

## Acquisition and marketing

MON DOSSIER



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 \_\_\_\_\_

### Discipline (indicate the appropriate discipline and the specialty, field or literary genre)

Visual arts Specialty or field: \_\_\_\_\_ (Examples: painting)

Amount

Amount requested

Project cost

\$ \_\_\_\_\_ \$ \_\_\_\_\_

Purpose of the financial support:  The acquisition of tools and equipment for creation.  
 The acquisition and development of marketing tools.

### Description of the project

Project title: \_\_\_\_\_

Date Start: \_\_\_\_\_ End: \_\_\_\_\_

Give a summary of the project which is the object of the application (maximum 30 words).

## Documents to be submitted

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- Form containing personal information, completed and signed.
- Form containing the description of the project.
- Curriculum vitae of the applicant (maximum of 3 pages).
- Detailed project
- List of equipment and software to be purchased, accompanied with justifications as to the relevance and intended use for each component.
- Cost estimates from suppliers for each purchase or anticipated expense (note that a printed copy of an on-line catalogue listing the price of the item can be accepted as an estimate).
- 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).
- Supporting documents to the application: 15 digital images and/or a maximum of three excerpts totaling no more than 15 minutes in duration.
- Press file (maximum of 5 pages).

## Instructions to send files

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

**Description of the project**

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Project title

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Describe your project (maximum 10 500 characters).

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Explain the project's expected benefits (maximum 3 500 characters).

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