

## Eligibility criteria and application procedure

Under an agreement with the ministère de la Culture et des Communications (MCC), the Conseil du patrimoine religieux du Québec (CPRQ) manages a financial assistance program for the restoration of religious heritage buildings (*Volet 1*) and the objects, artworks and pipe organs (*Volet 2*) they contain.

### **Eligible beneficiaries**

Parish councils, dioceses, consistories, religious communities and the equivalent bodies in other religious traditions that own organs of heritage value in Québec are eligible for *Volet 2*.

### **Eligible organs**

Financial assistance is available for the restoration of pipe organs of major heritage value.

- **The assessment of the heritage value of a pipe organ will take into account:**
  - its artistic and historic interest;
  - its association with an organbuilder, and its place in the organbuilder's overall *oeuvre*;
  - the representative nature of the organ in the technological evolution of organbuilding in Québec;
  - the integrity and state of conservation of the organ;
  - the organ's importance for the local population and its significance for its owner.

### **Eligible work**

All work considered essential to maintaining the organ's integrity will be considered; however, work that is deemed to be regular maintenance is not eligible.

- **The eligible costs are those relating to the actual restoration work, which can be of two types:**
  - **Stabilization**: i.e., work to slow or stop the organ's deterioration.
  - **Restoration**: i.e., all actions respecting the integrity of the instrument, taking into account its evolution over time and that, as a result, helps restore (or preserve) its original nature.
- **The following types of refurbishment work, however, will not be accepted:**
  - adding new stops;
  - changes that fail to respect the integrity of the organ;
  - any revoicing not considered essential.

### **Application procedure**

Property owners wishing to apply for *Volet 2* must submit the following documents, preferably in electronic format:

- an application form, duly completed and signed;
- photographs showing the current state of the organ (general view showing the location of the organ in the building; close-up view showing the organ as a whole; detailed views of the case and console; examples of damage to the organ);
- a copy of the original contract, including the specifications, between the owner and the original organbuilder (if available);
- a resolution stating that the property owner is in agreement with the decision to submit a restoration project application to the CPRQ Organ Committee, and appointing a project manager.

**Note:** In the case of multiple applications, a separate form must be completed for each organ and submitted with all the required elements.

### **Selection procedure**

Applications for financial assistance must be submitted using the form available from the CPRQ administrative offices and website. The applications will be examined by the Organ Committee, composed of organ experts appointed by the CPRQ. The selection procedure has four stages.

#### **1) Pre-selection**

- The application must be submitted with all required supporting documents, preferably in electronic format.
- At this stage, the Committee will evaluate the organ's potential heritage value.
- If the Committee recognizes that the organ has sufficient heritage value to justify the investment of public funds, a preliminary notice of restoration project eligibility will be issued, and the Committee will appoint an expert to conduct a full analysis of the organ. This pre-selection stage ensures that the owner need not incur any professional fees before receiving confirmation that the project is eligible.

**Note:** Acceptance of a project at the pre-selection stage does not guarantee that it will be part of the final selection stage, when additional criteria will apply.

#### **2) Expert's report**

- If the project is pre-selected, a consultant appointed by the Committee will contact the applicant to make an appointment to evaluate the organ's current state of conservation.
- A report will be prepared by the consultant and submitted to the Committee for approval. This document will also outline the consultant's recommendations on what restoration work should be carried out.
- The approved version of the report will be sent to the applicant, who must then obtain quotes; the quotes must be for the work recommended in the approved report. The call for tenders should also fit requirements established in the Annexe G from the ministère de la Culture et des Communications.

### 3) Final selection

- After the quotes have been received from recognized organbuilders, the final selection process will consider:
  - the urgency of the work required;
  - the cost of the work;
  - the qualifications of the organbuilders;
  - the detailed restoration proposal, which must be consistent with the recommendations in the approved consultant report;
  - the availability of funding at the CPRQ.
- At this stage, the Committee will recommend which organbuilder should be retained for the work. This decision will be based on the following criteria:
  - the compliance of the quote with the recommendations made by the Committee;
  - the quote with the lowest bid.
- At this stage, the applicant's ability to pay for its part of the restoration costs and to see the project through to completion will also be assessed.

### 4) Restoration work

- The financial contribution will be paid on receipt of a duly paid invoice, with a photocopy of the cheque used to pay for the work.
- At the end of the work, a statement of work completion must be sent to the CPRQ, with supporting photographs. This document will be drafted by the consultant appointed by the CPRQ. Please note that the last instalment of the grant cannot be paid until the consultant has submitted the statement of work completion.

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