Applicant’s guide

Call for cultural projects in the MRC of Bonaventure

Creating bridges

MRC de BONAVENTURE

PRESENTATION / CONTEXT

The MRC of Bonaventure wishes to support the realization of cultural projects in order to achieve the objectives set out in its cultural policy andcultural action plan. This call for projects is part of this overall approach.

OBJECTIVES

General Objectives [1]

To contribute to individual and collective well-being through culture:

- Build bridges between linguistic and cultural communities, and, in particular, work towards reconciliation with the Mi'gmaq nation and promote their culture.
- Promote equitable access to culture, in particular by making culture more accessible to people with disabilities.
- Promote the active participation of as many people as possible in cultural life.
- Promote citizen participation in cultural decisions.

Support the development of a dynamic and integrated cultural milieu:

- Develop a global and concerted vision and action at the MRC level.
- Support cultural initiatives in the region
- Encourage innovation, audacity, and creation.
- Support the development of digital culture in the region.

Energize the relationship between culture and the region

- Protect and highlight heritage
- Promote local culture and cultivate a sense of pride in it
- Promote the presence of culture throughout the region

Specific objectives of this call for proposals

To find out the specific objectives and actions for each call for projects, consult the Culture section of the MRC de Bonaventure website.

[1] The general objectives are taken from the cultural policy of the MRC of Bonaventure.

CONDITIONS OF ELIGIBILITY

The Applicant

- Legally constituted non-profit organizations operating in the MRC of Bonaventure.
- The municipalities in the MRC of Bonaventure.
- The Band Council of the Gesgapegiag community.
- Professional artists or those in the process of becoming professional.
- Individuals residing in the MRC of Bonaventure.

The Project

- Be aligned with the objectives of the call for projects.
- Be carried out within the deadlines specific to each call for projects, on the territory of the MRC de Bonaventure
- Correspond to one-time (non-recurring) financial assistance.

The following projects will be excluded:

- Which have been completed or are in progress prior to program eligibility.
- Which have received or are receiving support for this project from a program from the
- Ministère de la Culture et des Communications (MCC), the Conseil des arts et des lettres du Québec (CALQ), the Société de développement des entreprises culturelles du Québec (SODEC) or Bibliothèques et Archives nationales du Québec (BAnQ);
- Aiming exclusively at graphic design and printing of books or brochures.
- Aiming exclusively at the holding of a protocol event, fundraising activities, the presentation of individual scholarships and awards of excellence.

Other conditions

Any applicant that has previously received financial support for a project will need to have submitted a compliant final report in order to be eligible again.

If the project has previously received financial support under the program, the applicant must demonstrate the added value of the project over the previous year and have submitted the final report. However, the financial support awarded may be on a sliding scale.

An applicant may submit more than one project per year. However, priority will then be given to applicants who have submitted projects that, of equal quality, have not received financial support from another project.

ADMISSIBLE EXPENSES

Expenses incurred must be dedicated specifically to cultural or heritage activities developed as part of the project, such as:

- Expenses related to the coordination, realization, and promotion of the project
- Research and documentation costs
- Facilitation costs
- Transportation costs
- Professional fees
- Acquisition or rental costs necessary to carry out the project.

Ineligible expenses include:

- Related to the operation of the organization
- Of capital, infrastructure, restoration, and renovation
- Of major or permanent equipment acquisition
- Completed prior to acceptance of the application
- Related to the financing of a future debt or loan repayment.

FINANCIAL AID AND MODALITIES

General conditions for the awarding of amounts

- Amounts will be awarded based on the amount of money available, the quality of the project, and the eligible expenses.

Financial assistance percentage and maximum funding limits per project

- The percentage of MRC financial assistance awarded may reach up to 75% of total admissible costs. The project budget must illustrate a minimum of 25% of project funding confirmed from funders other than the MRC.
- To find out the maximum contribution per project, consult the information specific to each call for projects, published in the Culture section of the MRC de Bonaventure website.

Terms of payment

- 50 % of total funding awarded will be remitted at the beginning of the project, 30% will be remitted at the mid way point, and 20% will be remitted at project completion upon the reception of the project's financial report.

OR, in the case of financial support of $500 or less

- The grant will be awarded in a single installment upon signing of the Memorandum of Understanding between the two parties.

THE APPLICANT'S OBLIGATIONS

Accountability

- The promoter undertakes to carry out the project submitted before the deadline specific to each call for projects. Consult the information in the Culture section of the MRC Bonaventure website.
- The applicant agrees to complete a report of results (in the form provided for this purpose) and a detailed financial report of the project, within a maximum of two months following the end of the project.
- The applicant must have any significant changes to the project (related to the budget, timeline, or nature of the project) validated with the MRC of Bonaventure.
- In the event that the funding received by the applicant does not allow for full completion of the project, the applicant must submit a revised budget and complete a modified version of the project as approved.
- The applicant undertakes to notify the representative of the MRC of Bonaventure of any situation that may compromise the total or partial realization of the project to agree on an arrangement, failing which, if required by the MRC of Bonaventure, the applicant will have to return to the MRC of Bonaventure, in full, the amount paid as financial assistance for this project.

Visibility

The applicant who receives a grant under this call accepts to mention the contribution of the MRC of Bonaventure as well as the contribution of the Government of Quebec in promotional documents, advertising messages, the website as well as during public activities.

To this end, the MRC of Bonaventure will provide the applicant with visibility elements (logos and others).

APPLICATION SUBMISSION

- To submit an application, please complete the **Financial Assistance Application Form** and the **Budget Forecast Table**, and attach all required documents.
- To find out the deadline for submitting projects, consult the information specific to each call for projects, published in the Culture section of the MRC de Bonaventure website.
- Materials should be sent to the attention of Natalie Martin at the following email address: culture@mrcbonaventure.com or to the following mailing address:

Natalie Martin
MRC de Bonaventure
51, rue Notre-Dame
New Carlisle (Québec) GOC 1ZO

- For more information, please contact Natalie Martin at 418 752-1492 or by email at **culture@mrcbonaventure.com**.

ANALYSIS OF REQUESTS

The Cultural Development Committee will analyze the projects deemed eligible and admissible using the following evaluation grid:

1. **1.Relevance of the project (30%)**
   - 1.1. Consistency with the objectives of the call
   - 1.2. Consistency with the cultural policy of the Bonaventure MRC
   - 1.3. Consistency with ministerial orientations

2.Impact of the project (35%)
- 2.1Contribution of the project to the community and to the existing cultural offer
- 2.2 Reach of the entire MRC territory
- 2.3 Better access to culture
- 2.4 Intercultural dimension
- 2.5 Active participation of the population in the project

3.Involvement of the community (10%)
- 3.1.Partnerships in finances and diversified services

4.Project feasibility (25%)
- 4.1 Realism of the budget
- 4.2 Technical feasibility
- 4.3 Realism of the schedule
- 4.4. Quality and relevance of the work team