (7)		
#1												
#2												
#3												
#4												
#5												
#6												
#7												
#8												
#9												
#10												
#11												
#12												
#13												
#14												
#15												