

## 1. Applicant IDENTIFICATION

I am representing an Organisation, Artist Center, Gallery

Please identify which one:

\_\_\_\_\_

Last name

First name

Address

Phone number

Email

Website

Social media links

## 2. Applicant STATUS

Library:

Not-for profit:

Daycare:

Municipality:

Other: \_\_\_\_\_

**Date of incorporation**

**Number of employees (Paid or other)**

Permanent

Occasional

Volunteer

**NEQ no.**

**Mission**

**3. PROJECT Description**

**PROJECT title:**

<b>Project start date</b>	Year	Month	Day
<b>Total estimated cost of project</b>			\$

<b>Project anticipated time frame</b>	(number of months)
<b>Grant requested</b> <i>(Max. \$1,000)</i>	\$

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

**PROJECT description:**

**COVID-19 reality** (*Plan A-B-C*)

**\*\* Please note that it is IMPORTANT** to be aware of the active Provincial health and safety guidelines when planning your activity. It is favorable to submit a project that presents a plan A and B, in the event of a change regarding more strict guidelines than the current one.

**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**

<b>FINANCIAL Partners:</b>	
Name	Amount Confirmed

<b>BUDGET</b>		
<b>expense:</b>	<b>Nature of the contribution</b> (money, in kind, volunteer)	<b>Amount</b>
Salaries <i>(Directly related to this project)</i>		\$
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):		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
<b>TOTAL:</b>		<b>\$</b>

**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
<b>Applicants' contribution</b> <i>(minimum 20 % of total, with a 10% minimum being in cash):</i>	<b>CASH</b>	\$		
<b>EDC grant being requested</b>	<b>CASH</b>	\$		
		\$		
		\$		
		\$		
		\$		
		\$		
		\$		
		\$		
		\$		
		\$		
		\$		
		\$		
		\$		
		\$		
<b>TOTAL:</b>				

**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)*

**DEADLINE TO SUBMIT YOUR APPLICATION: June 4<sup>th</sup>, 2021**

**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)

**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, Québec's cultural policy</i> )	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> )	10 %
	Presents a viable back-up plan for everchanging COVID-19 public restrictions	10 %
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.	
	<b>Total</b>	<b>100 %</b>