

**Public Presentation**

**Apply anytime**

An application must be filed at least three months 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**

<input type="checkbox"/> Mr	<input type="checkbox"/> Ms	Last name _____		First name _____
<b>Year artistic practice started</b>		_____		

**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 :  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** (le montant maximal de l'aide ne peut pas excéder 75 % du coût total du projet).

<b>Total amount requested</b>	\$ _____	<b>Total cost</b>	\$ _____
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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:	_____				
Select if your project:					
	<input type="checkbox"/> involves the collaboration of one or more co-producers.				
	<input type="checkbox"/> concerns a youth audience from 4 to 11 years old on Québec territory.				
	<input type="checkbox"/> concerns a youth audience from another age group on Québec territory.				

## Summary (maximum 250 characters)

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## Instructions for completing the form

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

Unsolicited documents will not be submitted to the evaluation committee. The project, budget and schedule must be presented on the 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 partner confirming their contribution to the project's realization)
- Letter of agreement, if applicable (the agreement between the co-producers specifying the obligations of each party)
- For the theatre, excerpt and synopsis of the work (an excerpt of the play of about 20 pages, accompanied by a synopsis or script of the work)
- Information on the structure of the host organization
- Press file (maximum of 5 pages)

## 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

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**Describe your project** (maximum 10,500 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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**Explain how you established your compensation and that of other artists involved in the project** (maximum 1,500 characters).

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**Indicate how you intend to promote the dissemination, accessibility and discoverability of your project** (maximum 3,500 characters).

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**If you plan to collaborate with one or more organization(s) for the implementation of this project, name them and specify their role in the context of the project.**  
**In the case of a co-production, name the co-producer and indicate his or her financial contribution in the budget** (maximum 1,500 characters).

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Last name, first name	
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**Schedule**

(Calendar of eligible activities: creation, rehearsals, exhibition, public reading, show, concert, performance program, on-site installation, programming in digital arts and film and video art, etc.)

Dates for the activity		Location (City, Region or country)	Activity and short description	Name of host organization or location of dissemination	Number of perform- ances (if applicable)	Room capacity (if applicable)
From Yyyy-mm-dd	To Yyyy-mm-dd					

Add lines as needed.

Last name, first name	
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## Budget

### Revenues (the amount requested may not exceed 75% of total expenses)

Conseil des arts et des lettres (Conseil)	\$
CAC	\$
Fees / honoraria	\$
Ticketing / Box office revenues	\$
Partner	\$
Co-producer's share	\$
Other (specify)	\$
	\$
	\$
<b>Total:</b>	<b>\$</b>

### Detail (Indicate in particular whether the amount is confirmed or not)

Partner's name

Add lines as needed.

## Expenses

### Candidate's remuneration

\$ * No. Weeks	\$
<b>Sub-total:</b>	<b>\$</b>

### Detail

### Realization expenses

Compensation for participating artists	\$
Compensation for collaborators	\$
Equipment purchase	\$
Equipment rental	\$
Insurance	\$
Production expenses	\$
Purchase of materials and/or supplies	\$
Research expenses	\$
Royalties	\$
Studio rental or rehearsal studio rental	\$
Transportation of works or materials	\$
Other (specify)	\$
	\$
	\$
<b>Sub-total:</b>	<b>\$</b>

### Detail

### Travel

Air travel	
Ground transportation	
Meals / lodging	
Travel-related expenses	\$
Other (specify)	
	\$
	\$
<b>Sub-total:</b>	<b>\$</b>

### Detail

Vaccinations, visas, insurance, etc.

### Administration and promotion expenses

Administrative expenses	\$
Permits, licences, taxes	\$
Promotion expenses	\$
Other (specify)	\$
	\$
<b>Total:</b>	<b>\$</b>

### Detail

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. <input type="checkbox"/> <b>For film and video:</b> 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"/> <b>For music:</b> 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"/> <b>For popular song:</b> 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"/> <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.
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**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.

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)**

<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. 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				