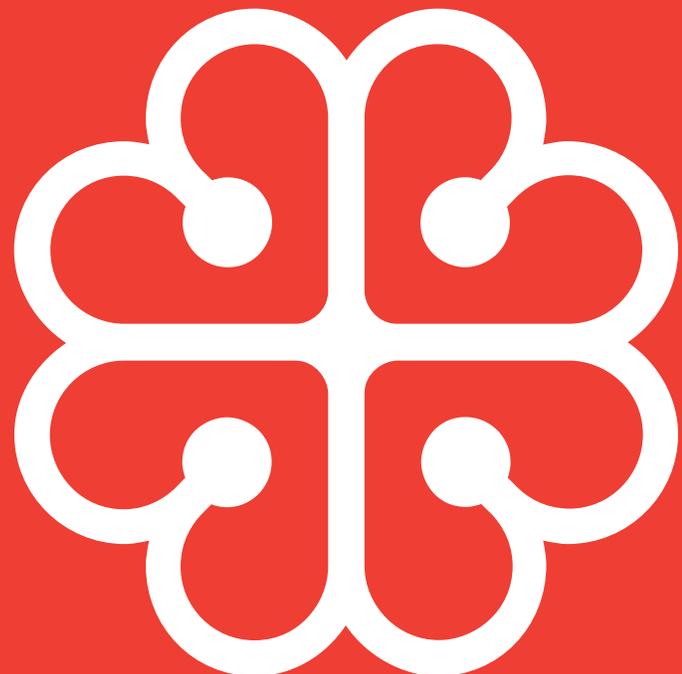


Guidelines

# Financial Support to NPOs Renting Space

2020 Fiscal Year



# 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, for the 2020 fiscal year

## 1. Purpose

Ville de Montréal chooses to support financially some NPOs renting space – occupant but not owner - in taxable non-residential buildings, and operating in fields that are in agreement with its policies and actions, such as art and culture, social and community development, or sports and leisure, thereby making it easier for them to carry out their mission with the community.

The guidelines adopted by the Montréal Executive Committee provide a framework for awarding financial support to NPOs. They set out the eligibility criteria that NPOs must meet to qualify. They also set out the criteria that exclude NPOs from the aid program.

## 2. Eligibility Criteria

There are three types of eligibility criteria: those pertaining to the NPO itself; to the activities carried out by the NPOs and to the location for which support is requested.

### 2.1 NPOs

NPO eligibility is based on involvement in certain fields of activity and other criteria, including the following:

- Be duly constituted as a non-profit organization 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 if it qualifies itself as a non-profit body under the [Income Tax Act](#).
  - Not be in violation of any laws applicable in its case.
  - Be the tenant - occupant of the space but not owner - of a location or premises in a taxable, non-residential building in Montréal.
- Carry out activities in one of the fields and is recognized as such by the City: Art and culture, Social and community development, or Sports and leisure.
  - Provide services in Montréal that benefit the Montréal community.
  - Determine the organization's own mission, approach, practices and orientations.
  - Have a board of directors made up of volunteers.

## 2.2 Activities of the NPO

**To be eligible, the NPO must carry out and be recognized by the City as carrying out non-profit activities in one of the fields below. As specified in subsection 2.3, the location or premises must be used mainly to carry out one or several of those activities.**

### Arts and Culture

- The creation, display or presentation of an artistic work, provided that, in the case of a display or presentation, general public admission is free of preferential restrictions.

### Social and Community Development

- Any activity that is carried out to:
  - Promote or defend the interests or rights of individuals who make up a group based on age, language, gender, sexual orientation, race, colour, ethnic origin or nationality, or because of a disease or handicap.
  - Fight against a form of illegal discrimination.
  - Help people who are oppressed, socially or economically underprivileged, or in trouble.
  - Help people avoid difficulties.

### Sports and Leisure

- Any leisure activity having a non-professional, informative or educational character, which aims at acquiring knowledge, skills or abilities, or making available programs or services in fields such as art, history, science, sports, the outdoors or physical activity, or in any other field relating to leisure, provided that the activity is available to the general public without any preferential restrictions.

## 2.3 Location or Occupied Premises

NPOs may obtain support for more than one location, provided that they submit a **separate application for each**, and prove that the eligibility criteria have been met **for every location**.

### Definition of Location

- Location: the space in a taxable, non-residential building where the NPO carries out the activities related to its mission. A location may contain one or several premises subject to **one or several** leases.

### Eligibility Criteria

- The location or premises must be 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).
- The location or premises must be situated in a taxable, non-residential building.
- The location or premises must be in a building in Montréal.
- The location or premises must be used mainly to provide the services offered by the NPO or be necessary to its providing such services.

Application from NPOs that do not meet one of the eligibility criteria will be rejected.

# 3. Non-Eligibility

As a rule, applications are rejected if they are submitted by organizations that do not operate—or that are not recognized as such by Montréal—in any of the City’s three areas of expertise that are related to City policies and actions, or that operate—or that are recognized as such—but are related, rather, to another level of government.

Certain applications are not receivable and rejected, such as applications from NPOs:

- that rent a location or premises in a **non-commercial** or **commercial building that is non-taxable** or **fully compensable by its owner**, belonging to the **exempt** category, such as a federal or provincial government building, place of worship or church rectory, school board, CEGEP or university, or public establishment within the meaning of the [Act respecting health services and social services](#);
- that are in default, in accordance with any applicable legislation;
- that is assisted by another level of government, whose funding is covered, **for the most part**, by this level, in relation with a mission under its responsibility, agent of another government; paragovernmental organization having a mission that comes under this government, including the following: Legal aid office, local employment centers (CLEs) or Crime victims assistance centres operating in non-municipal fields of intervention;
- that are health care suppliers part of the network or supplier in the education network;

- whose main activity is conducted outside the territory, in the regions or on the international scene;
- whose activity does not benefit City residents, and
- that are a foundation involved mainly in collecting or managing funds for third parties.

Therefore, the following are excluded:

- professional orders
- political organizations
- union or employer’s organizations
- associations or organizations with a religious or partisan character

# 4. How to Apply for Financial Support

## 4.1 Submit an Application by May 31<sup>st</sup>, 2020

Read carefully the form Application for financial support to NPOs – 2020 and its Appendix, fill out, sign and send by email, with the Object specifying the Legal Name of your NPO, at the following address: [OBNL\\_locataires\\_2020@ville.montreal.qc.ca](mailto:OBNL_locataires_2020@ville.montreal.qc.ca).

The Application form and its appendix must be accompanied by the required documents. In particular those are for each location, the initial lease and the current lease, and if applicable, the owner's invoice for the reimbursement of his municipal taxes in proportion of the space you occupy.

**Document must be sent in PDF format.**

The Application form and its appendix and the Lignes directrices or Guidelines are available at: <https://montreal.ca/en/funding-and-assistance> and Aide financière aux OBNL locataires.

After reading the Guidelines, if the NPO considers its demand could be eligible to financial support, it must:

- Fill and sign the Application and its appendix;
- Save it in PDF format identified on its name;
- Save in PDF format identified on its name the initial and the current lease of the premise or premises of this location;
- Send by Email all numerised documents to [OBNL\\_locataires\\_2020@ville.montreal.qc.ca](mailto:OBNL_locataires_2020@ville.montreal.qc.ca).

Ensure that the OBJECT of any email specifies its Legal Name

**No acknowledgment of receipt of an email is sent. Applications received after May 31<sup>st</sup>, 2020 will be rejected.**

## 4.2 Documents Required

Other documents may be required by the City. They include:

- the program of activities for the current fiscal year;
- the general by-laws, amendments and their updates;
- a copy of the financial report for the most recent fiscal year;
- the names and addresses of the members of the board of directors;
- the NPO's promotional material for the current fiscal year;
- the resolution of the NPO's board of directors appointing an authorized representative;
- any other relevant document that may help to establish the activities of the NPO.

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## 5. Amount of the Grant

For the current fiscal year, the grant amounts to 7% of the net annual rent for the premises occupied by the NPO, before GST and QST.

Net rent means the rent amount excluding services, or the rent amount excluding, for instance, heating,

electricity, air-conditioning, ventilation, building maintenance and repairs, cleaning. Net rent includes reimbursement if required by the owner of the proportion occupied by the NPO of its municipal taxes.

Maximum grant is \$ 5,000 per location for an NPO.

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## 6. Payment of Grant

The grant will be paid to the NPO for which the demand is admissible before the end of the 2020 fiscal year.

To receive the grant, the NPO must be register as a "Fournisseur". Also, its inscription must be in order and up to date. To register you can do so at the following address: <https://montreal.ca/fournisseurs> or <https://montreal.ca/en/city-vendors>

The NPO is responsible for ensuring the validation of the information entered.

Once the registration has been completed properly and you have obtained your "fournisseur" number from the City, you can also sign up for electronic payment by filling out the document entitled "Demande d'Adhésion au paiement électronique". This document is available at the same address.

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