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| **CALQ logo Qc-drapeau (nb) A+** | | **Application form Details of the project** | |
| **Exploration and digital deployment** | | | **Application deadline : October 17, 2024** |
|  | **Register for** [**Mon dossier CALQ**](https://www.pes.calq.gouv.qc.ca/PES/pages/public/portailClient.xhtml) **and complete your grant application online.** | | |

1. **Identification of the applicant**

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| Form of address | | |  |  | Mr. | | |  | |  | | |  | Ms. | | | | |  | None (Non-binary or other) | | |
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| Last name |  |  | | | | | | | | | | | | First name | |  |  | | | | | | |
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| 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 | | |
|  | | | | | | | | | | | | | | | | | | | |
|  | Arts and crafts | | | | |  | Digital Arts | | |  | | | Multidisciplinary Arts | |  | | Theater | | |
|  | | | | | | | | | | | | | | | | | | | |
|  | Circus arts | | | | |  | Film - video | | |  | | | Music | |  | | Visual Arts | | |
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| Specialty, field or literary genre: | | | | | | | | |  | | | | | | | | | | | | |
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| *Exemples :* | |  | *Visual arts: specialty or field:* | | | | | | *Painting* | | | | | | | | | |
|  | |  | *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 (maximum $100,000)**

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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. **Required documents to attach to the application form**

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|  | Form containing personal information, completed and signed. |
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|  | Applicant’s Curriculum vitæ (maximum of 3 pages). |
|  |  |
|  | List of participant artists and collaborators, if applicable. |
|  |  |
|  | 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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|  | Detailed budget |
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|  | List of equipment and software to be purchased, accompanied with justifications as to the relevance and intended use for each component. |
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|  | Quote for any professional services required (description of services offered, timeline for realization and cost estimates, including the hourly rate to complete each step of the mandate). |
|  |  |
|  | Written confirmation from the partner, if applicable. |
|  |  |
|  | Press file (maximum of 5 pages) |

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

1. **Instuctions 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** |

|  |  |
| --- | --- |
| [**numerique@calq.gouv.qc.ca**](mailto:numerique@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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| --- | --- | --- | --- | --- | --- | --- |
| **Dominique Bilodeau**  Program Officer  Conseil des arts et des lettres du Québec   |  |  |  | | --- | --- | --- | |  | | [**514**](tel:4185282669)**528-2669 ou**[**1 800 608-3350**](tel:18006083350) | |  | [dominique.bilodeau@calq.gouv.qc.ca](mailto:dominique.bilodeau@calq.gouv.qc.ca) | | |

1. **Description**

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

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Project title | | |  | | | | | | |
| Is this project aimed at young audiences? | | | |  | Yes |  | No | |
|  |  | | | | | | |
|  | | If so, is it aimed at children aged 4 to 11? | |  | Yes |  | No | | |
|  |  | | | | | | |
|  | | Other targeted age groups: | |  | | | | | |

**9.1 Describe your project** (maximum 10,500 characters, including spaces)

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**9.2 Describe the anticipated benefits from the realization of the project on the evolution of your artistic practice and on the development of the general knowledge and expertise in the use of digital technologies.** (3 500 characters including spaces)

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**9.3 Specify how your experience, training or skills prepare you to carry out a project of this nature.** (3 500 characters including spaces)

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**9.4 If applicable, introduce your collaborators and identify their role in the realization of the project**. (3 500 characters including spaces)

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**9.5 Explain how you established your remuneration ant that of the artists involved in your project. Mention the issue of copyright and resale rights where applicable.** (1 500 characters including spaces)

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**9.6 Present and justify your technological choices.** (3 500 characters including spaces)

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**9.7 Indicate how you intend to promote the dissemination, accessibility and discoverability of your work. If applicable, describe the Web accessibility measures incorporated into your project to promote access by persons with disabilities (e.g. text-to-speech, captioning).** (3 500 characters including spaces)

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| Last name, first name |  |

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

**10.2 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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| **10.3 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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**10.4 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. **Description of audio and video materials** (Attach another page if necessary)

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **No** | | **Year created** | |  | **Author, title and brief description of the document, if applicable. Special instructions, screening notes or warnings.** | | |  | **Length** |  | **Format** |  | **Other information** (applicant’s role, etc.) | |
| **1** | |  | | |  |  |  |  |  |  |  |  |
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| **2** | |  | | |  |  |  |  |  |  |  |  |
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1. **Description list of handwritten or printed documents** (Attach another page if necessary)

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| **No.** | **Year created** |  | **Author, title and description of the work** |  | **Additional information (appliant’s role, etc.)** |
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1. **Digital of the visual material** (Digital images: maximum 15)

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| **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.** | | **Year 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** | |  | |  | |  | |  | |  | |  | |  | | |
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| **15** | |  | |  | |  | |  | |  | |  | |  | | |