

1. Applicant IDENTIFICATION

I am representing an Organisation, Artist Center, Gallery <input type="checkbox"/> Please identify which one: _____	
Last name	First name
Address	
Phone number	Email
Website	Social media links

2. Applicant STATUS

Library: <input type="checkbox"/>	Municipality: <input type="checkbox"/>
Not-for profit: <input type="checkbox"/>	Other: _____
Daycare: <input type="checkbox"/>	

Date of incorporation	Number of employees		
	Permanent	Occasional	Volunteer
NEQ no.			

Mission

3. PROJECT Description

PROJECT title:

Project start date	Year	Month	Day	Project anticipated time frame	(number of months)
				Grant requested	\$
Total estimated cost of project					\$

** Note, that there is a maximum of 80% that can come from government grants.

PROJECT description:

(Description continued ...)

Describe how your PROJECT relates to the current local and provincial cultural policies in place

MRC Pontiac cultural policy
Québec's cultural policy (<https://partoutlaculture.gouv.qc.ca/>)

4. FINANCIAL information

FINANCIAL Partners:	
Name	Amount Confirmed

BUDGET		
expense:	Nature of the contribution (money, in kind)	Amount
Salaries		\$
Professional service / Artist cost		\$
Travel cost		\$
Material and equipment		\$
Rental costs		\$
Promotion, marketing		\$
Translation <i>(from English to French only)</i>		\$
Volunteer time		\$
Other, (specify):		\$
		\$
		\$
TOTAL:		\$

REVENUES (Grants, sales, sponsors, donations, services, applicant's contribution (in cash and in services), etc.)				
	Nature of the contribution (money, in kind)	Amount	Confirmed?	
			YES	NO
Applicants' contribution <i>(minimum 20 %, thus 10% minimum is in cash):</i>	CASH	\$		
EDC grant being requested	CASH	\$		
		\$		
		\$		
		\$		
		\$		
		\$		
		\$		
		\$		
		\$		
		\$		
		\$		
		\$		
		\$		
TOTAL:				

Reminder: All in-kind contributions can be a loan or donation of materials, spaces, and volunteer time. Please indicate in the budget the actual cost of the in-kind contribution. Example: The municipality rents out the RA hall for \$400. The municipality is donating the hall for your event. In your budget, you would write \$400 in in-kind service. Volunteer time is calculated as \$15 / hour.

5. MANDATORY forms to be included with application

- The completed and signed application form
- Patents Letters of the organisation (if it is the first application)
- Resolution mandating the official spokesperson of the application
- List of administrators of the organisation
- Last year financial statements
- All other letters of support or relevant documents such as portfolio, photos, newspaper clippings, documents presenting the organisation etc. (*optional*)

- **Applications can be sent at the following address by Post or e-mail anytime before:**

September 30th, 2021, for the financial year of 2021

September 30th, 2022, for the financial year of 2022

September 30th, 2023, for the financial year of 2023

to:

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

s.ayres@mrcpontiac.qc.ca

SIGNATURES

I declare that the information and documents provided are accurate. I understand that the application will be evaluated by the cultural committee of the MRC Pontiac, and brought forward to the Mayor council of the MRC Pontiac.

Signature of the mandated person to apply for this project

Date

ANNEXE A

Evaluation criteria:

criteria	Sub-criterion	Points
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	
	Concordance of actions with one of the regional priorities identified by the region (MRC Pontiac's cultural policy)	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.	30 %
	Impact of the project and the anticipated effects on the territory.	
	Total	100 %

Entente de
développement
culturel



Québec 

**Cultural Fund
APPLICATION FORM
2021-2022-2023**