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## MRC Pontiac Cultural Fund Financial Assistance cultural Application Guide 2021-2022-2023

The MRC Pontiac, in partnership with the *Ministère de la culture et des communications du Québec*, wishes to support cultural projects within its territory. A fund created under the local Cultural development agreement, and it is dedicated to project development in relation to the arts and heritage.

### **FUND OBJECTIVES**

The Cultural Development Fund (CDF) aims to encourage the cultural development taking place within the territory of the MRC Pontiac.

The purpose of this fund is to ensure the implementation of the strategic directions defined within the Cultural Policy of the MRC Pontiac, as well as the objectives of the Cultural Policy of Québec [« Partout, la culture »](#).

More specifically, the objectives of the CDF are:

- 2) Develop and support initiatives aimed at providing the citizens of the MRC Pontiac with better opportunities to access and participate in activities;
- 3) Support initiatives aimed at acquiring a better knowledge of the history, heritage and culture of the MRC Pontiac, as well as those aimed at promoting and celebrating it;
- 4) Recognize the importance of the role played by the cultural sector in the overall development of the MRC Pontiac;
- 5) Encourage the integration of cultural, heritage and historical elements specific to the MRC Pontiac within tourism products;

### **ADMISSIBLE ORGANIZATIONS:**

- Municipalities;
- legally established non-profit organizations;
- legally established non-profit cooperatives;
- a group of artists legally constituted;
- schools and daycares;
- municipal libraries.

\*It should be noted that priority is given to organizations who's head office is located within the territory of the MRC Pontiac.

Any organization having already received funding from the Cultural development agreement, but not having met its obligations (delivery of the final report and supporting documents for expenditure), will not be able to benefit from new funding as long as these obligations are not honoured.

### **ADMISSIBLE PROJECTS**

Eligible projects must have all of the following characteristics:

- Take place within the territory of the MRC Pontiac;
- Be in line with the objectives of the Cultural Policy of the MRC Pontiac;
- Correspond to ad hoc financial assistance (non-recurring).

### **NON- ADMISSIBLE PROJECTS**

- Promotional activities, such as a book launch;
- Organizing formal events or fundraisers;
- Projects not consistent with the objectives of the fund, cultural policies, or the Cultural Development Agreement;
- Projects already funded by another culturally funded program;
- Events and festivals cannot be received favorably (*however, if, for example, a cultural mediation or animation component is integrated into the event, the expenses could be made eligible*);

### **ADMISSIBLE EXPENSES**

- Expenses related to the realization of the project;
- Promotion costs (*unilingual English promotion cannot be eligible*);
- The travel costs of the artists, craftsmen or other participants in the creation of the project;
- Professional fees and expenses;
- Acquisition or rental costs necessary for the completion of the project (*with approval*);
- Development costs necessary for carrying out the project;
- The time contribution from volunteers calculated at the current minimum wage;
- Project administration costs up to a maximum of 15% of the total eligible project

### **NON- ADMISSIBLE EXPENSES**

- Expenses related to the regular operation of the organization (*rent, insurance, accounting costs, costs of maintaining websites, salaries, electricity, etc.*);
- Construction or capital costs;
- repayment of debt;

- Expenses related to the operation of an Event and / or festivals cannot be favorably received (*However, if, for example, a cultural mediation or animation component is integrated into the event, the expenses could be made eligible*);
- Food costs, liquor license, alcohol;

### PRESENTATION OF YOUR PROJECT

Requests must be made using the form provided for this purpose and available on the Pontiac MRC website. The projects will be analyzed by the cultural committee. Applications can be made for the following financial years:

- 2021
- 2022
- 2023

### ANALYSIS OF YOUR PROJECTS

All projects will be analyzed by a cultural committee made up of representatives from the MRC Pontiac, the cultural community and the *Ministère de la culture*. The committee will analyze the projects received according to an analysis grid. The committee will decide on the distribution of funds to projects that have won the highest scores. The committee is not required to support all the projects presented nor to allocate the amount requested.

- The projects selected must comply with the general criteria of the 2021-2022-2023 Cultural Development Agreement, the Culture Policy of the MRC Pontiac, as well as the Quebec Culture Policy [« Partout la Culture »](#).
- A promoter can submit several projects per year, provided that they are different and they have fulfilled all their obligations with the last accepted project.

A promoter who has already submitted a request to the Fund for a project which has already received financial assistance from the fund may do so again, provided that they can demonstrate an evolution or an added value to the project.

### TERMS

The grants are paid in two instalments: 80% at the beginning of the project (upon signature of the projects) and 20% once the final report and financial report (including invoices and proof of payment) has been submitted.

**In the event that the project expenses are lower than the planned sums, the amount of the final reimbursement must be adjusted so as not to exceed the percentage of**

**funding granted to the project (as agreed upon in the signed contract) of the total cost.**

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

#### **VISIBILITY**

The promoter who receives financial assistance must display the logos in accordance with the standards of the Cultural Agreement (the logo will be provided by the MRC du Pontiac).

#### **HOW TO PRESENT AN APPLICATION**

You must provide the following documents:

- The completed and signed application form;
- The organization's charter (if this is the first request);
- Resolution mandating the official spokesperson for the application;
- Resolution of the board of directors authorizing the filing of the request and their financial contribution;
- List of directors of the organization;
- Financial statements for last year;
- Letters of commitment from other financial partners;

All other letters of support or relevant documents such as portfolio, photos, newspaper clippings, documents presenting the organization, etc. (not required).

**Applications can be sent at the following by Post or e-mail to:**

**Cultural Department**  
**MRC Pontiac**  
**602, route 301 nord**  
**Campbell's Bay (Québec)**  
**J0X 1K0**

[s.ayres@mrcpontiac.qc.ca](mailto:s.ayres@mrcpontiac.qc.ca)

**Evaluation criteria:**

<b>criteria</b>	<b>Sub-criterion</b>	<b>Points</b>
Relevance	Concordance of objectives with government and ministerial orientations in the field of culture and communications ( <i>Partout la culture</i> , Québec's cultural policy)	15 %
	Consistency of the actions proposed with the territorial context defined within the framework of a cultural policy ( <i>MRC Pontiac's cultural Policy</i> )	
	Concordance of actions with one of the regional priorities identified by the region ( <i>MRC Pontiac's priorities</i> )	20 %
Community involvement	Diversity of partnerships	15 %
Originality	New and fresh idea being offered	20 %
	Improvement of the existing cultural offer	

	Innovative nature of actions promoting the development or preservation of cultural vitality	
Impact on the public	Structuring effect of the project on the cultural development and preservation within the territory. Notably through the consultation, participation and interaction with the general public.  Impact of the project and the anticipated effects on the territory.	30 %
	<b>Total</b>	<b>100 %</b>