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| **CALQ logo Qc-drapeau (nb) A+** | | **Grand application form Detail of the project** |
| **TERRITORAIL PARTNERSHIP crEation, production AND DISSEMINATION** | |  |
|  | **Register for** [**Mon Dossier CALQ**](https://www.pes.calq.gouv.qc.ca/PES) **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 | | | | | | | | | |  | |  | | | | | | | | | | | |

1. **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 |  | Outaouais | |
|  | | | | | | | | | |
|  | Saguenay-Lac-Saint-Jean | | | | | | | | |
|  | |  | | | | | | | | | |
| Regional county municipality (RCM) : | | | | |  | | | | |

1. **Artistic discipline** (Indicate the appropriate discipline and the speciality, field or literary genre)

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | Architectural research |  | Dance |  | French-language songwriting |  | Storytelling |
|  | | | | | | | |
|  | Arts and crafts |  | Digital arts |  | Landscape architecture |  | Theatre |
|  | | | | | | | |
|  | Circus arts |  | Environment 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 (Experimental) |  | Songwriting other than French-language | | |

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| Specialty, field or literary genre | | | | |  | | | | | | | | |
|  |  |  | | | |  |  | |  | | | | |
| *Examples :* | |  | *Visual arts : specialty or field* | | | | *Painting* | | | | | |
|  | |  | *Leterature : literary genre :* | | | | *Poetry, spoken word* | | | | | |
|  | | | | | | | | | |  |  |  |  |
| Is this field indicated the one in which you are pursuing your career? : | | | | | | | | | |  | Yes |  | No |

1. **Amount (maximum $20,000)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Requested** |  |  | **Total project cost** |  |
| $ |  |  | $ |  |

1. **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? | | | | | |  | Yes | |  | No | |
| (excluding office automation tools such as word processing) | | | | | |  |  | |  | |
|  | | | | | | | | | | | | |
| Have you sought assistance or advice from the Conseil de la culture in your region to prepare your project presentation? | | | | | |  | Yes | |  | No | |

1. **Summary** (Maximum 250 characters)

|  |
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|  |

1. **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 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). |
|  |  |
|  | 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.

1. **Information of the host organization**

|  |  |  |
| --- | --- | --- |
| **Name** |  | **Website** |
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Add sheets as needed

1. **Instructions to send files**

Until further notice, the Conseil will receive the application file via [WeTransfer](https://wetransfer.com/) at the following email address: [partenariat@calq.gouv.qc.ca](mailto: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](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/).
* Send the file via  [WeTransfer](https://wetransfer.com/) to [partenariat@calq.gouv.qc.ca](mailto:partenariat@calq.gouv.qc.ca)
* 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.

1. **Information request**

|  |  |
| --- | --- |
| **Conseil des arts et des lettres du Québec** | |
| Phone number : | 418 643-1707 |
| Toll free : | 1 800 608-3350 |
| E-mail : | [partenariat@calq.gouv.qc.ca](mailto:partenariat@calq.gouv.qc.ca) |

1. **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)

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| --- |
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**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)

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1. **Schedule**

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

1. **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 resquested | | | | | |  | | $ | | | |  | |  | |  |
|  |  | |  | | |  | |  | | | |  | |  | | |
| Partner no. 1 (specify) | |  | |  | |  | | $ | | | |  | |  | |  |
|  |  | |  | | |  | |  | | | |  | |  | |  |
| Partner no. 2 (specify) | |  | |  | |  | | $ | | | |  | |  | |  |
|  |  | |  | | |  | |  | | | |  | |  | |  |
| Partner no. 3 (specify)) | |  | |  | |  | | $ | | | |  | |  | |  |
|  | | | | | |  |  | | | | |  | |  | |  |
| Other (specify) Add sheets as needed | | | | | |  |  | | | | |  | |  | |  |
|  | | | | | |  | $ | | | | |  | |  | |  |
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|  | | | | | |  | $ | | | | |  | |  | |  |
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|  | | | | | **TOTAL REVENUES :** | |  | $ | | | | |  | |  | |  |

**EXPENSES**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Creation expenses** | |  |  |  |  | **Detail** |
| $ \* No. month |  | $ |  |  |  |
|  |  |  |  |  |  |
| **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 |  |  |  | |  | |  | |
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|  |  | $ | |  | |  | |  |
|  |  |  |  | |  | |  | |
| **Sub-total :** |  | $ |  | |  | |  | |

**Travel**

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

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

1. **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. |

|  |  |  |  |  |
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| **14.2 Documentation** | | |  | |
|  | | |  |  |
|  | 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. | | | |
|  |

**14.3 Recommandations**

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

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

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **No.** | **Year created** |  | **Author, title and description of the work** |  | **Additional information (appliant’s role, etc.)** |
| **1** |  |  |  |  |  | |
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| **2** |  |  |  |  |  | |
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1. **Description of audio and video materials** (Attach another page if necessary)

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **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** | |  | | |  |  |  |  |  |  |  |  |
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1. **Digital 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.** | | **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** | |  | |  | |  | |  | |  | |  | |  | | |
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