

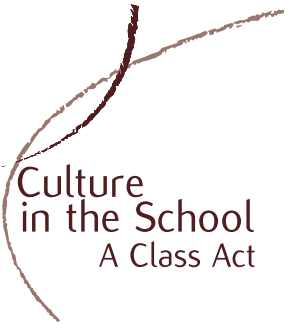
Culture  
in the School  
A Class Act

# FINANCIAL SUPPORT

FOR CULTURAL COMMITTEES IN THE SCHOOL SYSTEM

2003-2004 | INFORMATION DOCUMENT





Culture  
in the School  
A Class Act

# FINANCIAL SUPPORT

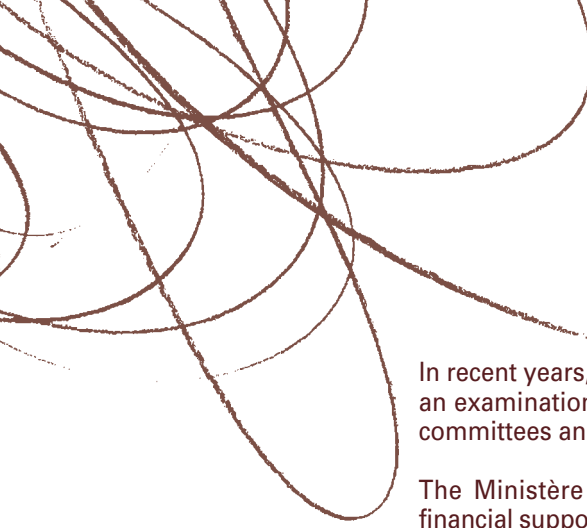
FOR CULTURAL COMMITTEES IN THE SCHOOL SYSTEM

2003-2004 | INFORMATION DOCUMENT



Please send seven copies of your file to the following address before June 11, 2004:

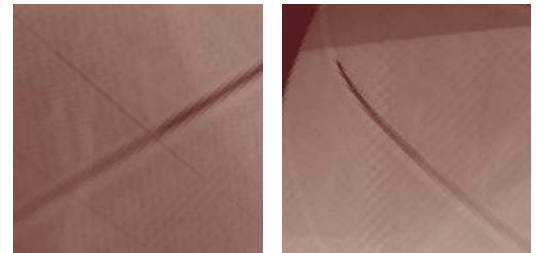
Sylvie Gagné  
Financement des comités culturels scolaires  
Direction générale de la formation des jeunes  
Ministère de l'Éducation  
Édifice Marie-Guyart, 17<sup>e</sup> étage  
1035, rue De La Chevrotière  
Québec (Québec) G1R 5A5



In recent years, the development of the concept of cultural committees in the school system and an examination of local needs has given rise to two types of committees: school board cultural committees and school cultural committees.

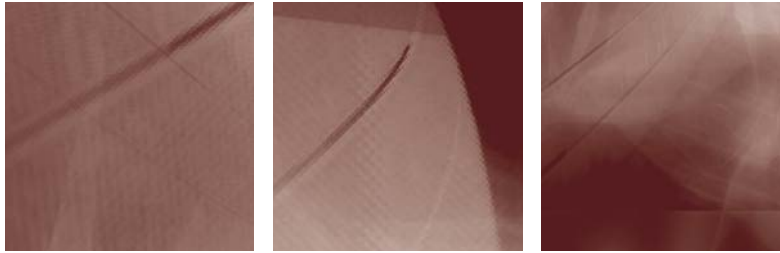
The Ministère de l'Éducation (MEQ) offers financial support to both types of committees. This section describes the targeted groups.

The main objectives of school board cultural committees are to establish a cultural policy for all the schools in the region, to organize cultural activities in the school board and to implement measures to promote the integration of a cultural dimension into all the schools. Their mandate is as follows:



## TARGETED GROUPS

- Form a single cultural committee representing the entire school board.
- Operate under the leadership of a school board administrator (e.g. director or coordinator of educational services) or of an individual designated by the school board.
- Provide the school board with a cultural policy adopted by the commissioner's committee.
  - First, jointly establish, with the other authorities in the school board (school principals' committees, parents' committees, unions, etc.), a cultural policy applicable to the entire school board.
  - Secondly, develop an action plan to implement this cultural policy.
  - Finally, ensure its implementation, annual evaluation and renewal.
- Encourage educational institutions to join forces to form school cultural committees based on the geographic division of the school board, and oversee the coordination of these cultural committees.
- Manage the finances and projects of the Culture in Education Partnership program.
- Raise the awareness of the various committees in the school board regarding the importance of integrating a cultural dimension into schools.
- Coordinate certain cultural activities for the entire school board (Arts and Culture Week in Québec Schools, exhibitions, etc.).
- Organize cultural activities for the school board's staff.
- Negotiate agreements for the school board regarding regional facilities (concert halls, municipal libraries, museums, eco-museums, art galleries, transportation companies, etc.).
- Promote the integration of a cultural dimension into the school's educational projects.



The main objective of the school cultural committee, which is made up of a group of several neighbouring educational institutions, is to form affiliations with its cultural partners in order to organize cultural outings for all the participating schools, or form partnerships between participating schools, with a view to planning visits by artists or lining up shows, or even carrying out cultural projects in collaboration with the cultural partners. This committee is normally made up of representatives from the participating schools: principals, art teachers, parents who are members of the governing board, local and regional broadcasters, and municipal cultural coordinators.

There may be a few school cultural committees in the same school board, depending on the geographic layout of the region. These cultural committees must group together schools that are within the same sector, district or region.

The mandate of the school cultural committees is as follows:

- Group together neighbouring educational institutions in order to create a dynamic culture within the region.
- Organize cultural outings for its participating schools.

- Form local affiliations with cultural partners, as needed.
- Provide schools with educational documents needed to prepare students for cultural outings.
- Involve and inform participating school principals and art teachers.
- Manage the logistics of cultural outings: reservations, transportation, fundraising, etc.
- Promote the integration of a cultural dimension into the educational projects of its participating schools.
- Act as a liaison for the school board cultural committee for regional activities, if necessary.
- If there are no school board cultural committees, raise the awareness of school board authorities about the importance of integrating a cultural dimension into schools.



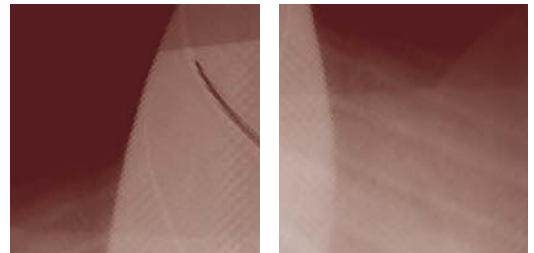
## ADMISSIBILITY CRITERIA

### *FOR THE SCHOOL BOARD CULTURAL COMMITTEE*

- Provide a list of members.
- Present the cultural policy or the policy that is currently being drawn up.
- Provide a list of regular cultural partners.
- Present the action plan carried out in 2003-2004.
- Present the action plan for the 2004-2005 school year.
- Include a report concerning the use of financial support allocated by the MEQ in June 2003 (if applicable).

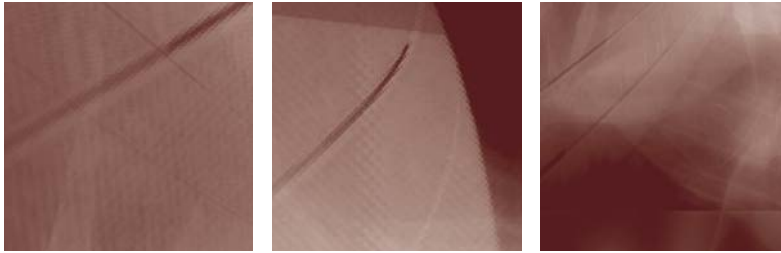
### *FOR THE SCHOOL CULTURAL COMMITTEE*

- Provide a list of members.
- Provide a list of the participating schools, including the number of students and teachers in each school.



- Provide a list of regular cultural partners.
- Present a report on cultural outings or events that took place in 2003-2004 and indicate, for each activity, the number of students that participated and the age group targeted (e.g. seeing a show, visiting a museum, an ecomuseum or a historic site).
  - The evaluation committee will consider neighbouring schools that organize the same activities at the same places as a single school committee.
  - This measure does not apply to the following activities: cultural activities held at the school, activities carried out as part of the Artists in the Schools or Writers in the Schools programs, sporting events, end-of-year field trips or cultural activities organized by students.
- Present the action plan for the 2004-2005 school year.
- Include a report concerning the use of financial support granted by the MEQ in June 2003 (if applicable).



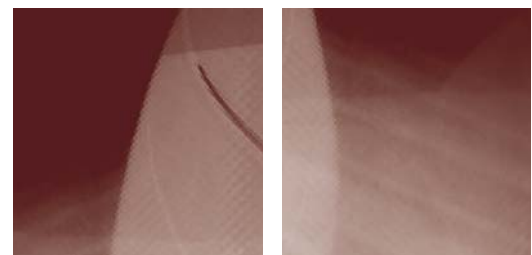
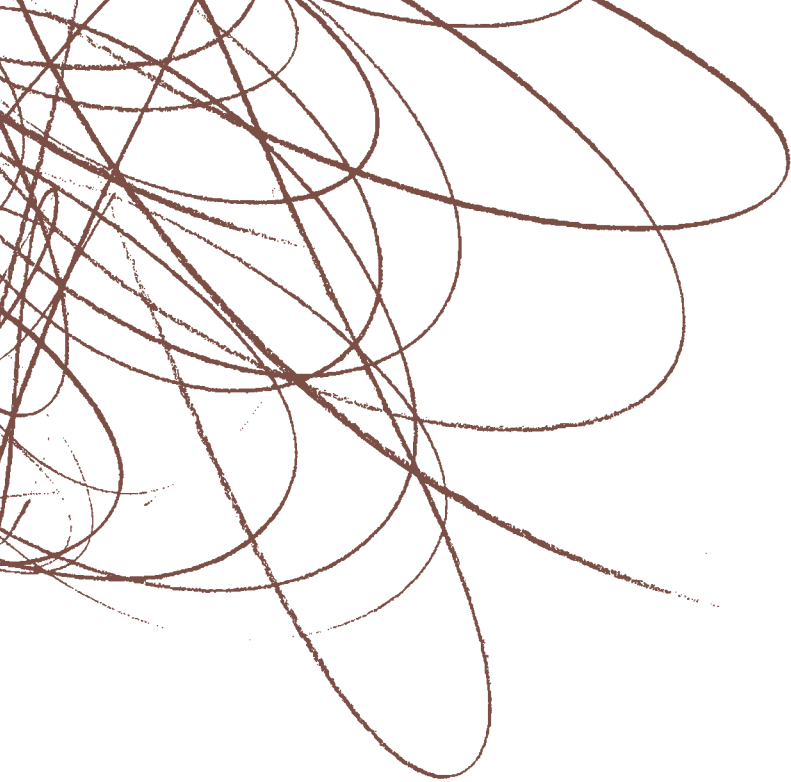


## PROCEDURE

- The cultural committee will submit seven copies of its file by June 11, 2004.
- It will send this file to the MEQ at the address indicated on the cover of this document.
- A committee made up of seven members will analyze the files and determine the amount of financial support to be granted. This committee will be made up of the following individuals:
  - a representative from the MEQ
  - a member of the board of directors from the Association québécoise des comités culturels scolaires
  - three representatives from the schools (teacher, education consultant or principal)
  - a representative from a regional office of the MEQ
  - a representative from a regional office of the Ministère de la Culture et des Communications
- The MEQ, through the intermediary of the representative organization, will disperse grants for the approved amounts by September 30, 2004.

## GUIDELINES FOR ALLOCATING FINANCIAL SUPPORT

The guidelines for allocating financial support are outlined in the enclosed table. They apply to the two types of cultural committees found in the school system (i.e. school board cultural committees and school cultural committees), and they will be used to evaluate the files.



## ADMISSIBLE EXPENSES

- stationary, printing and photocopying expenses
- expenses related to an event for distributing information on activities to be carried out during the year
- expenses related to the hiring of substitute teachers in order to allow the teachers involved to participate in researching, organizing and leading cultural outings or events in the participating schools
- secretarial or support staff expenses for organizing outings
- travel expenses for committee members

Please note that the allocated funds are to be used to finance the operation of school cultural committees and not the actual activities organized by the committees.

## SPECIFIC SUPPORT FOR THE 2003-2004 SCHOOL YEAR

New school cultural committees officially established during the current year will receive a lump sum of \$1 000, which will enable them to develop a work plan for the 2004-2005 school year.

GUIDELINES FOR  
 ALLOCATING  
 FINANCIAL  
 SUPPORT FOR  
 THE OPERATION  
 OF CULTURAL  
 COMMITTEES IN  
 THE SCHOOL  
 SYSTEM IN  
 2003-2004

TYPE OF COMMITTEE	BASIC LUMP SUM	STUDENT ATTENDANCE
SCHOOL BOARD CULTURAL COMMITTEE	\$1 000	-
SCHOOL CULTURAL COMMITTEE	\$1 500	\$300 for every 1 000 students attending
SCHOOL CULTURAL COMMITTEE ESTABLISHED DURING THE CURRENT YEAR	\$1 000	-

The financial support will be adjusted every year based on available financial resources.







DESCRIPTION OF THE  
ACTIVITIES CARRIED  
OUT BY THE  
SCHOOL CULTURAL  
COMMITTEE DURING  
THE 2003-2004  
SCHOOL YEAR

**PARTICIPATING SCHOOLS**

Our cultural committee includes ..... elementary schools and ..... secondary schools.

It serves ..... teachers and ..... students.

(Attach a list of the schools, indicating the number of students and teachers for each school.)

**CULTURAL OUTINGS**

During the 2003-2004 school year, we organized ..... cultural outings. (Please use page 7 of this document.)

**CULTURAL PARTNERS**

We work in collaboration with a distributor or a cultural centre:

.....

.....

.....

Action plan of the committee for the 2004-2005 school year (Please use page 8 of this document.)

REPORT ON THE USE  
 OF FINANCIAL  
 SUPPORT GRANTED IN  
 JUNE 2003

**ADMISSIBLE EXPENSES:**

- stationery, printing and photocopying expenses
- expenses related to an event for distributing information on activities to be carried out during the year
- expenses related to the hiring of substitute teachers in order to allow the teachers involved to participate in researching, organizing and leading cultural outings or events in the participating schools
- secretarial or support staff expenses for organizing outings
- travel expenses for committee members

Amount of the grant received ..... page 5

Secretarial expenses (stationery, printing, mailing, office work, etc.) .....

Travel expenses for the members of the board of directors .....

Cost of hiring substitute staff for members of the board of directors .....

Expenses related to publicity for an event (press conference, articles published in newspapers, etc.) .....

Other (specify) .....

TOTAL .....

.....  
 Signature of the chair of the cultural committee









99-6487-01/A

Québec 

Ministère de l'Éducation  
Ministère de la Culture et des Communications