

PROJECT APPLICATION GUIDE



CULTURAL

Development Agreement



CONTEXT

As part of its cultural development agreement with the Ministère de la Culture et des Communications du Québec, the MRC du Golfe-du-Saint-Laurent wishes to support the realization of artistic and cultural projects on its territory.

The general objectives of the agreement correspond to the orientations and objectives set out in the MRCGSL's Cultural Policy, adopted on December 4, 2020. These are:

1. Stimulating cultural production on the Lower North Shore
2. Promoting access to a dynamic and diversified cultural offering
3. Supporting the dissemination and promotion of local culture
4. Diversifying the tourism offer by promoting culture

SPECIFIC OBJECTIVES and desired ACTIONS

Objective 1 - Promote access to cultural leisure activities for the entire population

- Encourage cultural activities for the whole population, including 0–5-year-olds and the elderly.

Objective 2 - Support the dissemination and promotion of local culture.

- Foster a sense of belonging and pride in culture, including cultural activities at community gatherings;
- Support cultural access initiatives, increase the online presence of culture, encourage artist recognition.

Objective 3 - Diversify the tourism offer by promoting culture.

- Support the enhancement of tourism activities related to culture, promote cultural activities through the tourism offering and facilitate accessibility to citizens.

Objective 4 - Support heritage initiatives (built and/or archaeological).

- Support initiatives that promote built heritage and archaeology.

EXAMPLES OF ELIGIBLE CULTURAL PROJECTS

- Cultural projects involving seniors, families and citizens at risk of exclusion.
- Projects aimed at early childhood (0-5 years) and youth (6-17 years).
- Projects that prioritize the supervision of activities by professionals or people whose expertise is recognized in the community.
- Projects to produce video and audio capsules on local history and traditional knowledge.

- Cultural projects that enable seniors from a residence to meet, exchange ideas and collaborate with young people from a school (e.g. collective mural, correspondence, exhibition, etc.).
- Networking and concertation activities within the Lower North Shore. Networking activities with regional cultural players.
- Projects that foster a sense of belonging and pride in the Lower North Shore's culture (identity, history, geography, landscapes, etc.).
- Projects that make it easier for the general public to enjoy our heritage.
- Projects linked to archaeological work (studies, inventories, excavations, etc.).
- Cultural leisure projects.
- Cultural tourism projects.
- Heritage projects.

CONDITIONS OF ELIGIBILITY

OF THE PROJECT

1. Meet one or more of the agreement's specific objectives and actions;
2. Have an impact on one or more MRC communities;
3. Avoid hateful, sexist or racist comments, incitement to violence or behaviour deemed inappropriate;
4. It's one-off, non-recurring project;
5. Be the subject of a financial assistance agreement between the MRC and the promoter;
6. Be completed within 12 months.

FROM THE PROMOTER

To be eligible for an amount under the agreement, a promoter must :

- Demonstrate the ability to carry out the cultural project in question;
- Be legally constituted, have non-profit status, be a municipal body, a public institution dedicated to education or health, a band council ;
- Have its head office within the territory of the MRC du Golfe-du-Saint-Laurent and carry out its activities there;
- To have fulfilled its obligations with regard to the implementation of a previous project supported by the agreement;
- Not be in default on public debts;
- Not be involved in any litigation or other legal proceedings;

ARE NOT ELIGIBLE IF THEY ARE...

- Expenses related to the normal operation of an organization or activity;
- Salaries for municipal services ;
- Major or permanent equipment acquisition expenses ;
- Scholarships, awards, fundraising activities ;
- Purchase of food, alcohol (e.g. buffet, cocktail) ;

- Completed or in progress prior to program eligibility;
- Have received or will receive support for this project from a program of 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 the Bibliothèques et Archives nationales du Québec (BAnQ);
- Exclusively for graphic design and printing of books and brochures.
- Exclusively for protocol events, fundraising activities, individual bursaries and awards of excellence.

ELIGIBLE EXPENSES

The expenses incurred must be specifically devoted to the cultural or heritage activities developed as part of the project, for example :

- Expenses related to project coordination, implementation and promotion.
- Research and documentation costs ;
- Animation costs ;
- Transport costs ;
- Business expenses ;
- Rental of equipment or premises, other than municipal ;
- Cost of materials ;
- Any other expenditure justified by the project;
- The portion of sales tax (GST and QST) not refunded to the promoter.

The following expenses are not eligible:

- Related to the organization's activities.
- Capital expenditure, infrastructure, restoration and renovation ;
- Carried out before the financial assistance agreement is signed ;
- Financing debt, repaying loans or financing a completed project;
- Any form of loan, loan guarantee, equity investment, etc. ;
- Market research and business plan development costs.

FINANCIAL ASSISTANCE

Funding under the Cultural Development Agreement can reach a maximum of \$7,500 per project. Promoters are required to make a 10% cash contribution to the project.

It is not possible to recognize in-kind contributions¹ in a project's financial package.

¹A contribution is considered to be "in kind" when it does not entail any additional costs for an organization (e.g. unbilled services from another organization, volunteer expertise, human resources indirectly linked to the project (e.g. payroll accounting) or the loan of equipment and premises).

FILING A REQUEST

Complete and sign the application form (attached). Include the following documents:

- Copy of the charter
- Resolution of the organization authorizing a responsible person and designating an authorized signatory ;
- Complete list of the organization's Board of Directors ;
- Copy of latest financial statements or bank statements for January, June and October ;
- Quotes (invoices are not accepted) ;
- Confirmation of promoter's financial contribution (proof required) ;
- Written confirmation from financial partners ;
- Letters of support.

Send all documents by e-mail to info@mrcgsl.ca . An agent will contact you as soon as we receive your request. Please note that the response time after submission of a project is generally 30 to 45 days.