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| **Conseil des arts et des lettres du Québec** | **Application form – PART 1Details of the project** |
| **Presentation of works in public spaces Or Atypical venues** | **Application deadline November 28, 2024 at 11 :59 PM** |
| **The CALQ will receive the application file by WeTransfer. See the instructions on page 6.** |
|  | **Register for** [***Mon dossier CALQ***](https://www.pes.calq.gouv.qc.ca/PES/pages/public/portailClient.xhtml)**to track the processing of your application through your online file.** |

1. **Identification of the applicant**

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| Form of address |  | **[ ]**  | Mr. |  | **[ ]**  |  | Ms. | **[ ]**  | None (Non-binary or other) |
|  |
| Last name |  |       | First name |  |       |
|  |  |  |  |  |  |  |
| Year artistic practice started |  |       |

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

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| **[ ]**  | Architectural research | **[ ]**  | Dance | **[ ]**  | Literature | **[ ]**  | Songwriting |
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| **[ ]**  | Arts and crafts | **[ ]**  | Digital Arts | **[ ]**  | Multidisciplinary Arts | **[ ]**  | Theater |
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| **[ ]**  | Circus arts | **[ ]**  | Film - video | **[ ]**  | Music | **[ ]**  | Visual Arts |
|  |  |  |  |  |  |  |  |
| Specialty, field or literary genre: |       |
|  |  |  |  |  |  |
| *Exemples :* | ***[x]***  | *Visual arts: specialty or field:* | *Painting* |
|  | ***[x]***  | *Literature: literary genre:* | *poetry, spoken word* |
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| Is the field indicated the one in which you are pursuing your career? | **[ ]**  | Yes | **[ ]**  | No |

1. **Amount**

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| --- | --- | --- | --- | --- |
| **Amount requested** |  |  | **Total project cost** |  |
|       | $ |  |       | $ |
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1. **Project description**

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| Project title |       |
|  |
| Timetable from : |       |  | To : |       |  |
| (year/month/day) |  | (year/month/day) |  |  |
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1. **Summary of the project** (Maximum 300 caracters, spaces included)

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1. **Additional information on the project, for statistic purposes**

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| Does your project require the use of digital technologies (excluding office automation tools, such as word processing)? | **[ ]**  | Yes | **[ ]**  | No |
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|  this project aimed at young audiences? | **[ ]**  | Yes | **[ ]**  | No |
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| If so, is it aimed at children aged 4 to 11? | **[ ]**  | Yes | **[ ]**  | No |
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| Other targeted age groups: |       |

1. **Instructions for completing the form**

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| The grant application file is made up of three parts to complete: |
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|  | [ ]  | **PART 1** | a **word** file, presenting the **details of the project** |
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|  | [ ]  | **PART 2** | a **word** file, containing your **personal information**Important : This part of the form must be signed. |
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|  | [ ]  | **PART 3** | an **EXCEL** file, detailing the **budget and presentation plan**It contains several spreadsheets (tabs visible at the bottom of the screen). Each of these sheets is a section relevant to a discipline. Complete the appropriate section based on the artistic discipline of the project. (see tab: **Identification and instructions**). |
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|  |  |  | The budget and presentation plan form was developed for Excel, versions 2010 or later. If you do not have one of these versions, please use [Microsoft 365 free productivity apps and tools](https://www.microsoft.com/en-ca/microsoft-365/free-productivity-apps). These are free web versions of applications such as Word, PowerPoint, Excel, Outlook and OneDrive. Any other spreadsheet software, such as Google Sheets, Numbers, Calc, OpenCalc, should not be used. These programs do not have the necessary functionality. Their use could compromise data. |

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| **It is important to review the entire form before starting to fill it out.** |
|  | * Complete double-spaced, using a minimum character size of 11 points.
 |
|  | * Refer to the CALQ [*Glossary*](https://www.calq.gouv.qc.ca/en/aide-financiere/glossary) for definitions of terms used in all of its programs.
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|  | * Unsolicited documents will not be retained for evaluation purposes.
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1. **Description**

**Answer the questions by referring to the program evaluation criteria.**

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| Project title |       |

**8.1 Describe the project, emphasizing the artistic concept, the choice of artists and partners, and the approach chosen to make the work accessible to the public** (maximum 10,000 characters, including spaces)

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**8.2 Demonstrate the atypical nature or relevance of the venue to the artistic proposal.**(2,500 characters including spaces)

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**8.3 Present what distinguishes your artistic proposal from existing activities or models and allows for a renewed citizen experience.** (2,500 characters including spaces)

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**8.4 Highlight how the project complements the existing offer in the planned territory.**(2,500 characters including spaces)

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**8.5 Describe the target clientele and the assistance expected according to the nature of the project or niche and explain how the proposal can reach new audiences**. (2,500 characters including spaces)

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**8.6 Describe the anticipated benefits from the realization of the project for you and your partners as well as for the promotion of the discipline.** (1,500 characters including spaces)

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**8.7 If applicable, introduce your collaborators and identify their role in the realization of the project.**(2,500 characters including spaces)

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**8.8 Describe your promotional strategy or how you plan to make your project known to the public.**(2,500 characters including spaces)

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**8.9 Explain how you established your remuneration and that of the artists and technicians involved in your project.**(1,500 characters including spaces)

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**8.10 Does your project require access authorizations or municipal permits? If so, specify which ones and the progress of the procedures to obtain them.** (1,500 characters including spaces)

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**8.11 If your project takes place in a natural environment\*, describe the measures taken to ensure its protection.** (1,500 characters including spaces) (\*parks, gardens, banks, woodlands, walking trails, etc.)

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1. **Supporting materials**
	1. **Enclose the required supporting materials identified with the applicant’s name.**

**9.2 Format of supporting materials**

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| **Audio** and **video** documents | Must be presented as weblinks inserted in a PDF file, or sent in Mp3, M4a, MPEG or AVI format. |
| **Handwritten** or **printed** documents | In PFD format. |
| **Images** | In JPEG format, file size 1 MB or less. |
| \*\*Materials accessible through platforms requiring to login (such as Google Drive, LinkedIn, Spotify, Instagram, etc.) **won’t be considered** in the evaluation of applications. |

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| **9.3 Documentation** |  |
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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. |
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| [ ]  | For the digital arts, visual arts, film and video, arts and crafts and architectural research: | 15 digital images and/or a maximum of three excerpts totaling no more than 15 minutes in duration. |
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| [ ]  | For comic strip art: | A maximum of 15 pages of excerpts from albums published by a publisher recognized by his peers or disseminated in one or more cultural periodicals. Self-published works are not recognized. |
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| [ ]  | For popular song and music: | A maximum of three excerpts totaling no more than 15 minutes in duration. |
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| [ ]  | 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. |
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| [ ]  | For literature: | An excerpt of a book and/or a manuscript or a collection of chosen texts, of a maximum length of 25 pages. |
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**9.4 Recommandations**

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| **Your files must be readable through Windows and using one of the following software packages:** |
|  | Recent versions of the following browsers: Edge, Google Chrome, Mozilla Firefox or Safari |
|  | VLC reader and Media Player |
|  | Acrobat Reader DC |
| **For Mac OS users:** |
|  | Activate the function that allows them to automatically record the Windows extension at the end of the document name. |

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| **The maximum file size for all attached documents must not exceed 25 MB.** |

1. **Required documents to attach to the three parts of the application form**

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| [ ]  | Applicant’s Curriculum vitæ (maximum of 3 pages). |
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| [ ]  | List of participant artists and collaborators, if applicable. |
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| [ ]  | Curriculum vitae of participant artists and principal collaborators, , if applicable (maximum of 3 pages per person). |
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| [ ]  | Timetable for project realization |
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| [ ]  | Written confirmation from the partner, if applicable. |
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| [ ]  | Supporting materials (fill the Supporting Materials section of the Excel file) |

**All documents must be saved in PDF format.**Unsolicited documents will not be submitted to the evaluation committee.

1. **Instructions to send files**

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| **The Conseil will receive the application file by** [**WeTransfer**](https://wetransfer.com/)**. The applicant must send the application file by following the instructions and use the email address required.** |

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| **Instructions** |

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| **1.** | Complete and sign the forms |
| **2.** | Place all files (the form and other required documents) to transfer via [**WeTransfer**](https://wetransfer.com/) in a **compressed file\***, in **password proctected Zip format\*\*** |
| **3.** | Send the file via [**WeTransfer**](https://wetransfer.com/) to the sending address required |
| **4.** | Send the recipient the password to open the file through a separate communication |

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| **Sending address** |

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| **formulairesdacar@calq.gouv.qc.ca** |
| **\*** If you do not know how to do so, here are a few helpful references: |

* [**Download 7-Zip**](https://www.7-zip.org/)**;**
* For Mac users,[**download KeKa**](https://www.keka.io/en/)**;**
* [**Protecting a file or ZIP file**](https://7zip.fr/7zip-compresser-avec-mot-de-passe/)**.**

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| **\*\*** However, to ensure your personal information is protected, it is your responsibility to password protect the files you send.  |
| **[ ]**  |  | 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**

1. **Information requests**

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| --- | --- | --- | --- | --- |
| **Sara Thibault**Program OfficerDirection du soutien aux artistes, aux communautés et à l’action régionaleConseil des arts et des lettres du Québec

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| --- | --- |
|  | **514****845-9024 ou****1 800 608-3350** |
|  | sara.thibault@calq.gouv.qc.ca |

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