**Preparation Form - Call for creative projects**

**THIS DOCUMENT ALLOWS YOU TO FAMILIARIZE YOURSELF WITH ALL THE QUESTIONS ON THE FORM SO THAT YOU CAN PREPARE TO FILL IT OUT. IT IS NOT CONSIDERED A FILING FORM.**

**TO SUBMIT A PROJECT, PLEASE FILL OUT THE ELECTRONIC FORM AVAILABLE** [HERE](https://forms.office.com/Pages/ResponsePage.aspx?id=ETk4DxeAZU2JFgQ8K_XeOmA9jDbbIGJCvY2ONnHmoURUQkVYQ0M0RkxXMFhDV1hPR1o2MkpUNEFaWS4u)**.**

**Identification of the applicant**

1. Project name

*The name will be used for identification purposes only. You can update it as needed when you sign the agreement.*

1. Eligible applicants may submit a project individually or as a consortium. Which category do you belong to?
   * Company
   * Independent professional artist
   * Collective of independent professional artists
   * Consortium
2. Name of the applicant

*Name of the company or name of the artist. In the case of a collective or consortium, the applicant is the representative who acts as the producer.*

**Project Eligibility**

1. In what space(s) will the project be broadcast? Please include the street address and identify the space.

*You will need to upload a letter of intent from the owner or property manager at the end of the form.*

1. Is the selected location part of the [broader downtown area](https://www.google.com/maps/d/viewer?mid=19znOFMEiMbuqBX7ZzKVvQCKvvY2iW2D_&ll=45.50490053016208%2C-73.59068400000001&z=13)?
   * Yes
   * No
2. Anticipated start date of project release (installation, operation)

*Must be installed by June 30, 2022*

1. Expected end date of project dissemination (de-installation, end of operation)

*Must be at least three months after the start date of the broadcast.*

1. Total project cost

*Must match the amount indicated in the "Budget" tab of the Budget and Appendices\_Creative Projects form*

1. Amount of grant requested from the Chamber of Commerce of Metropolitan Montreal (through MEI)

*Must match the amount indicated in the "Budget" tab of the Budget and Appendices\_Creative Projects form*

**Presentation of the applicant**

In the case of a consortium, only the details of the company responsible for the project must be indicated. In the case of a collective, only the contact details of the representative must be indicated.

1. Legal form of the company
   * A non-profit organization
   * Joint stock company
   * General partnership
   * Limited Partnership
   * Sole proprietorship or selfemployed
   * Group of people (collective)
2. Name of company
3. Quebec Enterprise Register (NEQ) number
4. Company address

*Number, street name, city and postal code*

1. Telephone No.

*Format xxx xxx-xxxx*

1. Company website
2. Name of official representative

*Person authorized to sign the financial assistance agreement*

1. Title of official representative
2. Telephone number of the official representative

*Format xxx xxx-xxxx*

1. Email from the official representative
2. Profile of the project's representative company: history, management and main achievements

**Identification of the project manager**

Person authorized to file the application and who will be the contact person (to be completed if different from the official representative)

1. Name of the person in charge of the project
2. Title of the person in charge of the project
3. Telephone number to reach the person in charge of the project

*Format xxx xxx-xxxx*

1. Email address of the person in charge of the project

**Description of the project**

1. Present your project

*Your description should include the nature of the creative intervention, the technical and technological aspects, the coherence with the identified location, the narrative if applicable, etc. Maximum 500 words*

1. Demonstrate the potential impact of your project on enhancing the attractiveness of downtown as a place to work: its ability to attract and retain workers, as well as its metropolitan scope.

*Maximum 300 words*

1. Demonstrate the potential impact of your project in terms of tangible spin-offs: collaborations, partnerships, linkages, synergies, transfer of expertise, pooling, job creation, etc.

*Maximum 300 words*

1. If applicable, demonstrate the potential impact of your project in terms of sustainability. For example, could your project be extended? Could your project be disseminated in another space or exported? Could your project find a private or self-generated source of funding?

*Maximum 300 words*

1. Why is the chosen space strategic to meeting the initiative's objectives? Describe the traffic of the site (public, number of passages, use of the space, etc.).

*Maximum 300 words*

1. Demonstrate how your project is original, distinctive and innovative.

*Maximum 300 words*

**Project implementation plan and budget**

1. Describe your project delivery plan, mechanisms for smooth deployment, and operations and maintenance requirements.

*Maximum 300 words*

1. If health measures change during the course of the project and become more or less restrictive, how could activities be adapted?

*Maximum 200 words*

1. Summarize the actions planned to document your project from conception to completion of dissemination.

*Maximum 200 words*

1. How do you integrate the principles of sustainable development into your project?

*Maximum 200 words*

1. Have you completed the "Budget" and "Implementation Plan" tabs of the Budget and CreativeProjects\_Appendices file?
   * Yes
   * No

**Team and collaborators**

1. Describe your recent experience in managing a major project as a filer of record. Why are you qualified to lead a major project?

*Maximum 300 words*

1. If you are an artist collective or consortium, specify the role and involvement of your collaborators, as well as their impact on the project in terms of quality, budget and timeline.

*Maximum 200 words*

1. Demonstrate the structuring character of your project, both for your organization and for your partners, if applicable. (e.g.: new promising collaborations, adoption of new practices, etc.)

*Maximum 300 words*

1. Have you completed the "Team and Collaborators" tabs in the Budget and Appendices\_Creative Projects file?
   * Yes
   * No

**Supporting equipment**

Due to the large size of the applications, we accept to receive the application by [WeTransfer](http://www.wetransfer.com/). Please use the following link: https://chambre.wetransfer.com/

The Chamber confirms that the personal information thus collected will be accessible only to persons authorized to receive it within its organization.

We accept a maximum of 10 digital images and/or a maximum of 5 video or audio clips totaling no more than 10 minutes.

Recommendation

Make sure your files are readable in the Windows environment. For Mac OS users, don't forget to activate the function allowing to automatically write, at the end of the document name, the Windows extension.

1. Have you completed the "Supporting Materials" tabs in the Call for Creative Projects file?
   * ☐ Yes ☐ No

**Checklist**

Check all the documents that will be sent to us by [WeTransfer](mailto:wetransfer) at the following link: https://chambre.wetransfer.com/

* The "Budget and Appendices" file - Required
* Letter of intent from the owner(s) or manager(s) of the building - Required
* Presentation of the applicant (portfolio or CV of key team members) - Required
* Models or representation of the project (if available) - Required
* If applicable, the resolution of the organization or company mandating the signatory of the application for financial assistance to this initiative
* Letter of support from the project collaborator(s) (applicable to consortia and artist collectives)
* If applicable, any copies of financial partnership confirmations
* Any supporting material (photos, audio or video)

**Declaration and signature**

I declare that the information provided in this application is true. I agree to provide all the information necessary for the analysis of the project. I confirm that no expenditures will be made prior to the official announcement of the project selection.

I have read the commitments of the recipient of financial assistance in the Proponent's Guide and I undertake to respect them. If my application for financial assistance is accepted, I agree to complete the result sheets required for the analysis of the initiative's impact and all documents intended to evaluate the initiative.

I understand that this application for financial assistance does not necessarily mean that I will be accepted.

Check if you agree to the terms stated above: ☐

Date:

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