



**City of Pointe-Claire**

**Support Program for  
Cultural Organizations**

**GUIDE**

**APPLICATION DEADLINE:**

**April 1 or September 1**



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### **G**OAL AND MISSION

*The goal of this program is to provide tangible support to community non-profit organizations active in Pointe-Claire or that want to present a specific project.*

*With this program, the City of Pointe-Claire remains committed to its objective of encouraging the advancement of arts and culture through cultural activities designed to strengthen organizations or to attract new audiences. In this way, the City contributes to the development of residents' cultural and artistic life.*



## 1. Description of the program

### **SECTION A: Supports professional practice by supporting professional groups (operations, development, events and projects)**

Professional practice means artistic practice by artists who create or perform works of art on their own account, who possess an artistic practice that is recognized by their peers in a particular discipline and who offer their services for remuneration as creators, authors or performers.

### **SECTION B: Supports cultural leisure by supporting cultural organizations (operations, development, events and projects)**

Amateur practice (cultural leisure) means artistic expression practiced freely, outside any academic or professional constraints (this practice may be of very high calibre and eventually lead to professional practice).

A *cultural leisure organization* is a non-profit organization whose members are involved in amateur practice (cultural leisure).

**Please note** that cultural community organizations offering cultural leisure activities must file their application for support under Section B.

## **1.1 Objectives of the program**

This support program is chiefly designed to provide Pointe-Claire art and cultural organizations with the financial support or services they need in order to fulfill their mandate, while making culture, in all its forms, more accessible to residents and more present in their lives.

The objectives of the application must be consistent with those of the City of Pointe-Claire's Support Framework. This document is available on the City's website at [www.pointe-claire.ca](http://www.pointe-claire.ca).

## **1.2 Decision-making process**

The Pointe-Claire City Council decides on the allocation of grants under this program on the basis of recommendations from the grants committee.

## **1.3 Evaluation criteria**

The grants committee evaluates all applications within the limits of the available funds each year. When making funding recommendations, the committee will take into account the organization's ability to meet the following criteria:

- ◆ Application consistent with the City's mission and objectives.
- ◆ Relevance, innovation and interest of the project described in the application.
- ◆ Realistic budget forecasts and compliance with these estimates.
- ◆ Previous achievements of the organization (if applicable).
- ◆ The City's visibility in the promotional plan.
- ◆ Cultural and artistic impact (population benefits from training, education and greater awareness).

## 1.3 Evaluation criteria (cont'd)

- ◆ Demonstrated funding diversity (partnerships, sponsorships, own-source revenues).
- ◆ Demonstrated contribution to the development of Pointe-Claire's identity and a sense of belonging to the city.
- ◆ Tools used to promote access to cultural activities.

## 1.4 Eligibility requirements

In order to be eligible for the program, the organization must meet the following conditions.

- ◆ It was incorporated as a non-profit organization or recreational club before January 1 of the current year.
- ◆ Its head office is located on the territory of the City of Pointe-Claire;
- ◆ Its chief mission is to carry out activities in the field of the arts and culture in Pointe-Claire. These activities involve creation, production, promotion, mediation, training, enhancement or conservation.
- ◆ The activity for which support is requested will take place between January 1 and December 31 of the current year.
- ◆ The organization's artistic and administrative supervision (if applicable) is provided by qualified staff having the appropriate training or experience.
- ◆ The activities for which support is requested mainly take place on the territory of the city of Pointe-Claire;

No application will be considered if it is incomplete or if it is received after the application deadline (**April 1 or September 1**).

## 1.5 Types of support provided

### **Financial support**

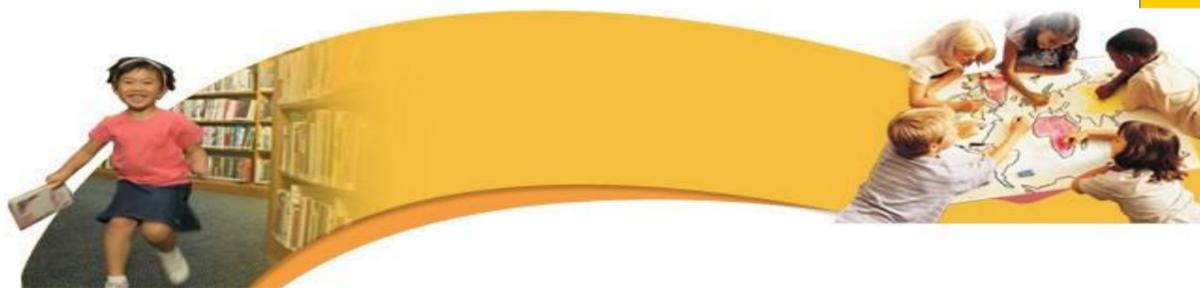
Depending on funds available in current budget.

### **Space rental**

Depending on the availability and vocation of cultural facilities.

### **Promotion and publicity**

Access to City of Pointe-Claire Newsletter, website and electronic billboard, depending on space availability.



## 2. Requirements

### **SECTION A: Professional Practice**

Applications for support must include the following documents:

- ◆ the application form, completed and signed;
- ◆ your organization's program (activities, events, etc.);
- ◆ detailed budget estimates;
- ◆ your activity report for the previous year, including a description of the results achieved;
- ◆ the financial statements approved by the Board of Directors and presented to your last annual general meeting;
- ◆ a copy of your organization's information statement from the *Registre des entreprises*;
- ◆ for organizations offering services in City facilities on a yearly basis, proof of insurance in compliance with the City's requirements (except for organizations covered by the City's insurance policy);
- ◆ any other document deemed necessary to the evaluation of the application.



### **SECTION B: Cultural Leisure**

Applications for support must include the following documents:



- ◆ the application form, completed and signed;
- ◆ your activity report for the previous year;
- ◆ the financial statements approved by the Board of Directors and presented at your last annual general meeting;
- ◆ a copy of your organization's information statement from the *Registre des entreprises*;
- ◆ for organizations offering services in City facilities on a yearly basis, proof of insurance in compliance with the City's requirements (except for organizations covered by the City's insurance policy);
- ◆ any other document deemed necessary to the evaluation of the application.

# Support program for cultural organizations

## 2.1 Special conditions

- ◆ The City of Pointe-Claire will not in any way cover an organization's deficit from previous years.
- ◆ The City of Pointe-Claire will not subsidize salaries paid by an organization.
- ◆ The organization undertakes not to pay professional fees or salaries to members of its Board of Directors. This provision does not apply to reimbursement of travel and duty entertainment expenses, which is authorized.
- ◆ Requesting a grant under this program creates no rights for the applicant organization, even if the organization meets all the requirements of the program.
- ◆ When the agreement defining the terms of the support provided by the City is signed, the Department of Culture, Sports, Leisure and Community Development may establish goals for the organization in order to ensure they are consistent with the City's cultural policy.

## 2.2 Timeline

- ◆ Deadline for applications: April 1 or September 1.
- ◆ Applications analyzed by the grants committee: April/May or September/October.
- ◆ Adoption by City Council.
- ◆ Distribution of funds.



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### HOW AND WHEN TO APPLY

The application form for the support program is available on the City of Pointe-Claire's website: [www.pointe-claire.ca](http://www.pointe-claire.ca).



This form must be completed and submitted to the Department of Culture, Sports, Leisure, and Community Development along with all relevant documents no later than April 1 or September 1, at the following address:

**City of Pointe-Claire**

Department of Culture, Sports, Leisure, and Community  
Development  
94 Douglas-Shand Avenue  
Pointe-Claire, Quebec H9R 2A8

