

Publication and Critical Documentation

Apply anytime

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

MON DOSSIER



Register for [Mon Dossier CALQ](#) and complete your grant application online.

Name of applicant

Form of address	<input type="checkbox"/>	Mr.	<input type="checkbox"/>	Ms.	<input type="checkbox"/>	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)

<input type="checkbox"/> Architectural research	<input type="checkbox"/> Dance	<input type="checkbox"/> French-language songwriting	<input type="checkbox"/> Storytelling
<input type="checkbox"/> Arts and crafts	<input type="checkbox"/> Digital arts	<input type="checkbox"/> Landscape architecture	<input type="checkbox"/> Theatre
<input type="checkbox"/> Circus arts	<input type="checkbox"/> Environmental design	<input type="checkbox"/> Literature	<input type="checkbox"/> Urban planning
<input type="checkbox"/> Classical music	<input type="checkbox"/> Film - video (Fiction)	<input type="checkbox"/> Multidisciplinary arts	<input type="checkbox"/> Video installation
<input type="checkbox"/> Contemporary music	<input type="checkbox"/> Film - video (Documentary)	<input type="checkbox"/> Non-classical music	<input type="checkbox"/> Visual arts
	<input type="checkbox"/> Film - video (Expérimental)	<input type="checkbox"/> Songwriting other than French- Language	
Specialty, field or literary genre _____			
Examples : <input checked="" type="checkbox"/> Visual arts: specialty or field: <u>painting</u> <input checked="" type="checkbox"/> Literature: literary genre: <u>poetry, spoken word</u>			
Is the field indicated the one in which you are pursuing your career? <input type="checkbox"/> Yes <input type="checkbox"/> No			

Amount requested (Maximum: \$20,000).

Total amount requested	_____ \$	Total cost	_____ \$
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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) ?					<input type="checkbox"/> Yes	<input type="checkbox"/> No
If the project is carried out outside Québec, indicate the place:	_____					
Is this project intended for a youth audience?					<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, is the intended age group 4-11 years old?					<input type="checkbox"/> Yes	<input type="checkbox"/> No
Other targeted age group(s):	_____					

Summary (maximum 250 characters)

Instructions for completing the form

Unsolicited documents will not be submitted to the evaluation committee. The project, budget and schedule must be presented on the form.

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

- Form containing personal information, completed and signed.
- Form containing the description of the project.
- Applicant's Curriculum vitae (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, confirmation or letter of intent (document provided by the specialist, independent curator or partner organization confirming their contribution to the project)
- Copy of bids (programmer, printer, graphic artist or translator)
- Two examples of the authors' texts (maximum of 4 pages per text)
- Press file (maximum of 5 pages)

Instructions to send files

Until further notice, the Conseil will receive the application file via [WeTransfer](#), at the following email address: formulairedacar@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 formulairedacar@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

formulairedacar@calq.gouv.qc.ca

Last name, first name	
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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).

Present the promotion and distribution plan for electronic and print versions of the publication (maximum 4,500 caractères).

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

Last name, first name	
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Schedule

Day / Month / Year	Activity *	Provide details

Add lines as needed.

Information on the host organization

Name	Website

Add lines as needed.

Last name, first name	
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Budget

Revenues

		Detail
Conseil des arts et des lettres (Conseil)	\$	
CAC	\$	
Partner	\$	
Other (specify)	\$	
_____	\$	
_____	\$	
_____	\$	
Total:	\$	

Add lines as needed.

Expenses

Candidate's remuneration

		Detail
\$ * No. Weeks	\$	
Sub-total:	\$	

Realization expenses

		Detail
	\$	
Compensation for participating artists	\$	
Compensation for collaborators	\$	
Computer programming	\$	
Distribution expenses	\$	
Editing and photography expenses	\$	
Equipment rental	\$	
Image and audiovisual content integration expenses	\$	
Printing expenses	\$	
Promotion expenses	\$	
Research expenses	\$	
Royalties	\$	
Other (specify)	\$	
_____	\$	
_____	\$	
_____	\$	
Sub-total:	\$	

Travel

		Detail
Air travel	\$	
Ground transportation	\$	
Meals / lodging	\$	
Travel-related expenses	\$	Vaccinations, visas, insurance, etc.
Other (specify)	\$	
_____	\$	
_____	\$	
_____	\$	
Sub-total:	\$	
Total:	\$	

Add lines as needed.

Last name, first name	
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Technical Production Description

General information

Title: _____

Total number of words: _____

Unit price: Electronic version \$ Print version \$

Information about the electronic version

Format (PDF, EPUB,...): _____

Distribution model: Web Tablet Physical medium (CD, DVD, USB key, etc.)

Number of illustrations: _____

Name of the programmer: _____

Name of the computer graphics designer: _____

Name of the translator: _____

Information about the print version

Format: _____

Total number of pages: _____

Number of illustrations: _____

Cover: Paperback Hard cover

Print run: _____ Copies

Name of printer: _____

Name of graphic designer: _____

Name of translator: _____

Last name, first name	
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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.

<input type="checkbox"/> 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.
<input type="checkbox"/> 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.
<input type="checkbox"/> For comic strip art: a maximum of 15 pages of excerpts.
<input type="checkbox"/> For film and video: a maximum of two excerpts of works and/or a demo of a work to be produced totaling no more than 15 minutes in duration (including titles and credits). For postproduction applications, present an assembly or pre-edit lasting no more than 10 minutes in duration and a 5-minute excerpt (including titles) of a previous work. In the case of a screenplay, provide an excerpt of no more than 25 pages.
<input type="checkbox"/> For music: audio demo related to the project (max. 3 work excerpts or 15 minutes) and/or a maximum of 3 previously produced works. For contemporary and classical music composers, scores of works presented in the demo.
<input type="checkbox"/> For popular song: 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.
<input type="checkbox"/> 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.
<input type="checkbox"/> 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 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	
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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. Save the images directly on a digital support without creating files (directories).				
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				