

Apply anytime

Travel

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

Mr  Ms 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"/> Landscape architecture	<input type="checkbox"/> Storytelling
<input type="checkbox"/> Arts and crafts	<input type="checkbox"/> Digital arts	<input type="checkbox"/> Literature	<input type="checkbox"/> Theatre
<input type="checkbox"/> Circus arts	<input type="checkbox"/> Environmental design	<input type="checkbox"/> Multidisciplinary arts	<input type="checkbox"/> Urban planning
<input type="checkbox"/> Classical music	<input type="checkbox"/> Film – video	<input type="checkbox"/> Non-classical music	<input type="checkbox"/> Video installation
<input type="checkbox"/> Contemporary music	<input type="checkbox"/> French-language songwriting	<input type="checkbox"/> Songwriting other than French- Language	<input type="checkbox"/> Visual arts

Specialty, field or literary genre \_\_\_\_\_  
Examples :  Visual arts: specialty or field: painting     Literature: literary genre: poetry, spoken word  
Is the field indicated the one in which you are pursuing your career?     Yes     No

Amount requested \$ \_\_\_\_\_ Total travel cost \$ \_\_\_\_\_

Nature and description of the project

Project title: \_\_\_\_\_  
Duration of project: \_\_\_\_\_ Date of travel : Starting (year/month/day) \_\_\_\_\_ Ending (year/month/day) \_\_\_\_\_  
Total number of participant artists and collaborators \_\_\_\_\_  
Does the project covered by this travel grant require the use of digital technologies (excluding office automation tools such as word processing)?     Yes     No  
Place of residency (country) \_\_\_\_\_

## Summary (maximum 250 characters)

## Required documents

- 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)
  - Proof of invitation or registration (Dissemination or distribution contract or a letter specifying the terms and conditions for the artist's or writer's engagement)
  - Information on the structure of the host organization
  - Press file (maximum of 5 pages)

Unrequested appendices or documents submitted after the initial application will not be accepted for evaluation purposes. The project, budget and sojourn plan must be presented on the form.

## Instructions to send files

Exceptionally, given the COVID-19 pandemic, you can submit the application file to the Conseil des arts et des lettres du Québec (CALQ) 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)

Last name, first name	
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## Description

**Describe your project** (maximum 3 500 characters)

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

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Last name, first name	
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## Budget

### Revenues

		Detail
Conseil des arts et des lettres du Québec (Conseil)	\$	
Office jeunesse internationaux (LOIJQ)		
Host organization	\$	
Other (specify)		
_____	\$	_____
_____	\$	_____
_____	\$	_____
_____	\$	_____
<b>Total :</b>	<b>\$</b>	

Add lines as needed.

### Expenses

#### Travel expenses

		Detail
Air travel	\$	
Ground transportation	\$	
Other (specify)		
_____	\$	_____
_____	\$	_____
_____	\$	_____
_____	\$	_____
<b>Sub-total :</b>	<b>\$</b>	

#### Sojourn costs

		Detail
Meals / lodging	\$	
_____	\$	_____
Other (specify)		
_____	\$	_____
_____	\$	_____
_____	\$	_____
<b>Sub-total :</b>	<b>\$</b>	

#### Other expenses

		Detail
Travel-related expenses	\$	
Translation cost	\$	Vaccinations, visa, insurance
Other (specify)		
_____	\$	_____
_____	\$	_____
_____	\$	_____
_____	\$	_____
<b>Sub-total:</b>	<b>\$</b>	
<b>Total:</b>	<b>\$</b>	

Add lines as needed

Last name, first name	
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## Plan for the sojourn and travel schedule

To be eligible, the project must involve at least one night's stay away from the artist's residence.

Day / Month / Year	City - Country	Activities* (Description and name of the host organization)
	example	
	Montréal -Canada	Air travel from Montréal-Rome, Rome - Italy
	Rome - Italie	Participate in an audition for the <i>Sacred Music International Competition 2014</i> at the Accademia Musicale Europea

Add lines as needed.

\* Types of activity: Air travel, ground travel, participate as a resource person, take part in an audition or a competition, attendance for the public presentation of your work, prospecting activities, other projects.

## Information on the host organization

Name	Website

Add lines as needed.

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"/> <b>For the circus arts, multidisciplinary arts, dance and theatre:</b> 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"/> <b>For the digital arts, visual arts, arts and crafts and architectural research:</b> 15 digital images and/or a maximum of three excerpts totaling no more than 15 minutes in duration.
<input type="checkbox"/> <b>For comic strip art:</b> a maximum of 15 pages of excerpts from albums.
<input type="checkbox"/> <b>For popular song and music:</b> a maximum of three excerpts of works related to the project, totaling no more than 15 minutes in duration and/or a maximum of three previously produced works. Song lyrics, scores or synopses of musical theatre works, if applicable.
<input type="checkbox"/> <b>For film and video:</b> a maximum of three excerpts of works totaling no more than 15 minutes in duration (including titles and credits). In the case of a screenplay, provide an excerpt of no more than 25 pages.
<input type="checkbox"/> <b>For storytelling and spoken word creation:</b> 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"/> <b>For literature:</b> an excerpt of a book, 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.

<b>Important :</b> 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 using one of the following software packages :

- Recent versions of the following browsers: Edge, Internet Explorer, Google Chrome, Mozilla Firefox and Safari.
- Windows Media Player, up to version 12.0.
- Acrobat Reader, up to version 11.
- VLC Media Player.

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.

### 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)

<b>Important:</b> Submit the PC-compatible files in JPEG format only. Submit images at a resolution of 72 PPI that do not exceed 1 MB.				
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				