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| **Conseil des arts et des lettres du Québec** | Grant application form **Details of the projet** |

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| **Travel** | **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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|  | **Register for** [**Mon Dossier CALQ**](https://www.pes.calq.gouv.qc.ca/PES) **and complete your grant application online.** |

**Name of applicant**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Form of address | | |  |  | Mr. |  |  |  | Ms. | | |  | None (Non-binary or other) |
|  | | | | | | | | | | | | | |
| Last name |  |  | | | | | | | First name |  |  | | |

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| **Year artistic practice started** |

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

|  |  |  |
| --- | --- | --- |
| Architectural research  Dance  Landscape architecture  Storytelling  Arts and crafts  Digital arts  Literature  Theatre  Circus arts  Environmental design  Multidisciplinary arts  Urban planning  Classical music  Film – video  Non-classical music  Video installation  Contemporary music  French-language songwriting  Songwriting other than French- Language  Visual arts | | |
| Specialty, field or literary genre |  |  |
| Examples :  Visual arts: specialty or field: painting  Literature: literary genre: poetry, spoken word | | |
| Is the field indicated the one in which you are pursuing your career?  Yes  No | | |

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| **Amount requested** | $ | **Total travel cost** | $ |  |
|  | | | | |

**Nature and description of the project**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Project title: |  | | | | | | | |  |
| Duration of project: |  | Date of travel : Starting (year/month/day) | |  | | Ending (year/month/day) | |  |  |
| Total number of participant artists and collaborators | | |  | |  | |  | |  |
| Does the project covered by this travel grant require the use of digital technologies  Yes  No  (excluding office automation tools such as word processing)? | | | | | | | | | |
| Place of residency (country) | |  | | | | | | |  |
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**Summary** (maximum 250 characters)

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Required documents

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| 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)  Proof of invitation or registration (Dissemination or distribution contract or a letter specifying the terms and conditions for the artist's or writer's engagement)  Information on the structure of the host organization  Press file (maximum of 5 pages) |

Unrequested appendices or documents submitted after the initial application will not be accepted for evaluation purposes. The project, budget and sojourn plan must be presented on the form.

**Instructions to send files**

Until further notice, the Conseil will receive the application file via [**WeTransfer**](https://wetransfer.com/)**, at the following email address:** [formulairesdacar@calq.gouv.qc.ca](mailto: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](https://www.7-zip.org/); for Mac users [downloading Keka](https://www.keka.io/en/); [protecting a file or ZIP file](https://7zip.fr/7zip-compresser-avec-mot-de-passe/).
3. Send the file via [WeTransfer](https://wetransfer.com/) to [formulairesdacar@calq.gouv.qc.ca](mailto:formulairesdacar@calq.gouv.qc.ca).
4. Send the recipient the password to open the file through a separate communication.

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|  | 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.

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

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| **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](mailto:formulairesdacar@calq.gouv.qc.ca) |

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| --- | --- |
| Last name, first name |  |

Description

Describe your project (maximum 3 500 characters)

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

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| --- | --- |
| Last name, first name |  |

Budget

**Revenues**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  |  | **Detail** |
| Conseil des arts et des lettres du Québec (Conseil) |  | $ |  |  |
| Office jeunesse internationaux (LOIJQ) |  |  |  |  |
| Host organization |  | $ |  |  |
| Other (specify) |  |  |  |  |
|  |  | $ |  |  |
|  |  | $ |  |  |
|  |  | $ |  |  |
|  |  | $ |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Total :** |  | $ |  |  |

Add lines as needed.

**Expenses**

**Travel expenses**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  |  | **Detail** |
| Air travel |  | $ |  |  |
| Ground transportation |  | $ |  |  |
| Other (specify) |  |  |  |  |
|  |  | $ |  |  |
|  |  | $ |  |  |
|  |  | $ |  |  |
|  |  | $ |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sub-total :** |  | $ |  |  |

**Sojourn costs**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  |  | **Detail** |
| Meals / lodging |  | $ |  |  |
|  |  | $ |  |  |
| Other (specify) |  |  |  |  |
|  |  | $ |  |  |
|  |  | $ |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sub-total :** |  | $ |  |  |

**Other expenses**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  |  | **Detail** |
| Travel-related expenses |  | $ |  | Vaccinations, visa, insurance |
| Translation cost |  | $ |  |  |
| Other (specify) |  |  |  |  |
|  |  | $ |  |  |
|  |  | $ |  |  |
|  |  | $ |  |  |
|  |  | $ |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sub-total:** |  | $ |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Total:** |  | $ |  |  |

Add lines as needed

|  |  |
| --- | --- |
| Last name, first name |  |

Plan for the sojourn and travel schedule

**To be eligible, the project must involve at least one night’s stay away from the artist’s residence.**

|  |  |  |
| --- | --- | --- |
| **Day / Month / Year** | **City - Country** | **Activities\* (Description and name of the host organization)** |
|  | example |  |
|  | Montréal -Canada | Air travel from Montréal-Rome, Rome - Italy |
|  | Rome - Italie | Participate in an audition for the *Sacred Music International Competition 2014* at the Accademia Musicale Europea |
|  |  |  |
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Add lines as needed.

\* Types of activity: Air travel, ground travel, participate as a resource person, take part in an audition or a competition, attendance for the public presentation of your work, prospecting activities, other projects.

**Information on the host organization**

|  |  |
| --- | --- |
| **Name** | **Website** |
|  |  |

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.

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| **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.

**Description list of handwritten or printed documents**

Attach an addition sheet, if necessary.

|  |  |  |  |
| --- | --- | --- | --- |
| No. | Date created | Author, title and description of the work | Additional 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** |  |  |  |  |
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| **15** |  |  |  |  |