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|  | Grant application form **Details of the project** |
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| Exploration and digital deployment | **Application deadline:**  **November 15, 2021 at 23h59** |

As staff are teleworking, the Conseil will not be accepting applications by mail until further notice. [*Mon Dossier CALQ*](https://www.pes.calq.gouv.qc.ca/PES/pages/public/portailClient.xhtml) is the favoured channel for transmitting an application.

If this transmission mode is not available for the present programme or if you cannot use it, exceptionally, in the context of the COVID-19 pandemic, the Conseil will receive the application file by WeTransfer. Instructions for sending are provided on page 2.

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|  | **Register for** [**Mon Dossier CALQ**](https://www.pes.calq.gouv.qc.ca/PES) **and complete your grant application online.** |

**Name of applicant**

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| Mr  Ms | Last name |  | First name |  |
| **Year artistic practice started** | | | | |

Artistic discipline (Indicate the appropriate discipline and the specialty, field or literary genre)

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| Architectural research  Dance  French-language songwriting  Storytelling  Arts and crafts  Digital arts  Landscape architecture  Theatre  Circus arts  Environmental design  Literature  Urban planning  Classical music  Film and video (Fiction)  Multidisciplinary arts  Video installation  Contemporary music  Film and video (Documentary)  Non-classical music  Visual arts  Film and video (Expérimental)  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 | | |

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| **Amount** *(maximum $ 100,000)* |  | **Amount requested** |  | **Project cost** |  |
|  | $ |  | **$** |  |  |

**Description of the project**

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| Project title: |  | | | | |
| Starting date (year/month/day) | |  | Completion date (year/month/day) |  |

Give a brief summary of the project (maximum 250 characters).

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**Documents to be submitted (in PDF format)**

Form containing personal information, completed and signed.

Form containing the description of the project.

Applicant’s Curriculum vitæ (maximum of 3 pages)

List of participant artists and collaborators.

Curriculum vitae of participant artists and principal collaborators (maximum of 3 pages per person)

Timetable for project realization

Detailed budget

List of equipment and software to be purchased, accompanied with justifications as to the relevance and intended use for each component.

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).

Press file (maximum of 5 pages)

**All documents below must be saved in a PDF format.**

**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**](https://wetransfer.com/)**, at the following email address:** [numerique@calq.gouv.qc.ca](mailto:numerique@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 both forms 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](https://www.7-zip.org/); for Mac users [downloading Keka](https://www.keka.io/en/); [protecting a file or ZIP file](https://7zip.fr/7zip-compresser-avec-mot-de-passe/).
3. Send the file via [WeTransfer](https://wetransfer.com/) to [numerique@calq.gouv.qc.ca](mailto:numerique@calq.gouv.qc.ca).
4. Send the recipient the password to open the file through a separate communication.

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|  | 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.**

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| **Information request**  **All disciplines**  M. André Faleiros**–**[Andre.faleiros@calq.gouv.qc.ca](mailto:Andre.faleiros@calq.gouv.qc.ca) |

Description

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| Project title: |  |

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| Is this project intended for a youth audience?  Yes  No  If yes, is the intended age group 4-11 years old?  Yes  No  Other targeted age group(s): \_ |

Describe your project (maximum 10 500 characters).

Describe the anticipated benefits from realization of the project and the performance indicators you will use (maximum 3 500 characters).

If applicable, introduce your collaborators and identify their role in the realization of the project (maximum 3 500 characters).

Explain how you established your remuneration and that of the artists involved in your project. Mention the issue of copyright and resale rights where applicable (maximum 1 000 characters).

Present and justify your technological choices (maximum 3 500 characters).

If applicable, describe the Web accessibility measures incorporated into your project to promote access by persons with disabilities (e.g. text-to-speech, captioning) (maximum 3 500 characters).

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| Last name, first name |  |

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.

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| **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.  **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.  **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.  **For popular song and music:** a maximum of three excerpts totaling no more than 15 minutes in duration.  **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.  **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.

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| --- | --- | --- | --- | --- | --- |
| **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 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.

Recommandation:

* 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 (in PDF format)**

Attach an addition sheet, if necessary.

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| --- | --- | --- | --- |
| No. | Date created | Author, title and description of the work | Additional information (applicant's role, etc.) |
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**Description of the visual material** (Digital images: maximum 15)

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| **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. | 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) |
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