Conseil des arts et des lettres
Québec ❖❖

Vivacité

MON DOSSIER
CALQ

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

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

Name of applicant

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

Last name   First name

Year artistic practice started _____

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

☐ Architectural research	☐ Digital arts	☐ Music
☐ Arts and crafts	☐ Film and video art	☐ Popular song
☐ Circus arts	☐ Literature and storytelling	☐ Theatre
☐ Dance	☐ Multidisciplinary arts	☐ Visual arts

Specialty, field or literary genre

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

Amount requested (maximum $50 000)

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

Project

Project title: _____

Completion dates: Starting date   Completion date
                          (year/month/day) _____ (year/month/day) _____

Does the project require the use of digital technologies?   ☐ Yes   ☐ No

Completion location:

Summary (maximum 250 characters, including spaces)

Required documents

☐ Form containing personal information, completed and signed.

☐ Form containing the description of the project.

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

☐ List of participants (artists, collaborators, freelancers, technicians, etc.).

☐ Curriculum vitae of participants (maximum of 3 pages per person).

☐ Written confirmation of the participants' commitment, if applicable.

☐ Press file, if applicable (maximum of 5 pages).

☐ In the case of development and advanced training grants: the letter of acceptance from a professor or a master artist.

☐ In the case of travel grants: a proof of registration or an invitation in the case of a project that calls for participation in a workshop, conference, colloquium, biennial event, festival, symposium or any other event of this kind.

Unsolicited documents will not be submitted to the evaluation committee. 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**, **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.

☐   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.

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

Information on the host organization (if applicable)

Name	Website

Add lines as needed.

Description

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

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

Schedule

Describe the steps for realization of the project (maximum 3,500 characters, including spaces).

Budget

Provide a detailed, balanced budget detailing all expenses to be incurred and the project's financing sources.

Supporting materials

Attach the required supporting materials with the following specifications:

- **Audio/video files** (recommended formats: MP3, M4A, AVI, MPEG): **maximum of 3 excerpts from artistic works.**
    - presented in a list of weblinks in a PDF. Ensure that the weblinks are valid and accessible at least 4 months after the application is submitted.
- **Digital images** (JPEG, file size 1 MB or less): **maximum 15 images.**
- 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, 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.

☐ **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.

☐ **For popular song and music:** audio demo related to the project (max. 3 work excerpts or 15 minutes) and/or a maximum of 3 previously produced works. Song lyrics (maximum of five), synopses of musical theatre works, if applicable.

☐ **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 and/or a manuscript or a collection of chosen texts, of a maximum length of 25 pages.

☐ Description of the supporting materials and documents (title, medium, year, dimensions, duration, etc.).

Make sure that your computer media are readable in the Windows environment.

If the supporting items and documents cannot be presented in keeping with the above recommendations, please contact the program officer responsible at the Conseil.

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.