

2008 SUPPORT PROGRAM
FOR DIVERSITY OF CULTURAL EXPRESSIONS
FESTIVALS AND EVENTS

This program is designed to consolidate the organizational efforts of festivals and events fostering the expression of Montreal's cultural diversity.

1. OBJECTIVES

- ❑ To support organizations in carrying out festivals and events promoting the diversity of cultural expressions in Montreal
- ❑ To encourage organizations in carrying out projects helping to link and mix various communities through cultural activities bringing people together
- ❑ To provide the public with greater accessibility to these events
- ❑ To promote Montreal's excellence and help extend its influence with regard to the diversity of cultural expressions and interculturalism

Definition

Within the meaning of this program, festivals and events are recurrent activities, limited in time and held over a period of one to thirty days (maximum ten days on public property) and which are planned for clientele in the Greater Montréal area. They must be carried out on the Montreal territory. The 2008 Support Program for Diversity of Cultural Expressions – Festival and Events has a budget of \$180,000. It is aimed at Montreal community or social and cultural organizations whose productions involve amateur artists.

2. ELIGIBILITY CRITERIA

To be eligible for this program, the organizations must:

- ❑ be a non-profit corporate (i.e., incorporated) entity
- ❑ have their headquarters within the territory of the city of Montreal
- ❑ be in good standing with the various City departments
- ❑ have carried out their activities for at least two years
- ❑ produce a festival or event that is local or for the Greater Montreal area
- ❑ develop a project on the City's territory, with its programs carried out during the year
- ❑ submit a project whose nature is in keeping with one of the 4 objectives of the program
- ❑ declare partnerships with municipal entities (such as cultural or broadcasting centres or others), provincial and Federal entities and all other subsidizing organizations.

Please note: One and the same project may not receive two instances of financial support from the city of Montreal during the same year.

The same organization may not receive more than two instances of financial support from the City's *Service du développement culturel, de la qualité du milieu de vie et de la diversité ethnoculturelle* during the same year.

The following are not eligible:

- ❑ Applications requesting support for the organization's general operations
- ❑ Buying shows, galas and contests
- ❑ Outdoor activities presented on public or private property and involving charges for the public; however, the sale of merchandise and food services are authorized.

3. NATURE OF FINANCIAL ASSISTANCE

- ❑ In the case of festivals and events having a budget of over \$500,000, the maximum monetary contribution is \$20,000 and may not cover more than 50% of eligible expenses for the selected project.
- ❑ In the case of festivals and events having a budget of less than \$500,000, the maximum monetary contribution is \$10,000 and may not be more than 75% of eligible expenses for the selected project.
- ❑ The City's contribution may not apply to the organization's overhead.
- ❑ The organization must submit a financial support application solely for the year when the project is being carried out.

4. EVALUATION CRITERIA FOR THE PROJECTS

In selecting the projects, the *Service du développement culturel, de la qualité du milieu de vie et de la diversité ethnoculturelle* sets up an evaluation committee that will examine the projects, based on:

- ❑ the organization's expertise in promoting ethnocultural diversity
- ❑ the organization's expertise in organizing events or festivals
- ❑ the quality of the proposed programs and their enhancement of the mix of cultural expressions
- ❑ the proposed action plan for encouraging the participation of all Montrealers
- ❑ the impact on clientele in Montreal and those in the Greater Montreal area
- ❑ the diversification of public and private sources of funding and attainment of a balanced budget
- ❑ the organization's overall position (ability to efficiently manage and maintain a stable financial position)
- ❑ the presentation of a realistic, non-deficit budget, taking the City's financial and technical support into account.

5. DOCUMENTS TO BE SUBMITTED

Organizations applying for support must submit a complete file, including:

- the application form and the budget form, both duly completed
- the project description:
 - objectives
 - target clientele
 - programs
 - the project partners, aside from those within the structures of the organization promoting the project
 - budget estimates
 - the amount of financial support being requested
 - the detailed description of technical support being asked of the City, if applicable
 - identification of the chosen locations
 - the target dates for carrying out the project
 - suggested qualitative and quantitative indicators of the project's success

- a description and history of the organization, including an account of the previous edition of the festival or event
 - the financial statements of the last completed year
 - the organization's letters patent
 - the resolution of the organization's board of directors, authorizing the submission of the application for financial support and appointing a person in charge of signing all commitments relating to this application
 - written authorizations providing access to the premises, property and services required for carrying out the activity.
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6. DEADLINE

All applications for financial support submitted within the *2008 Support Program for Diversity of Cultural Expressions – Festivals and Events* must be sent to the address below before **4:30 p.m. on Friday, February 15th, 2008**:

Ville de Montréal
Direction de la diversité sociale
801 Brennan Street, 5th floor
Montreal QC H3C 0G4

No applications received after this deadline will be accepted.

Selected applications will be submitted to the City's Executive Committee for approval. A lapse of approximately three months must be expected between the time that the application is submitted and the announcement of the decision to the organizations.

7. INFORMATION

Person to contact:

Direction de la diversité sociale
Tel.: (514) 872-6133 Fax: (514) 872-1527

2008 SUPPORT PROGRAM FOR DIVERSITY OF CULTURAL EXPRESSIONS – FESTIVALS AND EVENTS

Reserved for the City

File no.

FINANCIAL CONTRIBUTION APPLICATION FORM

1. Legal name of organization

2. Project name

3. Address of organization's headquarters

Correspondence address,
if not the same as headquarters

Tel.: ()
Fax: ()
e-mail:

Tel.: ()
Fax: ()
Website:

4. Authorized representative of the organization
responsible for this application

Function or title

5. Legal status of the organization and
date of incorporation

Revenue Canada charitable organization
registration no.

6. Dates when the event or festival (the "project") will be held:

from _____ to _____

If applicable, the date of:

set-up: from _____ to _____

dismantling: from _____ to _____

7. Fields of activity

- | | |
|---|---|
| <input type="checkbox"/> Media arts | <input type="checkbox"/> Museology |
| <input type="checkbox"/> Multidisciplinary arts | <input type="checkbox"/> Music |
| <input type="checkbox"/> Visual arts | <input type="checkbox"/> Heritage |
| <input type="checkbox"/> Movies and video | <input type="checkbox"/> Theatre |
| <input type="checkbox"/> Dancing | <input type="checkbox"/> Variety - humour |
| <input type="checkbox"/> Publishing/Literature | <input type="checkbox"/> Arts and crafts |
| <input type="checkbox"/> Other (specify) | |

8. Briefly describe the purpose of the application.

9. Overall budget for the project \$_____

10. Amount of financial support applied for \$_____

OBLIGATIONS OF RECIPIENT ORGANIZATION

In consideration of the City's financial assistance, whose disbursement procedures are provided in the resolution approved by the City's competent authorities, the recipient organization agrees to:

- ∇ use this amount for the sole purposes of carrying out the project, as submitted hereunder;
- ∇ handle all the organization and complete financing of the project. In the case where the financing obtained by the organization does not make it possible to completely carry out the project, the organization will submit a revised budget and carry out the modified version of the project, as approved by the City's authorized representative (hereinafter called the "representative");
- ∇ promptly notify the representative of any and all changes to its legal name, legal status or address or to the nature of its mission;
- ∇ promptly notify and have approved by the representative any changes to the objectives, target dates or any other aspect of the project for which financial assistance has been granted by the City;
- ∇ mention the City's financial contribution to the project, indicating the City's name, on all promotional material relating to this project;
- ∇ comply with the standards, regulations, bylaws and laws in effect, and more specifically, those relating to occupying public and private property as well as public health and safety and all other conditions stipulated by the City in this regard;
- ∇ produce, to the representative's satisfaction, a report on accomplishments and a financial report on the supported project, within three months following its completion, failing which the organization will not be able to benefit from another contribution;
- ∇ invite the city of Montreal, at least ten days in advance, to take part in any public event related to the project;
- ∇ pay the competent authorities and organizations all prescribed taxes, permits and fees;
- ∇ take up the City's defence in all proceedings arising directly or indirectly from this agreement and compensate it, in principal, interest and costs, for any judgement taken against it;
- ∇ return, within five days of being so requested, the full amount of the financial assistance received for this project, if it fails to carry out the project as initially submitted, or as modified and approved, or if it ceases to comply with the eligibility criteria for this program before the project is completely carried out;
- ∇ guarantee the City, and it hereby so guarantees, that the intellectual property fees payable for any entertainment or activity taking place under its authority have been duly paid and that such entertainment or activities may validly take place.

THE ORGANIZATION'S AGREEMENT

We, the undersigned, _____, after having read this
(name of organization)

2008 Support Program for Diversity of Cultural Expressions – Festivals and Events, hereby certify that the information and documents provided, in support of our application for financial assistance, are accurate and complete.

We agree, in signing this application for financial assistance, to comply with all the obligations contained in the program as well as in this application for financial assistance, as this program and application, along with the resolution adopted by the City's competent authorities, constitute the agreement between the parties, should our application for financial assistance be accepted in whole or in part.

The disbursement procedures for the financial assistance will be those set forth in the resolution granting the financial assistance.

The parties elect domicile in the judicial district of Montreal.

IN WITNESS WHEREOF, the organization, through its authorized representative(s), has signed in Montreal, this _____ day of _____, 2008.

(please print the name of the organization as well as the name of the representative)

Signature: _____
(authorized representative)

AUTHORIZATION

The City produces an annual calendar of cultural events in Montréal. Do you authorize the City to include the above-mentioned event in this list of activities?

☐ Yes ☐ No Signature: _____

If "yes", what are the exact details to be marked in this calendar and where will the public be able to obtain further information about your event?

Name of event: _____

Dates: _____

Telephone numbers (info or reservations): _____

Website: _____

N.B. Please send us the original, and not a photocopy, of this application for a financial contribution, duly signed by the authorized representative.

2008 SUPPORT PROGRAM FOR DIVERSITY OF CULTURAL EXPRESSIONS – FESTIVALS AND EVENTS

NAME OF ORGANIZATION: _____

NAME OF PROJECT: _____

Reserved for the City

File no.:

Budget for the project concerned in this application

(Fill out "Budget" column only)

	REVENUES	BUDGET FOR THE PROJECT CONCERNED IN THIS APPLICATION	SPACE RESERVED FOR THE CITY
GRANTS			
	<i>Federal</i>		
	Canada Council for the Arts	\$	
	Heritage Canada	\$	
	Other (specify)	\$	
	Other (specify)	\$	
	<i>Provincial</i>		
	Conseil des arts et des lettres du Québec	\$	
	Sodec	\$	
	Ministère de la Culture et des Communications	\$	
	Other (specify)	\$	
	Other (specify)	\$	
	<i>Municipal</i>		
	Conseil des arts de Montréal	\$	
	Service du développement culturel, de la qualité du milieu de vie et de la diversité ethnoculturelle	\$	
	Borough(s)	\$	
	Other (specify)	\$	
	TOTAL GRANTS	\$	
OWN-SOURCE REVENUES			
	Tickets and admission _____ spectators or visitors <input checked="" type="checkbox"/> _____ performances or exhibition days	\$	
	Sponsorships	\$	
	Goods and services sponsorships	\$	
	Donations	\$	
	Fund-raising campaign	\$	
	Merchandise sales	\$	
	Beverage sales	\$	
	Food sales	\$	
	Other (specify)	\$	
	TOTAL OWN-SOURCE REVENUES	\$	
	TOTAL REVENUES	\$	

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NAME OF ORGANIZATION: _____

NAME OF PROJECT: _____

Reserved for the City

File no.:

Budget for the project concerned in this application

II (Please fill out and return)

	EXPENDITURES	BUDGET FOR THE PROJECT CONCERNED IN THIS APPLICATION	SPACE RESERVED FOR THE CITY
REALIZATION AND PRODUCTION			
	Salaries and employee benefits	\$	
	Talent fees	\$	
	Copyrights, resale rights	\$	
	Rental of room or location	\$	
	Layout of room or location (purchases, rentals)	\$	
	Materials	\$	
	Equipment rentals (stage, lighting)	\$	
	Rental of communication system	\$	
	Rental of washroom facilities	\$	
	Rental of vehicles	\$	
	Insurance	\$	
	Security agency	\$	
	Ambulance service (first aid)	\$	
	Beverage purchases	\$	
	Food purchases	\$	
	Merchandise purchases	\$	
	Expenses related to volunteers (jerseys, meals, etc.)	\$	
	Other (specify)	\$	
	REALIZATION AND PRODUCTION TOTAL	\$	
PROMOTION AND ADVERTISING			
	Press relations	\$	
	Entertainment	\$	
	Media kits	\$	
	Invitations, vernissage	\$	
	Print production: design, copywriting and printing	\$	
	Media placements	\$	
	Translation	\$	
	Signs and posters	\$	
	Photography	\$	
	Video production	\$	
	Banners, streamers, pennants	\$	
	Other (specify)	\$	
	PROMOTION AND ADVERTISING TOTAL	\$	
ADMINISTRATION			
	Salaries and employee benefits	\$	
	Rental of offices	\$	
	Messenger services, telephones and photocopying, mailing	\$	
	Travel expenses	\$	
	Other (specify)	\$	
	ADMINISTRATION TOTAL		
	TOTAL EXPENDITURES	\$	
	DIFFERENCE BETWEEN REVENUES AND EXPENDITURES	\$	