

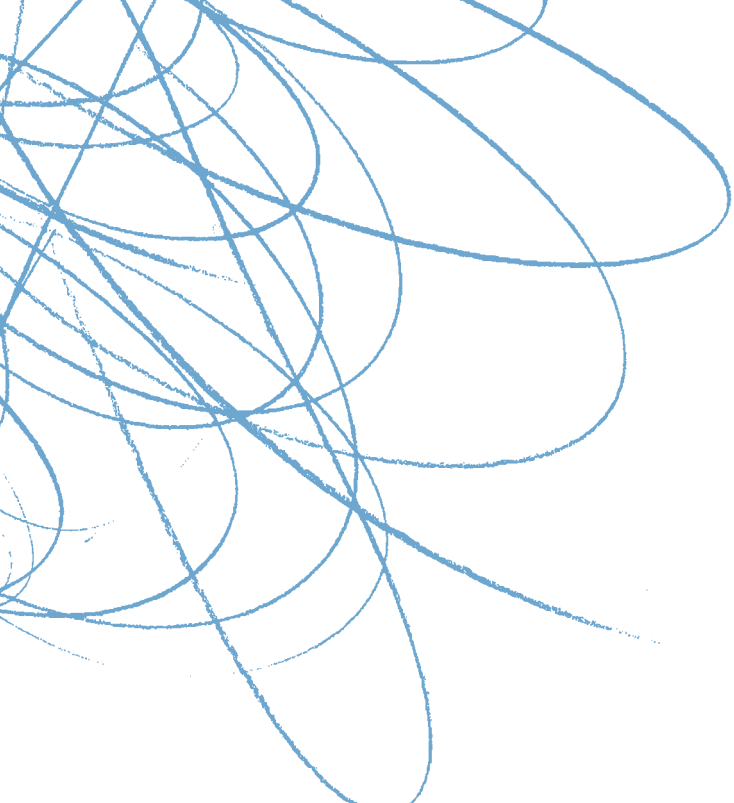


Culture  
in the School,  
A Class Act

# FINANCIAL SUPPORT FOR CULTURAL COMMITTEES IN THE SCHOOL SYSTEM IN 2004-2005

AND IN ANTICIPATION  
OF THE 2005-2006  
SCHOOL YEAR





Culture  
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A Class Act

# FINANCIAL SUPPORT FOR CULTURAL COMMITTEES IN THE SCHOOL SYSTEM IN 2004-2005

AND IN ANTICIPATION  
OF THE 2005-2006  
SCHOOL YEAR



Please send 10 copies of your file to the following address  
before June 10, 2005:

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

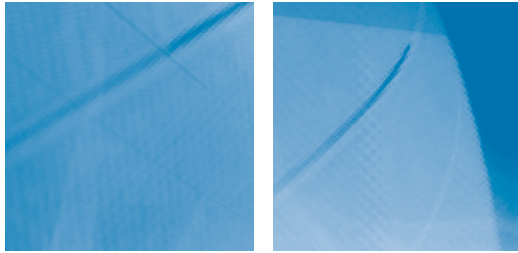


## INTRODUCTION

Since the adoption of Québec's Cultural Policy in 1992, the Ministère de l'Éducation and the Ministère de la Culture et des Communications have fortified their partnership, strengthening relations between their departments and their respective milieus. These concerted efforts were and are still directed at raising awareness about the importance of schools as places of culture and about culture as a source of knowledge and learning.

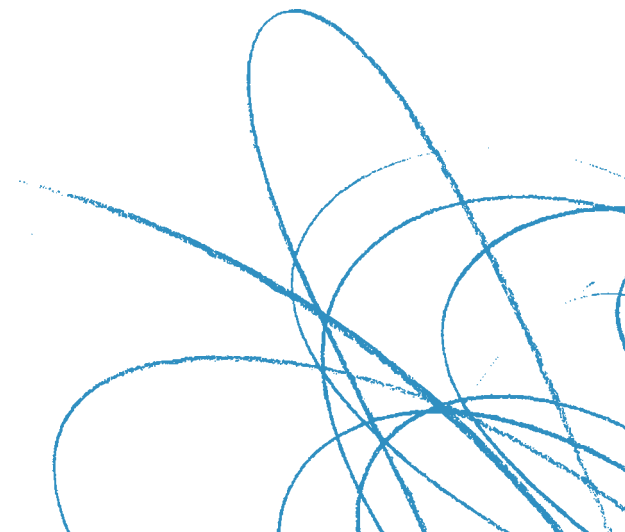
Events such as Arts and Culture Week in Québec Schools and the Essor Awards Contest exemplify this concerted will to offer young people new opportunities to learn, discover and participate in the cultural activities available to them.

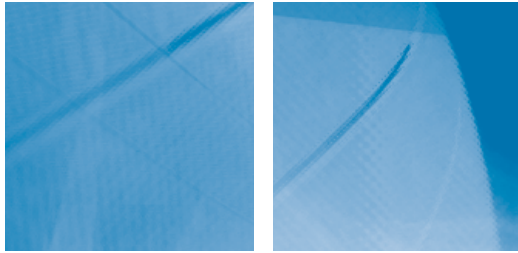
In recent years, initiatives to develop the cultural concept in schools and to recognize local realities have led to the creation of cultural committees in the school system. These committees are made up mostly of school staff who believe in the importance of culture in schools. Mindful of the crucial role these committees can play in integrating a cultural dimension into schools, the Ministère de l'Éducation, du Loisir et du Sport strongly supports their creation and their work.



The active involvement of school boards, schools and cultural resources in implementing cultural activities in schools has resulted, however, in corresponding needs. Consequently, both the Ministère de l'Éducation, du Loisir et du Sport and the Ministère de la Culture et des Communications have reviewed a number of their financial assistance programs. The new Culture in the Schools Program provides such an example. As the result of the merging of two programs (i.e. the Measure to Support the Introduction of a Cultural Dimension into Schools and the Culture in Education Partnerships Program), Culture in the Schools is specifically designed to provide financial support for cultural outings in places where culture is disseminated and for workshops with professional artists and writers.

In the wake of these changes, it was necessary to review the financial support provided to cultural committees in light of school system needs and departmental policy requirements. Certain principles were identified. To better differentiate between the aims of the Financial Support for Cultural Committees in the School System Program and the Culture in the Schools Program, special emphasis has been placed on training and operating the school board cultural committees. This new direction is intended to strengthen regional partnerships and encourage school boards to create cultural policies, develop means to promote the integration of a cultural dimension in all schools and enhance cultural life.





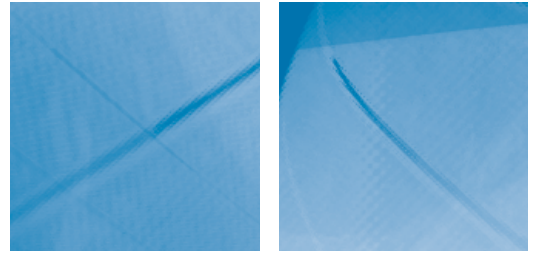
## TARGETED GROUPS

Even if amounts are set aside for training or extending school cultural committees, financial support will be granted mainly for training and operating school board cultural committees. When there is no school board cultural committee in existence, financial assistance will be granted to the school cultural committees already in place, provided that these committees clearly demonstrate their intention to set up a school board cultural committee.

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

- Represent 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 representatives of school cultural committees and other authorities in the school board (school principals' committees, parents' committees, unions, etc.), a cultural policy applicable to the entire school board.
  - ▢ Second, develop an action plan to implement this cultural policy.
  - ▢ Finally, ensure its implementation, annual evaluation and renewal.

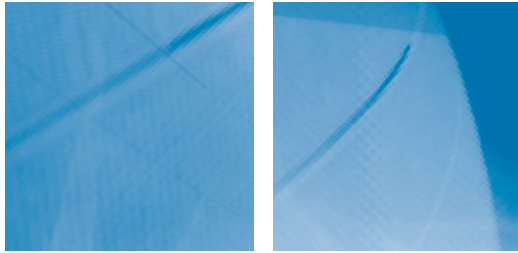




- Collaborate with the regional management committee and the evaluation committees of the new Culture in the Schools Program, as needed.
- Raise awareness in school board committees about the importance of integrating a cultural dimension into schools.
- Encourage the school board authorities and the school cultural committees to work together toward organizing cultural activities with a distinctly Québec character (Arts and Culture Week in Québec Schools, Essor Awards Contest, etc.).
- Support the school board in organizing cultural activities for their staff.
- Inform the school cultural committees about the Culture-Education action plan in order to raise their awareness of the principles underlying the integration of a cultural dimension in schools and establish a partnership with them on this matter.
- Encourage the school board to call upon artists, writers and professional cultural organizations under the Culture in the Schools Program.
- Encourage the educational institutions to join forces to form school cultural committees based on the geographic division of the school board, oversee the coordination and operation of these cultural committees as well as the attainment of their objectives.

Additional financial support will be awarded to school board cultural committees who set up an action plan directed at promoting the integration of a cultural dimension into schools and who cooperate in training or operating school cultural committees, to ensure their plan is considered and implemented as part of the schools' educational projects. In this context, school board cultural committees must establish a partnership with the school cultural committees in their region.

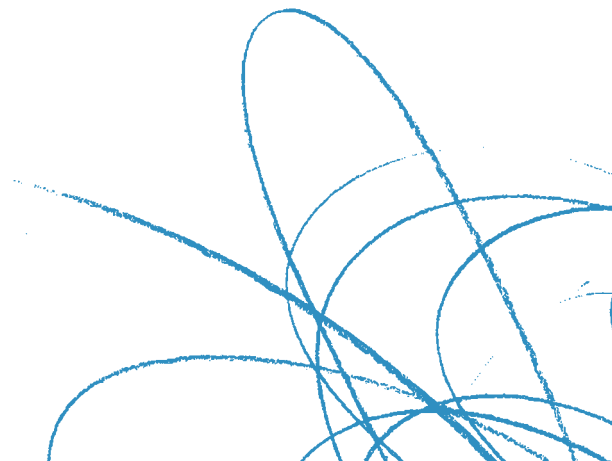
It is worth noting that each **school cultural committee** stems from a group of several neighbouring educational institutions. These committees are normally made up of representatives from the participating schools: principals, art teachers, parents who are members of the governing board, local and regional distributors, municipal cultural coordinators, etc.

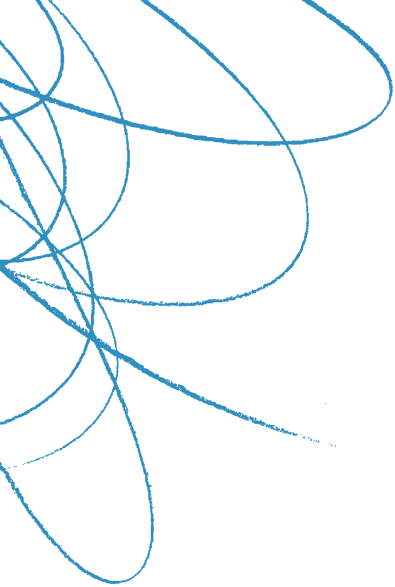


There may be a few school cultural committees in the same school board, depending on the geographic layout of the region. These cultural committees must group together schools that are within the same sector, district or region.

The mandate of school cultural committees is as follows:

- Act as a liaison for the school board cultural committee for regional activities, when necessary, even if the main efforts are carried out at the school level.
- Promote the integration of a cultural dimension into the educational projects of their participating schools.
- Organize cultural outings as well as artist and writer workshops for their participating schools under the Culture in the Schools Program.
- Form local affiliations with cultural partners in regions without distributors, as needed.
- Work with the schools to create the educational documents needed to prepare students for cultural outings and support schools in carrying out cultural activities.





- Involve, inform and support participating school principals and teachers in organizing activities under province-wide programs: Arts and Culture Week in Québec Schools, Essor Awards Contest, Culture in the Schools Program, etc.
- Provide advice on the Culture in the Schools Program guidelines for managing the logistics of cultural activities: reservations, transportation, fundraising, cultural activities, use of services of distributors or cultural organizations, etc.

If there is no school board cultural committee:

- ⇒ Inform school board authorities of the importance of integrating a cultural dimension into schools and forming a school board cultural committee.
- ⇒ Group together neighbouring educational institutions in order to create a dynamic culture within the region.
- ⇒ Work with the relevant authorities toward setting up structures that could facilitate the establishment of a school board cultural committee.





DESCRIPTION OF  
THE ACTIVITIES  
CARRIED OUT BY  
THE SCHOOL  
BOARD CULTURAL  
COMMITTEE  
DURING THE  
2004-2005  
SCHOOL YEAR

Our school board adopted a cultural policy on .....  
(Attach a copy of the policy or its update, as the case may be.)

OR

We are currently drafting a school board cultural policy.

- Name of the person in charge of the project .....
- Short description of the phases accomplished to date .....

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- Short description of the activities carried out by the committee during the 2004-2005 school year (Please use page 4 of this document.)
- Action plan of the committee for the 2005-2006 school year (Please use page 4 of this document.)

**ASSESSMENT OF THE ACTIVITIES CARRIED OUT BY THE SCHOOL BOARD CULTURAL COMMITTEE  
DURING THE 2004-2005 SCHOOL YEAR**

**ACTION PLAN OF THE SCHOOL BOARD CULTURAL COMMITTEE  
FOR THE 2005-2006 SCHOOL YEAR**

DESCRIPTION OF  
THE ACTIVITIES  
CARRIED OUT BY  
THE SCHOOL  
CULTURAL  
COMMITTEE  
DURING THE  
2004-2005  
SCHOOL YEAR

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.)

During the 2004-2005 school year, we organized ..... cultural outings.  
(Please use page 6 of this document.)

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

Action plan of the school cultural committee for the 2005-2006 school year (Please use  
page 7 of this document.)

DESCRIPTION  
OF CULTURAL  
OUTINGS  
ORGANIZED  
DURING THE  
2004-2005  
SCHOOL YEAR  
BY A SCHOOL  
CULTURAL  
COMMITTEE

NAME OF THE ACTIVITY	LOCATION OF THE ACTIVITY	DATES	NUMBER OF PARTICIPANTS
<b>EXAMPLE</b> Visit to museum X	Joliette	November 14 and 15	6 classes : 160 students and guides



REPORT ON  
THE USE OF  
FINANCIAL  
SUPPORT  
GRANTED IN  
JUNE  
2004

**ELIGIBLE EXPENSES:**

- Stationery, printing and photocopying expenses
- Expenses related to one or more meetings to promote awareness of the principles underlying the integration of a cultural dimension into schools
- Expenses related to one or more information meetings on the cultural activities or events to be held at both the regional and provincial levels over the course of the year
- Expenses related to the hiring of substitute teachers to allow the teachers involved to participate in researching, organizing and leading cultural outings or events at both the regional and provincial levels in participating schools. The events must be linked to the Culture-Education action plan
- Expenses for secretarial or support staff involved in organizing cultural outings
- Travel expenses for committee members

Amount of the grant received .....

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

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

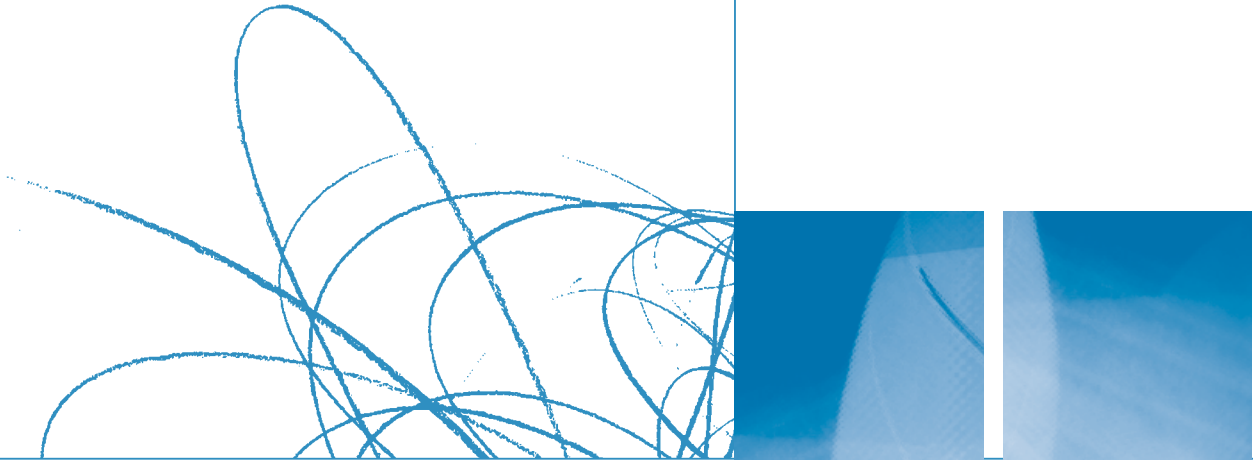
Cost of hiring substitute staff for members of the board of directors .....

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



## ELIGIBILITY CRITERIA

The eligibility criteria pertain to the three types of cultural committees: the school board cultural committees, the school cultural committees for a region without a school board cultural committee and the school cultural committees for a region with a school board cultural committee.

### SCHOOL BOARD CULTURAL COMMITTEES

- Provide a list of members.
- Present the cultural policy or, if applicable, an update, as well as a list of committee members and a timetable for implementing the policy that is currently being drawn up.
- Provide a list of cultural partners who regularly work with participating school cultural committees.
- Present the action plan carried out in 2004-2005, if applicable.

- Present the action plan for the 2005-2006 school year in connection with the new guidelines.
- Present a restructuring plan that includes the school cultural committees and clearly demonstrates the type of relationship with them that is being sought.
- Provide a list of the school cultural committees and schools from which the committees originate.

The evaluation committee will consider neighbouring school committees that organize the same activities at the same places as a single school committee.

- Present the action plan for the 2005-2006 school year, taking into account the school cultural committee's mandate as previously specified in this document.
- Include a report on the use of financial support granted by the MEQ in June 2004 (if applicable).



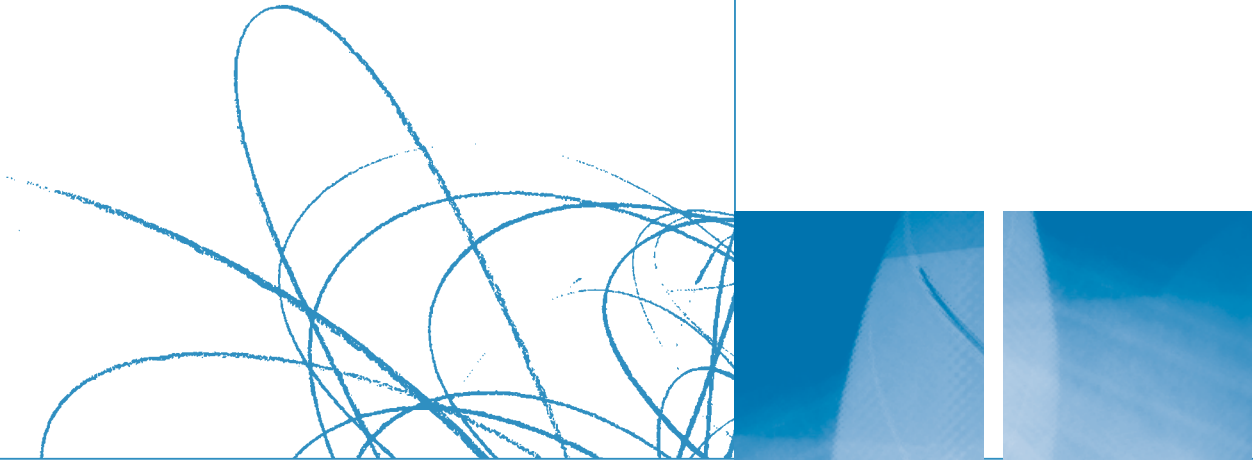
### **SCHOOL CULTURAL COMMITTEES FOR A REGION WITHOUT A SCHOOL BOARD CULTURAL COMMITTEE**

- With help from other school cultural committees in the region, if any, present an action plan aimed at setting up a school board cultural committee.
- Present the means devised to increase the school board authorities' awareness of the importance of integrating a cultural dimension into schools.
- Provide a list of participating schools, including the number of students and teachers in each.

- Present a report on the cultural outings or events (e.g. a visit to a museum, economuseum or historic site) that took place in 2004-2005 and, for each activity, indicate the number of participating students along with the age group targeted.

The evaluation committee will consider neighbouring school committees that organize the same activities at the same places as a single school committee.

- Present the action plan for the 2005-2006 school year, taking into account the school cultural committee's mandate as previously specified in this document.
- Include a report on the use of financial support granted by the MEQ in June 2004 (if applicable).



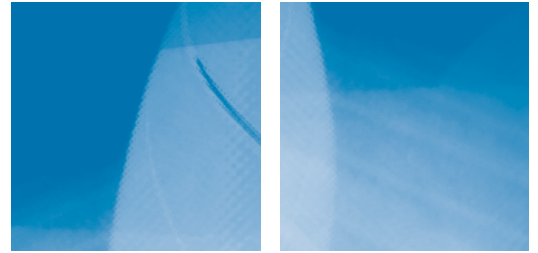
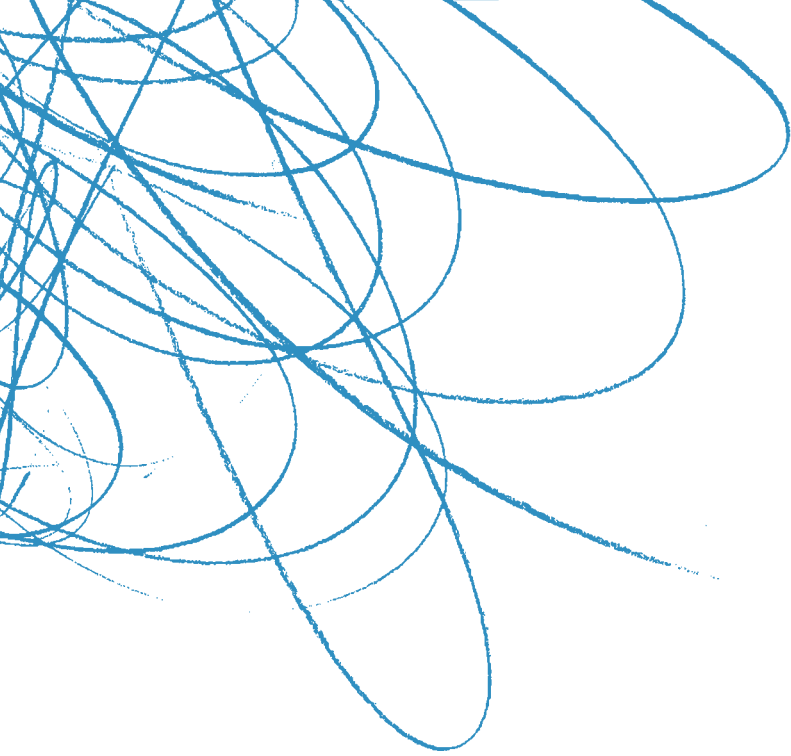
### **SCHOOL CULTURAL COMMITTEES FOR A REGION WITH A SCHOOL BOARD CULTURAL COMMITTEE**

- Provide a list of participating schools, including the number of students and teachers in each.
- Provide a list of regular cultural partners for the participating schools.
- Present a report on the cultural outings or events (e.g. a visit to a museum, economuseum or historic site) that took place in 2004-2005 and, for each activity, indicate the number of participating students along with the age group targeted.

The evaluation committee will consider neighbouring school committees that organize the same activities at the same places as a single school committee.

- Present the action plan for the 2005-2006 school year, taking into account the revised school cultural committee's mandate as previously outlined in this document. This mandate provides for increased effort on the part of the school cultural committee toward the attainment of the school board cultural committee's goals.
- Include a report on the use of financial support granted by the MEQ in June 2004 (if applicable).

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.



## PROCEDURE

The cultural committee will submit 10 copies of its file by June 10, 2005 to the Ministère de l'Éducation, du Loisir et du Sport (MELS) at the address indicated on the cover of this document. The MELS, through the intermediary of the representative organization, will award grants for the approved amounts by September 30, 2005.

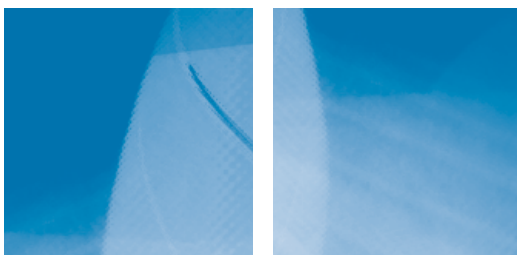
## ELIGIBLE EXPENSES

- Stationery, printing and photocopying expenses
- Expenses related to one or more meetings to promote awareness of the principles underlying the integration of a cultural dimension into schools
- Expenses related to one or more information meetings on the cultural activities or events to be held at both the regional and provincial levels over the course of the year
- Expenses related to the hiring of substitute teachers to allow the teachers involved to participate in researching, organizing and leading cultural outings or events at both the regional and provincial levels in participating schools. The events must be linked to the Culture-Education action plan.
- Expenses for secretarial or support staff involved in 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.

## EVALUATION PROCESS

The decisions handed down by the Ministère de l'Éducation, du Loisir et du Sport, further to the evaluation committee's recommendations regarding applications, will be final.



### EVALUATION OF APPLICATIONS FOR FINANCIAL ASSISTANCE

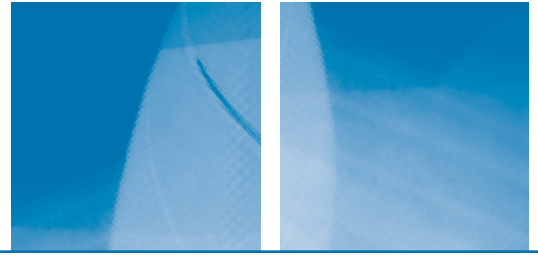
A committee made up of seven members will analyze the files and determine the amount of financial support to be granted. This committee will be made up of the following individuals:

- a representative from the Ministère de l'Éducation, du Loisir et du Sport
- a representative from the Ministère de la Culture et des Communications
- a member of the board of directors of the Association québécoise des comités culturels scolaires
- three representatives from the schools (teacher, educational consultant, principal)
- a representative from a regional office of the Ministère de l'Éducation, du Loisir et du Sport
- a representative from a regional office of the Ministère de la Culture et des Communications

### EVALUATION CRITERIA

The evaluation will take into account the following criteria:

- compliance with the eligibility criteria
- compliance with the criteria for eligible expenses
- consistency between the characteristics, mandate and actions of the committee and those set out in the Financial Support for Cultural Committees in the School System Information Document
- collaboration with other school cultural committees in the same region, educational institutions, cultural resources and organizations, and regional representatives of the concerned departments
- consistency between the cultural activities set out in the 2004-2005 action plan and those favoured in the Financial Support for Cultural Committees in the School System Information Document
- variety in the activities set out in the 2005-2006 action plan and consistency between the activities, the committee's mandate and the new departmental guidelines.



## **SPECIAL PROVISIONS ARISING FROM THE NEW FINANCIAL SUPPORT GUIDELINES**

### **NEWLY FORMED CULTURAL COMMITTEES**

Newly formed school or school board cultural committees officially established during the current year will receive a lump sum of \$1000 to help them develop a work plan for the 2005-2006 school year, in keeping with the new guidelines.

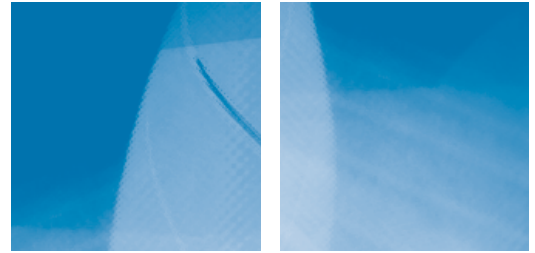
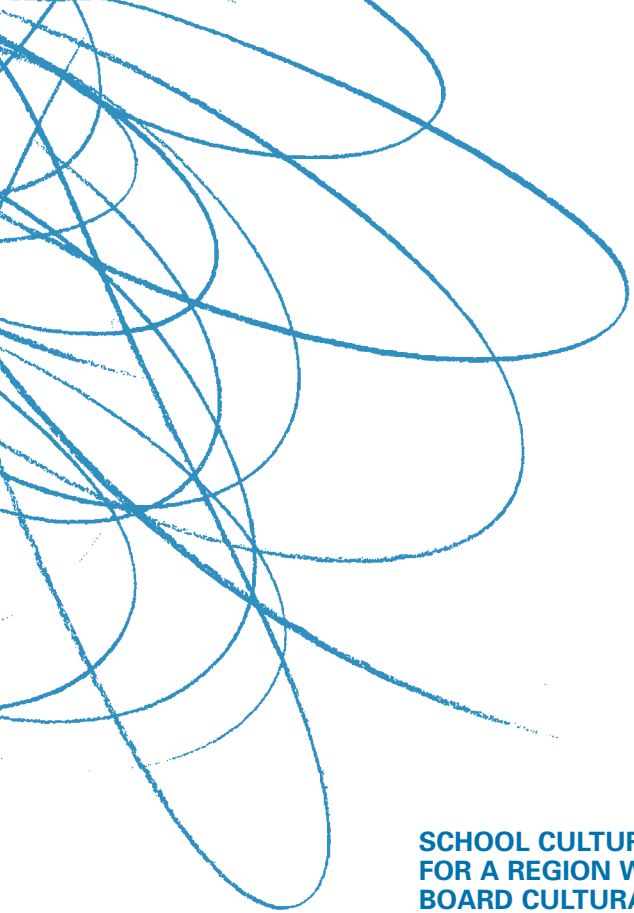
### **SCHOOL BOARD CULTURAL COMMITTEES**

School board cultural committees already in existence will receive a lump sum of \$1000 to assist them in their joint efforts and help them implement the activities related to the school board's cultural policy. After they have submitted an action plan for the 2005-2006 school year, they will receive an additional amount of \$1000 to develop partnerships with their participating school cultural committees.

### **SCHOOL CULTURAL COMMITTEES FOR A REGION WITH A SCHOOL BOARD CULTURAL COMMITTEE**

School cultural committees for a region with a school board cultural committee will receive a lump sum of \$1000 toward their forthcoming 2005-2006 action plan. Further financial assistance will be granted based on a review of the "student attendance" factor. Committees will receive \$200 for every 1000 students who attended a cultural outing in the course of the 2004-2005 school year.<sup>1</sup>

1. This criterion may be revised for the next edition of Financial Support for Cultural Committees in the School System.



### **SCHOOL CULTURAL COMMITTEE FOR A REGION WITHOUT A SCHOOL BOARD CULTURAL COMMITTEE**

As a transitional measure, school cultural committees for a region without a school board cultural committee will receive a lump sum of \$1500 toward their forthcoming 2005-2006 action plan. The action plan must specify the means used to set up a school board cultural committee in their region. Further financial assistance will be granted based on a review of the “student attendance” factor. Committees will receive \$200 for every 1000 students who attended a cultural outing in the course of the 2004-2005 school year.<sup>2</sup>

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### **OTHER CHANGES SLATED FOR 2005-2006**

As of the next edition of Financial Support for Cultural Committees in the School System, only school board cultural committees may submit an application for financial assistance, which will include the applications of the school cultural committees in their region.

2. This criterion may be revised for the next edition of Financial Support for Cultural Committees in the School System.

# GUIDELINES FOR ALLOCATING FINANCIAL SUPPORT

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

TYPE OF COMMITTEE	BASIC LUMP SUM	STUDENT ATTENDANCE
SCHOOL BOARD CULTURAL committee	<p>\$ 1 000 To establish the school board cultural committee or pursue activities related to the cultural policy</p> <p><b>and</b></p> <p>\$ 1 000 Additional amount to help the school board cultural committee develop partnerships with school cultural committees in its region</p>	-
SCHOOL CULTURAL COMMITTEE	<p>\$ 1 000 If there is a school board cultural committee in the region</p> <p><b>or</b></p> <p>\$ 1 500 If there is no school board cultural committee in the region (transitional measure)</p>	\$200 for every 1000 students attending
SCHOOL BOARD OR SCHOOL CULTURAL COMMITTEE established during the current year	\$ 1 000	-

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



99-6504A