



MRC Pontiac Cultural Fund

2018-2020 Financial Assistance Application Guide

The MRC Pontiac, in partnership with the Ministère de la culture et des communications du Québec, wishes to support cultural projects on its territory. A fund, stemming from the Cultural Development Agreement, is reserved for the development of projects related to the arts and heritage.

OBJECTIVES OF THE FUND

The Cultural Development Fund (CDF) aims to encourage the development of the cultural offer on the territory of the MRC Pontiac.

The purpose of this fund is to ensure the implementation of the strategic orientations defined in the MRC Pontiac's Cultural Policy, as well as the objectives of the Quebec Cultural Policy « *Partout, la culture* ».

- More specifically, the objectives of the CDF are to:
- Promote access to the arts and culture for all citizens;
- Increase the sense of belonging and pride of citizens;
- Develop innovative cultural activities and products;
- Provide artists and cultural organizations with opportunities to create and innovate;
- Increase the number of cultural activities and events;
- Contribute to a better knowledge or enhancement of the history and heritage of the Pontiac.

ELIGIBLE ORGANIZATIONS

- municipalities;
- legally constituted non-profit organizations (NPOs);
- legally incorporated non-profit cooperatives;
- a legally constituted artists' collective;
- schools and early childhood centres;
- libraries.

It should be noted that priority is given to organizations that have their head office in the MRC Pontiac.

Any organization that has already received a grant from the Cultural Development Fund and has not fulfilled its obligations (submission of the final report and proof of expenses) will not be able to receive a new grant until these obligations have been fulfilled.

ELIGIBLE PROJECTS

Eligible projects must have all of the following characteristics:

- Take place on the territory of the MRC Pontiac;
- Be in line with the objectives of the call;
- Correspond to one-time (non-recurring) financial assistance.

Specifics for cultural events:

Eligible events must have the following characteristics:

- Take place on the territory of the MRC Pontiac;
- Connect to a larger population of the MRC and its residents;
- The majority of the activities are cultural, artistic and/or heritage.

INELIGIBLE PROJECTS

- Promotional activities, such as book launches;
- Organization of political events or fundraising events;
- Projects that do not fit within the objectives of the fund, cultural policies, or the Agreement;
- Projects already funded by another program of the Agreement.

ALLOWABLE EXPENSES

- Expenses related to project implementation;
- Promotion costs (unilingual English-language promotion will not be eligible);
- Travel costs for artists, artisans or other participants in the creation of the project;
- Professional fees and honoraria;
- Acquisition or rental costs required to carry out the project;
- Accommodation costs necessary for the realization of the project;
- The contribution in time from volunteers calculated at the current minimum wage;
- Project administration costs up to a maximum of 15% of the project's total eligible expenses (including coordination/salary for the portion corresponding to the completion of the project).

INELIGIBLE EXPENSES

- Expenses related to the regular operation of the organization (rent, insurance, accounting fees, website maintenance costs, salaries, electricity, etc.);
- Construction or capital costs;
- Debt repayment;
- Expenses related to the operation of an event and/or festival cannot be received favourably (However, if, for example, a cultural mediation or animation component is integrated into the event, the expenses could be made eligible;
- Expenses for food, beverage permits, alcohol, etc.

PRESENTATION OF PROJECTS

Requests must be made using the form provided for this purpose and available on the MRC Pontiac website. The projects will be analyzed by the cultural committee. Applications may be submitted during the years 2018-2020.

PROJECT ANALYSIS

All projects will be analyzed by a cultural committee made up of representatives from the MRC Pontiac, the cultural community and the Ministry of Culture. The committee will analyze the projects received according to an analysis grid. The committee will decide on the distribution of funds to the projects with the highest scores. The committee is not required to support all projects submitted or to allocate the amount requested.

The projects selected must respect the general criteria of the Cultural Development Agreement 2018-2020 (see Notes), the MRC Pontiac's Culture Policy, as well as the Quebec Culture Policy "*Partout la Culture*".

A promoter may submit several projects per year, as long as they are different.

A promoter who has already submitted an application to the Fund for a project that has already received financial assistance from the Fund will be able to do so provided that it demonstrates an evolution or added value to the project.

TERMS AND CONDITIONS

Grants are paid in two instalments: 80% at the beginning of the project (once the contract is signed) and 20% once the final report and balance sheet are submitted.

In the event that project expenses are lower than anticipated, the final reimbursement amount must be adjusted to not exceed the percentage of funding granted to the project (as agreed in the signed contract) of the total cost.

Each promotor must complete a report upon completion of the project. This report includes an activity report, the final budget and supporting documents (invoices, proof of payment, proof of visibility and financial recognition). The report must be submitted within 30 days following the completion of the project.

VISIBILITY

The promoter receiving financial assistance must display the logos according to the standards of the Cultural Agreement (the logo will be provided by the MRC Pontiac).

HOW TO APPLY

You must provide the following documentation:

- The application form;
- Letters of commitment from other funding partners;
- Letters of support;
- The organization's Charter (if this is the first application) and a current list of directors;
- Financial statements for the fiscal year preceding the application;
- A resolution of the Board of Directors authorizing the submission of the financial application and the signing authority;

EVALUATION GRID

<p>Alignment with the Fund's objectives</p> <p><i>The project description demonstrates an approach that meets the objectives of the Fund.</i></p>	/5
<p>Presentation of the project</p> <p><i>The project is clearly presented (2)</i> <i>Timelines and budget are accurate (3)</i> <i>The promoter indicates how this project fits in with its mission or its longer-term actions (5)</i></p>	/10
<p>Impact: the importance of the potential benefits</p> <p><i>The project affects a large part of the territory (5)</i> <i>The project attracts many visitors from outside the territory (3)</i> <i>The project has an economic impact on the territory's businesses and services (7)</i></p>	/15

Project Relevance <i>The project is original and innovative (3)</i> <i>The project demonstrates added value (2)</i>	/5
Community Benefits <i>The project promotes access to arts and culture and benefits a large Pontiac population (10)</i> <i>The project proposes an innovative activity for the territory (5)</i>	/15
Budget <i>Budget forecasts are realistic (5)</i> <i>Funding sources are varied (2)</i> <i>Income and expenses are accurate, understandable and realistic (8)</i>	/15
Promotion <i>The project is the subject of a promotional strategy in line with its target audience.</i>	/5
Proponent <i>Proponent experience, credibility, compliance with governance principles</i>	/10
General Criteria <i>General assessment of the application (2)</i> <i>The application is complete and accurate, the project is understandable (3)</i>	/5
Sustainability of the project <i>The project can be carried out without the support of the MRC (5)</i> <i>Proponent has the capacity to continue its mandate beyond the project (5)</i> <i>The project is part of a long-term vision, action plan (5)</i>	/15
Total	/100