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**Grant application form**

**Details of the project**

**Call for projects in partnership with Bibliothèque and Archives nationales du Québec (*BAnQ*) and Fondation de BAnQ**

**Creation of original permanent work (visual arts and architecture) installed at BAnQ Rouyn-Noranda**

**Identification**

Mr.  Ms. Name       First name

Year artistic practice started

**Artistic discipline** (specify the discipline which applies to your project and the specialty or field)

Visual arts  Architectural research

Specialty or field

Examples:  Visual arts: specialty or field: Painting

Architectural research: specialty or field: Landscape architecture

**Application deadline September 14, 2020**

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| --- | --- | --- |
| **Budget information** | | |
| Amount requested to Conseil des arts et des lettres du Québec (Conseil) | **$** |  |
| Amount of financial assistance requested from BAnQ and | **$** |  |
| **Project cost** | **$** |  |

**Project description**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Project title: |  | | | |
| Timetable from: |  | to |  |
| **Summary of the project (maximum: 30 words)** | | | | | | |

**Documents to attach to the duly**

Form containing personal information, completed and signed.

Form containing the description of the project.

Project description (Appendix 1).

Curriculum vitae of the artist applicant (maximum: three pages).

Curriculum vitae of participant artists and main collaborators on the project (maximum: three pages per person).

Detailed project work plan including the proposed timetable.

Detailed budget for the project.

A press file composed of no more than five pages of photocopies of press clippings published in the previous five years. Pages in excess of the stipulated maximum will be withheld from the selection committee.

**Supporting materials**

Enclose the required supporting materials identified with the applicant’s name.

15 digital images and/or a maximum of 3 excerpts of works, totaling no more than 15 minutes in duration.

**Description of audio and video materials**

Attach another page if necessary.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Important**: Make sure supporting materials are presented in a format readable on Windows. It is the applicant’s responsibility to ensure that all documents reach the Conseil intact and in acceptable formats.  For video, the recommended file formats are MPEG (also referred to as MPG) and AVI; for audio, the MP3 and M4A formats are recommended. | | | | | |
| 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** |  |  |  |  |  |
| **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 :

* Use audio/video production software that allows you to encode your works in such a way that they can be read on a home DVD reader.
* 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 of the visual material** (Digital images: maximum of 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 the images directly on a digital support without creating files (directories). | | | | |
| No. | Year created | Title of work and place where exhibited or public venue where photographed, if applicable. | Media | Size  (centimetres) |
| **1** |  |  |  |  |
| **2** |  |  |  |  |
| **3** |  |  |  |  |
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| **13** |  |  |  |  |
| **14** |  |  |  |  |
| **15** |  |  |  |  |

**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:** [formulairesdacar@calq.gouv.qc.ca](mailto:formulairesdacar@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 [formulairesdacar@calq.gouv.qc.ca](mailto:formulairesdacar@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.

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| --- |
| **Information request**  **Conseil des arts et des lettres du Québec**  1435, De Bleury Street, Suite 300  Montréal (Québec) H3A 2H7  [formulairesdacar@calq.gouv.qc.ca](mailto:formulairesdacar@calq.gouv.qc.ca) |

Appendix 1 - Description of the project

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| --- | --- |
| Project title |  |

Present the artistic concept for your project in line with the selected archival collection(s) and specify how your project will be incorporated into BAnQ’s sites.

*Please limit your project description to 3 pages (approximately 750 words).*

Present your main collaborator(s) and define their role(s) in the realization of your project.

*Please limit this introduction to 1 page (approximately 250 words).*