

Grant application form Details of the project

Studios and studio-apartments

MON DOSSIER



Register for [Mon Dossier CALQ](#) and complete your grant application online.

IMPORTANT

As staff are teleworking, the Conseil will not be accepting applications by mail until further notice. [Mon Dossier CALQ](#) 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 3.

Name of applicant

<input type="checkbox"/> Mr <input type="checkbox"/> Ms	Last name _____	First name _____
Year artistic practice started		
Number of years of artistic practice		<input type="checkbox"/> more than 10 years <input type="checkbox"/> two years and more
Grant category requested (literature and storytelling only)		<input type="checkbox"/> Development <input type="checkbox"/> Mid-career
Number of publications:		book texts Number of shows

Artistic discipline (Indicate the appropriate discipline and the specialty or field)

<input type="checkbox"/> Visual arts	<input type="checkbox"/> French-language songwriting	<input type="checkbox"/> Dance	<input type="checkbox"/> Architectural research
<input type="checkbox"/> Film – video	<input type="checkbox"/> Songwriting other than French-language	<input type="checkbox"/> Multidisciplinary arts	<input type="checkbox"/> Urban planning
<input type="checkbox"/> Digital arts	<input type="checkbox"/> Non-classical music	<input type="checkbox"/> Theatre	<input type="checkbox"/> Landscape architecture
<input type="checkbox"/> Video installation	<input type="checkbox"/> Classical music	<input type="checkbox"/> Circus arts	<input type="checkbox"/> Environmental design
<input type="checkbox"/> Arts and crafts	<input type="checkbox"/> Contemporary music	<input type="checkbox"/> Literature	<input type="checkbox"/> Storytelling
Specialty or field _____			
Examples : <input checked="" type="checkbox"/> Visual arts: specialty or field: <u>painting</u> <input checked="" type="checkbox"/> Literature: literary genre: <u>poetry, spoken word</u>			
Is the field indicated the one in which you are pursuing your career? <input type="checkbox"/> Yes <input type="checkbox"/> No			

Studio or studio-apartment requested

Venue _____

Amount requested _____ \$

Nature and description of project

Project title: _____

Duration of project: _____ Starting date (year/month) _____ Completion date (year/month) _____

Does the project covered by this studio-apartments grant require the use of digital technologies (excluding office automation tools such as word processing) ? Yes No

Summary (maximum 250 characters)

Description

Describe your project (maximum 10 500 characters).

Describe the anticipated benefits from realization of the project for the evolution of your work or career (maximum 3 500 characters).

Specify how this choice of residency is advantageous for the realization of your project (maximum 3 500 characters).

Summarize your project in English or Spanish in a few paragraphs, depending upon the host country (maximum 4 500 characters).

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

- | | |
|---|---|
| <input type="checkbox"/> Form containing personal information, completed and signed | <input type="checkbox"/> Form containing the details of the project |
| <input type="checkbox"/> Applicant's Curriculum vitæ (max. : 3 pages) | <input type="checkbox"/> Press file (max. : 5 pages) |
| <input type="checkbox"/> Partner's Curriculum vitæ (Postdam only) | <input type="checkbox"/> Schedule (max. : 2 pages) |
| <input type="checkbox"/> Letters of commitment from the collaborators along with a description of their contribution to the project, if applicable. | <input type="checkbox"/> Letter of intent, if applicable |

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: formularesddri@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 formularesddri@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.

Information request

formularesddri@calq.gouv.qc.ca

The attachments must not exceed a combined total of 25 MB.

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.

<input type="checkbox"/> 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.
<input type="checkbox"/> For the digital arts, visual arts, arts and crafts and architectural research: 15 digital images and/or a maximum of three excerpts totaling no more than 15 minutes in duration.
<input type="checkbox"/> 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.
<input type="checkbox"/> For film and video: 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"/> For music: 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"/> For popular song: 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"/> 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.
<input type="checkbox"/> 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. 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 :

- 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 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.				
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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