

TERRITORIAL PARTNERSHIP
CREATION, PRODUCTION AND DISSEMINATION

MON DOSSIER



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

1. Identification of the applicant

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

Last name First name

Year artistic practice started

2. Place of residence

- | | | | |
|--|--|---|--|
| <input type="checkbox"/> Abitibi-Témiscamingue | <input type="checkbox"/> Bas-Saint-Laurent | <input type="checkbox"/> Capitale-Nationale | <input type="checkbox"/> Centre-du-Québec |
| <input type="checkbox"/> Chaudière-Appalaches | <input type="checkbox"/> Côte-Nord | <input type="checkbox"/> Estrie | <input type="checkbox"/> Gaspésie-Îles-de-la-Madeleine |
| <input type="checkbox"/> Lanaudière | <input type="checkbox"/> Laurentides | <input type="checkbox"/> Laval | <input type="checkbox"/> Mauricie |
| <input type="checkbox"/> Montérégie | <input type="checkbox"/> Montréal | <input type="checkbox"/> Nord-du-Québec | <input type="checkbox"/> Outaouais |
| <input type="checkbox"/> Saguenay-Lac-Saint-Jean | | | |

Regional county municipality (RCM) :

3. Artistic discipline (Indicate the appropriate discipline and the speciality, 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"/> Environment 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 (Experimental) | <input type="checkbox"/> Songwriting other than French-language | |

Specialty, field or literary genre

Examples : ☒ Visual arts : specialty or field *Painting*
☒ Literature : literary genre : *Poetry, spoken word*

Is this field indicated the one in which you are pursuing your career? : ☐ Yes ☐ No

4. Amount (maximum \$20,000)

Requested	Total project cost
<input type="text"/>	<input type="text"/>

5. Project

Project title			
Duratin of project		Starting date	Completion date
		(year/month/day)	(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	
Have you sought assistance or advice from the Conseil de la culture in your region to prepare your project presentation?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	

6. Summary (Maximum 250 characters)
7. Required documents to attach to the application form

- ☐ Form containing the description of the project.
- ☐ Form containing personal information, completed and signed.
- ☐ 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).
- ☐ Proof of participation from artists and principal collaborators, if applicable.
- ☐ Press file, if applicable (maximum of 5 pages).
- ☐ Contract, confirmation or letter of intent : Document from the partners confirming their contribution to the project's realization and the terms of the agreement entered into with the applicant.
- ☐ Confirmation or agreement : For an artist sponsored by an organization or for a recognized professional artist, the document confirming the sponsorship (if applicable).

Unsolicited documents will not be submitted to the evaluation committee. The project, budget and sojourn plan must be presented on the form. The application form and supporting documents must be printed on one side of the page only. Do not staple or bind the documents.

8. Information of the host organization

Name	Website

Add sheets as needed

9. Instructions to send files

Until further notice, the Conseil will receive the application file via WeTransfer at the following email address: partenariat@calq.gouv.qc.ca.

However, to ensure your personal information is protected, it is your responsibility to password protect the files you send.

- Sign the completed form.
- 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](#).
- Send the file via [WeTransfer](#) to partenariat@calq.gouv.qc.ca
- 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.

10. Information request

Conseil des arts et des lettres du Québec

Phone number : [418 643-1707](tel:418-643-1707)

Toll free : [1 800 608-3350](tel:1-800-608-3350)

E-mail : partenariat@calq.gouv.qc.ca

11. Description**11.1 Does your project meet one or more of the following objectives?**

Support creation, production and dissemination projects that help forge links between the arts and the community?

☐

Yes

☐

No

Favour the access to and promotion of artistic and literary works among local and regional populations.

☐

Yes

☐

No

Contribute to the development of artists and writers in Québec from all generations and origins.

☐

Yes

☐

No

11.2 Describe your project (Maximum 10 500 characters)**11.3 Present the anticipated impacts from realizing the project for the evolution of your career and for the communities addressed** (Maximum 3 500 characters)**12. Schedule**

Day/month/year	Place (city,region)	Activity*	Provide details

Add sheets as needed

***Types of activity :** Composition, writing, sound recording, research, attendance at a meeting, rehearsal, screenwriting, present and disseminate work, etc.

Last name, first name

13. Budget

Provide a detailed, balanced budget enumerating all expenses to be incurred and the project's financing sources. The amount of the grant cannot exceed more than 80% of the project's total financing and must include financial or material support from a partner.

REVENUES

		Detail
Territorial partnership – Amount requested	\$	
Partner no. 1 (specify)	\$	
Partner no. 2 (specify)	\$	
Partner no. 3 (specify)	\$	
Other (specify) Add sheets as needed		
	\$	
	\$	
	\$	
TOTAL REVENUES :	\$	

EXPENSES**Creation expenses**

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

Realization expenses

Compensation for participating artists	\$	
Compensation for collaborators	\$	
Equipment purchase	\$	
Purchase of materials and/or supplies	\$	
Insurance	\$	
Studio rental or rehearsal studio rental	\$	
Equipment rental	\$	
Expert's fees, including honoraria	\$	
Research expenses	\$	
Promotion expenses	\$	
Other (specify) Add sheets as needed		
	\$	
	\$	
	\$	
Sub-total :	\$	

Travel

		Detail
Transportation fees	\$	
Meal/lodging	\$	
Travel related expenses	\$	
Other (specify) Add sheets as needed		
	\$	
	\$	
	\$	
Sub-total :	\$	
TOTAL EXPENSES :	\$	

Last name, first name	
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14. Supporting materials

14.1 Format of supporting materials

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.

14.2 Documentation

<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, 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.
<input type="checkbox"/> 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.
<input type="checkbox"/> For popular song and music:	A maximum of three excerpts totaling no more than 15 minutes in duration.
<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.

14.3 Recommendations

Your files must be readable 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.

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

15. Description list of handwritten or printed documents (Attach another page if necessary)

No.	Year created	Author, title and description of the work	Additional information (applicant's role, etc.)
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

16. Description of audio and video materials (Attach another page if necessary)

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					
2					
3					
4					
5					

17. Digital 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.

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				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				