|  |  |  |
| --- | --- | --- |
| **CALQ logo Qc-drapeau (nb) A+** | Grant application form **Territorial partnership**  **Arts et lettres de Montréal**  **Details of the project** |  |

**Identification of the applicant**

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

Place of residence

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

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

|  |  |  |
| --- | --- | --- |
| 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 - video (Fiction)  Multidisciplinary arts  Video installation  Contemporary music Film - video (Documentary)  Non-classical music  Visual arts  Film - 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 | | |

Amount (maximum $15,000)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Amount requested** | $ | **Total project cost** | $ |  |
|  | | | | |

Project

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Project’s 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)? | | | | | | | Yes  No | |  |

**Summary** (maximum 250 characters, with spaces)

**Required documents to attach to the application forms (Details of the project and Personal information)**

|  |
| --- |
| 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).  Proof of participation from artists and principal collaborators, if applicable.  Press file, if applicable (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**](https://wetransfer.com/)**, at the following email address:** [partenariatmtl@calq.gouv.qc.ca](mailto:partenariatmtl@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](https://www.7-zip.org/); [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 [partenariatmtl@calq.gouv.qc.ca](mailto:partenariatmtl@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.

Description

Describe your project  
(maximum 10,500 characters, with spaces)

Present the anticipated impacts from realizing the project for the evolution of your career and for the communities addressed  
(maximum 3,500 characters, with spaces)

|  |  |
| --- | --- |
| Last name, first name |  |

**Schedule**

|  |  |  |  |
| --- | --- | --- | --- |
| **Day / Month / Year** | **Place (city, region)** | **Activity \*** | **Provide details** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

Add lines 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 |  |

Budget

Provide a detailed, balanced budget enumerating all expenses to be incurred and the project’s financing sources.

**Revenues**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  |  | **Detail** |
| Territorial partnership- Amount requested |  | $ |  |  |
| Canadian Art Council |  | $ |  |  |
| Other (specify) |  |  |  |  |
|  |  | $ |  |  |
|  |  | $ |  |  |
|  |  | $ |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Total** |  | $ |  |

Add lines as needed

**Expenses**

**Candidate’s remuneration**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  |  | **Detail** |
| $ \* No. Weeks |  | $ |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sub-total** |  | $ |  |  |

**Realization expenses**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  |  | **Detail** |
| 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) |  |  |  |  |
|  |  | $ |  |  |
|  |  | $ |  |  |
|  |  | $ |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Sub-total** |  | $ |  |

**Travel**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  |  |  | **Detail** |
| Transportation fees |  | $ |  |  |
| Meals / lodging |  | $ |  |  |
| Travel-related expenses |  | $ |  |  |
| Other (specify) |  |  |  |  |
|  |  | $ |  |  |
|  |  | $ |  |  |
|  |  | $ |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Sub-total** |  | $ |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Total** |  | $ |  |

Add lines as needed.

|  |  |
| --- | --- |
| 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.
* Manuscripts or printed documents in a PDF file.
* Images in JPEG format, file size 1 MB or less.

|  |
| --- |
| **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.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Important** : Make sure that your computer media are readable in the Windows environment. You are responsible for ensuring that all documents arrive intact at the Conseil and in the appropriate formats.  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** |  |  |  |

**Description 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. Save images directly on the digital support without creating folders (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** |  |  |  |  |