Conseil des arts et des lettres du Québec

**Grant application form
Details of the project**

Circulation of Works Within Québec

Circulation of Works Outside Québec

Apply anytime

An application must be filed at least four weeks before the project is to commence for it to be deemed admissible

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MON DOSSIER
CALQ

Register for Mon Dossier CALQ and complete your grant application online.

Name of applicant

Form of address	☐ Mr.	☐ Ms.	☐ None (Non-binary or other)

Last name   First name

Year artistic practice started _____

Requested section (Indicate the type of aid you are seeking).

☐ Circulation of Works Within Québec   ☐ Circulation of Works Outside Québec

Artistic discipline (Indicate the appropriate discipline and the specialty, field or literary genre)

☐ Architectural research	☐ Dance	☐ French-language songwriting	☐ Storytelling
☐ Arts and crafts	☐ Digital arts	☐ Landscape architecture	☐ Theatre
☐ Circus arts	☐ Environmental design	☐ Literature	☐ Urban planning
☐ Classical music	☐ Film - video (Fiction)	☐ Multidisciplinary arts	☐ Video installation
☐ Contemporary music	☐ Film - video (Documentary)	☐ Non-classical music	☐ Visual arts
	☐ Film - video (Expérimental)	☐ Songwriting other than French- Language	

Specialty, field or literary genre _____

Examples :   ☒ Visual arts: specialty or field: <u>painting</u>   ☒ Literature: literary genre: <u>poetry, spoken word</u>

Is the field indicated the one in which you are pursuing your career?   ☐ Yes   ☐ No

Amount requested (the maximum amount of aid may not exceed 75% of the total cost of the project).

Total amount requested	$ _____	**Total cost**	$ _____

Nature and description of the project

Project title: _____

Duration of project: _____ Starting date (year/month/day) _____ Completion date (year/month/day) _____

Total number of participant artists and collaborators _____

Does the project require the use of digital technologies
(excluding office automation tools such as word processing) ? ☐ Yes ☐ No

If the project is carried out outside Québec, indicate the place: _____

Is this project intended for a youth audience? ☐ Yes ☐ No

    If yes, is the intended age group 4-11 years old? ☐ Yes ☐ No
    Other targeted age group(s):

Summary (maximum 250 characters)

Instructions for completing the form

Required documents to attach to the duly completed and signed application form

Unsolicited documents will not be submitted to the evaluation committee. The project, budget and the schedule must be presented on the form. The application form and supporting documents must be printed on one side of the page only.

☐ Form containing personal information, completed and signed.

☐ Form containing the description of the project.

☐ Applicant's Curriculum vitæ (maximum of 3 pages)

☐ List of participant artists and collaborators

☐ Curriculum vitae of participant artists and principal collaborators (maximum of 3 pages per person)

☐ Contract or letter of commitment (confirmation of at least one venue recognized for presenting works)

☐ Estimate for shipping works or equipment, if applicable (instruments, set, materials, etc.)

☐ Technical description of works and shipping method, if applicable (in digital arts, visual arts, film and video art, arts and crafts, and architectural research)

☐ Press file (maximum of 5 pages)

☐ Information on the structure of the host organization

Instructions to send files

Until further notice, the Conseil will receive the application file via **WeTransfer, at the following email address:** formulairesdacar@calq.gouv.qc.ca**.**

However, to ensure your personal information is protected, it is your responsibility to password protect the files you send.

1. Sign the completed form.

2. Place all files (the form and other required documents) to transfer via WeTransfer in a compressed file, **in password-protected 7-Zip format**. If you do not know how to do so, here are a few helpful references: : downloading 7-ZIP; for Mac users downloading Keka; protecting a file or ZIP file.

3. Send the file via WeTransfer to formulairesdacar@calq.gouv.qc.ca.

4. Send the recipient the password to open the file through a separate communication.

The attachments must not exceed a combined total of 25 MB.

☐   I understand that the use of email offers no guarantee of confidentiality, and I accept the risks associated with communicating personal information via email.

The CALQ confirms that personal information gathered from this transfer is accessible only to those authorized to receive it within the organization.

Information request

Conseil des arts et des lettres du Québec

1435, De Bleury Street, Suite 300

Montréal (Québec) H3A 2H7

formulairesdacar@calq.gouv.qc.ca

Last name, first name	

Description

Describe your project (maximum 10,500 characters).

Describe the anticipated benefits from realization of the project for the evolution of your work or career (maximum 3,500 characters).

Explain how you established your compensation and that of other artists involved in the project (maximum 1,500 characters).

Describe the contribution of the host or partner organizations to your project (maximum 1,500 characters).

Indicate how you intend to promote the dissemination, accessibility and discoverability of your project (maximum 1,500 characters).

Last name, first name	

Schedule

Calendar of eligible activities: Air travel, ground travel, presenting and disseminating the work, participating in markets, trade shows or fairs; public readings; showcases, etc.

Dates for the activity		City - Country	Activities (Description)	Name of the host organization	Number of performances (if applicable)	Room capacity (if applicable)
From Yyyy-mm-dd	To Yyyy-mm-dd					

Add lines as needed

Information on the host organization

Name	Website

Add lines as needed.

Last name, first name	

Budget

Revenues (the amount requested may not exceed 75% of total expenses)

Conseil des arts et des lettres (Conseil)	$	
Canada Council for the Arts	$	
Host organization	$	
Fees / honoraria	$	
Meals / lodging	$	
Partner	$	Partner's name
Other (specify)		
	$	
	$	
Total ;	**$**	

Add lines as needed.

Expenses

Candidate's remuneration

		Detail
$ * No. Weeks	$	
Sous-total	**$**	

Realization expenses

		Detail
Compensation for participating artists	$	
Compensation for collaborators	$	
Equipment rental	$	
Installation expenses	$	
Insurance	$	
Transportation of works or materials	$	
Royalties	$	
Other realization expenses (specify)		
	$	
	$	
Sub-total :	**$**	

Travel expenses

		Detail
Air travel		
Ground transportation		
Meal/lodging		
Travel-related expenses	$	Expenses for vaccinations, visa, insurance, etc.
Other (specify)		
	$	
Sub-total :	**$**	

Administration and promotion expenses

		Detail
Administrative expenses	$	
Promotion expenses	$	
Permits, licences, taxes	$	
Other (specify)	$	
	$	
Total :	**$**	

Add lines as needed.

Last name, first name	

Supporting materials

Enclose the required supporting materials identified with the applicant's name.

- Audio and video documents must be presented as weblinks inserted in a PDF file, or sent in Mp3, M4a, MPEG or AVI format.
- Images in JPEG format, file size 1 MB or less.
- The attachments must not exceed a combined total of 25 MB.

☐ **For the circus arts, multidisciplinary arts, dance and theatre:** a maximum of three excerpts totaling no more than 15 minutes in duration and/or 15 digital images. In the case of a manuscript, an excerpt of no more than 25 pages.

☐ **For the digital arts, visual arts, arts and crafts and architectural research:** 15 digital images and/or a maximum of three excerpts totaling no more than 15 minutes in duration.

☐ **For comic strip art:** a maximum of 15 pages of excerpts from albums.

☐ **For popular song and music:** a maximum of three excerpts of works related to the project, totaling no more than 15 minutes in duration and/or a maximum of three previously produced works. Song lyrics, scores or synopses of musical theatre works, if applicable.

☐ **For film and video:** a maximum of three excerpts of works totaling no more than 15 minutes in duration (including titles and credits). In the case of a screenplay, provide an excerpt of no more than 25 pages.

☐ **For storytelling and spoken word creation:** a collection of chosen texts, of a maximum length of 25 pages or a maximum of three excerpts of works totaling no more than 15 minutes.

☐ **For literature:** an excerpt of a book, manuscript or a collection of chosen texts, of a maximum length of 25 pages.

Description list of the audio and video material

Attach an addition sheet, if necessary.

Important :	Make sure that your computer media are readable in the Windows environment.				
	In the case of video, MPEG (also called MPG) and AVI are the recommended formats. MP3 and M4A are the recommended audio formats.				
No.	Date created	Author, title of the work and a brief description of the document, if need be. Special instructions, notes or warnings.	Duration	Format	Additional information (applicant's role, etc.)
1					
2					
3					

Your files must be readable on Windows platform and by using one of the following software:

- Recent versions of the following browsers: Edge, Google Chrome, Mozilla Firefox and Safari
- VLC Player and Media Player
- Acrobat Reader DC

Recommandations :

- Users of the Mac OS must activate the function that allows them to automatically record the Windows extension at the end of the document name.

Last name, first name	

Description list of handwritten or printed documents (in PDF format)

Attach an addition sheet, if necessary.

No.	Date crated	Author, title and description of the work	Additionnal information (applicant's role, etc.)
1			
2			
3			
4			

Description of the visual material (Digital images: maximum 15)

Important :	Submit the PC-compatible files in JPEG format only. Submit images at a resolution of 72 PPI that do not exceed 1 MB.			
No.	Date created	Title of the work and place of exhibition or public area where it was photographed, as the case may be.	Material	Size (centimetres)
1				
2				
3				
4				
5				
6				
7				
8				
8				
10				
11				
12				
13				
14				
15				