



LA CHAPELLE
SCÈNES CONTEMPORAINES

R > / Q Regroupement des
arts interdisciplinaires
du Québec

**CREATION AND PRODUCTION RESIDENCY
IN NEW ARTISTIC PRACTICES:
Interdisciplinary artistic practices**

Project support

**For collectives
For organizations**

Program Presentation

2019-2020

Montréal 

1. WHAT DO I NEED TO KNOW BEFORE APPLYING?

1.1. WHO IS ELIGIBLE TO APPLY?

Collectives and organizations¹.

1.2. WHAT DISCIPLINE QUALIFIES?

New artistic practices, in particular interdisciplinary artistic practices.

1.3. WHAT MANDATES QUALIFY?

i. creation/production.

1.4. WHAT TYPES OF PROJECT QUALIFY?

Interdisciplinary works that have undergone an initial research and/or creation phase.

1.5. HOW MANY APPLICATIONS WILL BE APPROVED?

Only one (1) application will be selected.

1.6. WHAT TYPE OF ASSISTANCE IS PROVIDED?

The recipient will benefit from:

- a 90-hour residency:
 - 70 hours in the theatre of La Chapelle Scènes contemporaines from June 22 to July 7, 2020 and;
 - 20 hours in the Conseil des arts de Montréal studios;
- a creation grant of up to \$15,000;
- coaching/mentoring by the Regroupement des arts interdisciplinaires du Québec;
- a budget of up to \$900 specifically allocated to artistic and/or technical coaching (if necessary).

For more details, see sections 4.2 HOW LONG DOES THE SUPPORT LAST?, and 4.4 WHAT DOES THE SUPPORT CONSIST OF?.

1.7. WHAT DO I NEED TO KNOW WHEN APPLYING FOR THE FIRST TIME?

First-time applicants are urged to contact the Conseil staff in charge of the residency program to clarify the eligibility and evaluation criteria as well as other details (see section 10, HOW CAN I GET MORE INFORMATION ON THIS PROGRAM).

1.8. WHAT IS THE DEADLINE?

September 20, 2019.

1.9. WHAT ARE THE OBJECTIVES OF THE PROGRAM?

This program is intended to:

- provide a professional artistic organization or artist collective the opportunity to produce a new work under optimum financial and technical conditions;

¹ Terms shown in blue are defined in the Conseil's glossary at: www.artsmontreal.org/en/glossary

- improve the working conditions and professional development of artists engaged in new artistic practices, in particular interdisciplinary artistic practices;
- promote the transfer of expertise between professionals in the sector.

1.10. WHERE CAN I FIND DEFINITIONS FOR CERTAIN TERMS USED IN THIS DOCUMENT?

Consult the Conseil's glossary (in English or French) at:

www.artsmontreal.org/fr/glossaire
www.artsmontreal.org/en/glossary

2. WHAT CONDITIONS MUST BE MET IN ORDER TO APPLY – BY ORGANIZATIONS OR COLLECTIVES?

2.1. GENERAL ELIGIBILITY CRITERIA FOR COLLECTIVES

Status and conditions

- i. must be represented by an application supervisor;
- ii. must be a group of artists, regardless of number;
- iii. two-thirds of member artists must be Canadian citizens or permanent residents of Canada, and no more than one-third may reside outside Canada;
- iv. the majority of member artists (50% + 1), including the application supervisor, must be residents of the Island of Montreal.

Professionalism

- v. all members must be professional artists as defined by the Conseil.

2.2. GENERAL ELIGIBILITY CRITERIA FOR ORGANIZATIONS

Status and conditions

- i. must be a non-profit corporation or a cooperative that pays no dividends;
- ii. must be headquartered on the Island of Montreal;
- iii. must have a board of directors composed primarily of Canadian citizens or permanent residents of Canada;
- iv. must have the mandate to create, produce or present artistic works.

Professionalism

- v. must possess a level of recognized and demonstrable competence;
- vi. must be directed by qualified persons;
- vii. must have a track record of activities whose artistic merits have been recognized by peers in the same artistic practice;
- viii. must employ professional artists and/or cultural workers.

2.3. SPECIFIC ELIGIBILITY CRITERIA FOR COLLECTIVES AND ORGANIZATIONS

- i. application must be for an interdisciplinary project that has undergone an initial research and/or creation phase;

- ii. must have examined the technical data sheet for each of the two (2) residency locations to ensure that the project is technically feasible in both;
 - iii. must be available and in attendance on the dates specified for the residency;
 - iv. must attend a post-mortem meeting with the other partners involved in the project.
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3. WHO IS NOT ELIGIBLE TO APPLY AND WHY?

3.1. INELIGIBLE APPLICANTS

- individual artists;
- collectives and organizations that do not meet the general and specific eligibility criteria;
- artist collectives registered as for-profit or non-profit corporations or partnerships;
- artists' agents or service groups, associations or organizations;
- organizations dedicated to teaching, education or professional training;
- public and para-public organizations and municipal corporations;
- organizations registered as general partnerships.

3.2. INELIGIBLE PROJECTS

- unstarted projects that have not undergone an initial research and/or creation phase.

3.3. APPLICATIONS THAT WILL NOT BE CONSIDERED

- incomplete applications;
 - applications received after the deadline for filing.
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4. WHAT ARE THE SPECIFIC DETAILS OF THE PROGRAM?

4.1. WHAT IS THE PURPOSE OF THIS PROGRAM?

The Conseil des arts de Montréal, La Chapelle Scènes contemporaines and the Regroupement des arts interdisciplinaires du Québec (RAIQ) are pooling their resources to foster the professional development of artists engaged in new artistic practices, provide them with better conditions in which to practice and promote the emergence of artistic works that seek to transcend disciplinary boundaries.

The creation-production residency in new artistic practices offers an arts organization or artist collective the opportunity **to complete the creation of an interdisciplinary work and to bring it into production in several dedicated and suitably equipped spaces.**

This residency also provides the organization or collective selected with **artistic mentoring and/or technical coaching services**, in collaboration with the RAIQ.

The proposed work must have **already undergone an initial research and/or creation phase.**

4.2. HOW LONG DOES THE SUPPORT LAST?

The support is one-time and non-recurring.

The residency will take place:

- in the CAM studios² in the Gaston-Miron Building, on dates to be specified **between January 2020 and November 2020;**
- in the theatre of La Chapelle Scènes contemporaines, **from June 22 to July 4, 2020;**
- concluding in **December 2020** with the submission of a final project report.

4.3. WHO FILES THE APPLICATION?

For collectives: the member designated as application supervisor, who will receive the grant.

For organizations: a duly authorized representative.

4.4. WHAT DOES THE SUPPORT CONSIST OF?

4.4.1. Financial assistance

- A creation grant of up to \$15,000;
- A budget dedicated to artistic and/or technical coaching (if necessary) of up to \$900, taxes included (30 hours X \$30/hour).

Note that the application supervisor for a collective will receive tax receipts in his/her name at year-end (T4A and RL-1) for the amount of the grant.

4.4.2. Value of services offered

Conseil des arts de Montréal

- Free use of CAM studios for up to 20 hours;

La Chapelle Scènes contemporaines

- Free use of theatre venue and technical equipment and services of technical director, for up to 70 hours;
- Basic technical and logistic support for the duration of the on-site residency;
- Internet access;
- On-site host services and interaction with the La Chapelle team;

Regroupement des arts interdisciplinaires du Québec

- Orientation and support in artistic and/or technical coaching.

Candidates selected will book the CAM studios online for the number of hours allocated. These bookings will be subject to the same terms and conditions as those made by paying users.

² See the description of the studios at: www.artsmontreal.org/en/artists/rental

4.5. CAN AN APPLICATION BE FILED FOR A PROJECT COVERING A PERIOD OF MORE THAN ONE YEAR?

The residency, including the portions in the CAM studios and the Chapelle Scènes contemporaines theatre, will take place on the dates indicated in section 4.2.

5. HOW ARE APPLICATIONS EVALUATED?

After they are screened for eligibility, applications are evaluated by a committee of peers from the Conseil des arts de Montréal, La Chapelle Scènes contemporaines and the RAIQ.

All projects are evaluated on merit and the selection takes into account the relative value of each project.

5.1. WHAT ARE THE EVALUATION CRITERIA?

The evaluation committee takes into account the program objectives as well as the following criteria:

→ **Artistic merit: 80%**

- artistic merit and interest of the residency project;
- innovative nature and originality of the artistic approach;
- impact of the project on the development of interdisciplinary artistic practices;
- quality of prior artistic work by the organization or members of the collective.

→ **Project management and financial stability: 20%**

- project feasibility and practicality;
- practicality of proposed budget and financial stability;
- financial health (organization).

5.2. WHO EVALUATES APPLICATIONS AND HOW ARE DECISIONS MADE?

5.2.1. What is the evaluation procedure?

A three-step process

1. Reception of applications and screening for eligibility by assigned professionals reporting to Conseil management;
2. Review of applications by evaluation committee members (peers) and recommendation of one proposal;
3. Meeting of the Conseil's Board of Directors to approve the recommendation and make a final decision regarding awarding of the grant.

5.2.2. Who else has access to my application?

If necessary for evaluation purposes, the Conseil may consult with other organizations concerned with the same grant applications or outside experts.

5.2.3. Is the information in my application kept confidential?

The Conseil guarantees the confidentiality of all personally identifiable information in its possession and restricts access to all confidential documents it receives, with the exception of cases subject to the provisions of the *Act respecting the Protection of Personal Information in the Private Sector* (Chapter P-39.1).

6. HOW DO I FILE AN APPLICATION?

6.1. WHAT FORMAT IS USED FOR APPLICATIONS?

Go to our website at www.artsmontreal.org/fr/orora and follow the instructions on how to complete an application for financial assistance.

You will be asked to create or update your profile (as applicable), after which you will have access to your application history and your correspondence with the Conseil.

If you have a problem applying or any questions, contact the Conseil by phone at (514) 280-3580, or by email at artsmontreal@ville.montreal.qc.ca, mentioning ORORA in the subject line.

6.2. WHAT FORM DO I USE?

Authorized representatives of the organization or collective must complete the application form for the residency. You'll find a link to the form (*Résidence de création/production en nouvelles pratiques artistiques: pratiques artistiques interdisciplinaires*) at: <https://orora.smartsimple.ca/>

6.3. WHY DO I HAVE TO FILL IN A SELF-IDENTIFICATION FORM?

The Conseil compiles data from the self-identification form to use for analysis, research and/or evaluation purposes. These statistics are also consulted for program management purposes as well as financial and service allocations.

6.3.1. Where do I find the form?

You'll find a link to the self-identification form on your profile on ORORA at: <https://orora.smartsimple.ca/>

6.3.2. How are the data managed?

Pursuant to the *Act respecting the Protection of Personal Information in the Private Sector* (Chapter P-39.1), all data collected are kept confidential.

Data are managed and used only by Conseil employees who require access to this personal information in order to properly do their jobs.

6.3.3. Am I obligated to answer the questions?

Pursuant to the *Quebec Charter of Human Rights and Freedoms* (Chapter C-12), you are not bound to answer the questions, but we

strongly urge you to do so. Your contribution is important for us to draw an accurate portrait of the Montreal arts scene.

Your failure to reply will not adversely prejudice your application for most of the Conseil's programs (General Funding Program, Touring Program, etc.).

However, if you decline to disclose your personal information, the Conseil may be unable to process your application for certain programs aimed at specific clienteles (emerging, Indigenous or culturally diverse artists, immigrants, etc.).

Only certain information deemed truly essential for the evaluation of certain programs is liable to be conveyed to evaluation committee members (peers) and the Board of Directors.

6.3.4. Can I access the data myself?

Every person has the right to access personal information concerning them held by the Conseil, in accordance with the *Act respecting the Protection of Personal Information in the Private Sector*, see DIVISION IV – ACCESS BY PERSONS CONCERNED (sections 27 to 33).

6.4. WHAT IF I DON'T HAVE ACCESS TO A COMPUTER?

Contact the Conseil staff member in charge of the residency program to make arrangements to file your application using the required online format.

6.5. WHAT DOCUMENTS DO I HAVE TO ATTACH?

For all applicants:

- List of project participants (artists, designers and other major collaborators);
- Brief CV for each artist (maximum of 2 pages per artist) **indicating their home address**;
- Detailed budget for the project;
- List of hyperlinks to sites showing prior works by the organization, collective and/or participating artists.

For organizations only

- The organization's letters patent and by-laws when applying for the first time; for subsequent applications, only if these have been amended;
- The most recent financial statements.

6.6. ARE THERE RESTRICTIONS ON WHAT I CAN SUBMIT?

Your responses must be limited to the number of words or pages requested.

Unsolicited attachments or attachments filed after the application deadline will not be taken into account in the evaluation.

7. HOW WILL I RECEIVE THE GRANT MONEY?

7.1. WHAT ARE THE PAYMENT ARRANGEMENTS?

The \$15,000 grant is paid by the RAIQ to the selected organization or collective in two instalments:

1. \$12,000 at the start of the residency;
2. \$3,000 on submission of the final report.

The amount allocated for artistic and/or technical coaching (if necessary), which can be up to \$900, taxes included (30 hours X \$30/hour), will be paid by the RAIQ after the Conseil des arts de Montréal has been invoiced by the advisors hired.

7.2. WHAT IS THE METHOD OF PAYMENT?

7.2.1. Grant payment to a collective

The person designated as application supervisor for the collective must provide the RAIQ with his/her social insurance number so that a T4A slip can be issued for tax purposes.

8. WHAT ARE MY OBLIGATIONS?

8.1. REPORTS

8.1.1. What reports?

The recipient must submit a final project report and the final budget for the project.

8.1.2. When?

For collectives: within three (3) months of the conclusion of the project.
For organizations: within four (4) months of the end of their fiscal year.

8.1.3. Where?

Report templates will be posted on the ORORA portal at: <https://orora.smartsimple.ca/>. You will be advised by email when they are available.

8.1.4. Failure to file a report

Recipients who fail to file the required reports within the required time frames if they are in a position to do so will not be eligible to file subsequent applications.

8.2. OTHER OBLIGATIONS

8.2.1. Proof of commitment

By accepting payment of the grant, recipients agree to complete the activities covered by the grant and to respect the accompanying conditions.

8.2.2. Specific undertakings

Recipients agree to:

- make themselves available during the winter and summer of 2020 for the specified residency dates and number of hours;

- collaborate closely with each of the partners;
- be in a position to plan the residency schedules in advance;
- adhere to the specified residency and coaching schedules;
- complete the subsidized project as planned;
- notify the partners as soon as possible if they are unable to complete their project and related activities within the intended fiscal year; in this event, depending on the circumstances, they may be required to repay part or in full the funds provided;
- submit activity and financial reports at the required intervals.

8.2.3. Visibility and logo

The selected organization or collective agrees to publicly acknowledge the contribution of the Conseil des arts de Montréal, La Chapelle Scènes contemporaines and the Regroupement des arts interdisciplinaires du Québec, by reproducing their logos on its website and in its programs, brochures, flyers and other promotional material. The Conseil's logo and specifications for its use are posted on its website at: www.artsmontreal.org/en/council/logos.

8.2.4. Compliance

Recipients agree to respect certain special conditions, where applicable, pertaining to the use of the grant.

9. WHEN CAN I FILE AN APPLICATION? WHEN CAN I EXPECT A REPLY?

9.1. WHAT IS THE DEADLINE FOR APPLICATIONS?

The Conseil does not provide retroactive support for any activity.

Deadline: By midnight on September 20, 2019.

9.2. WHAT HAPPENS IF THE DEADLINE FALLS ON A HOLIDAY?

When the deadline falls on a statutory holiday or a weekend (Saturday or Sunday), it is carried forward to the next working day.

9.3. HOW LONG BEFORE I GET AN ANSWER ABOUT MY APPLICATION?

It takes from 8 to 9 weeks after the application deadline for applications to be processed and for the Conseil to make its decision.

9.4. HOW WILL I BE INFORMED OF THE DECISION?

The successful applicant will be advised by email. No decisions are relayed by telephone.

9.5. CAN I APPEAL THE DECISION?

The decisions of the Conseil des arts de Montréal are final and not subject to appeal. Conseil employees will be available to answer any questions you may have regarding its decisions.

9.6. WHO CAN I CONTACT ABOUT THE PROGRESS OF MY APPLICATION?

Applicants agree not to contact any members of evaluation committees or the Conseil's Board of Directors, at any time, regarding the processing, evaluation

or decision related to their application. Only Conseil employees are authorized to respond to questions from applicants.

10. HOW CAN I GET MORE INFORMATION ON THIS PROGRAM?

10.1. VISIT OUR WEBSITE

www.artsmontreal.org

10.2. CONTACT THE PERSON RESPONSIBLE FOR THE RESIDENCY PROGRAM

Salomé Viguier
Cultural Advisor –
Circus Arts, Street Performance,
New Artistic Practices and Multidisciplinary Sector
Tel.: 514-280-3389
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