

# *Professional artists*

## **Travel**

***2010 - 2011***

Grant program  
for professional artists and writers

Section – Travel

Grants for upcoming artists

Development grants

Conseil des arts  
et des lettres

Québec 

Grant program for professional artists and writers  
2010-2011  
Section – TRAVEL

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To obtain information on the main changes to the 2010-2011 grant program for professional artists and writers, please consult the Conseil's Website :  
[www.calq.gouv.qc.ca/artistes/modifications\\_en.htm](http://www.calq.gouv.qc.ca/artistes/modifications_en.htm)

Please read the *2010-2011 Grant application presentation guide* before submitting your application. It contains technical information concerning supporting items and documents.

Incomplete applications are not accepted.

Important note

Please note that travel grants intended for upcoming artists and writers are presented in their category of the *Grant program for professional artists and writers* corresponding to their discipline.

## GENERAL INFORMATION

### Section objectives

Through travel grants, the Conseil des arts et des lettres du Québec wishes to enable artists and artists' groups to accept invitations from inside and outside Québec to participate in activities related to their artistic disciplines or career development.

### Target clientele

The Travel section of the *Grant program for professional artists* covers all of the disciplines that the Conseil supports and is intended for artists, writers, storytellers, professional craftspeople, and architectural professionals who satisfy the eligibility criteria governing the mid-career\* or development categories.

\* Mid-career grants are intended solely for writers and storytellers.

For the purposes of this program, the term "artist" to all candidates. Artists are defined as follows:

- they declare themselves to be professional artists;
- they practise an art on their own account or offer their services for remuneration, as creators or performers, especially in the fields under the responsibility of the Conseil des arts et des lettres du Québec;
- they have gained the recognition of their peers;
- they disseminate or publicly interpret their works in places and/or contexts recognized by their peers.

### Artists' group

A group designates a group of artists, regardless of their number. Each member of the group must be a professional artist as defined above and satisfy the program's eligibility criteria. One member must represent the group as coordinator. Moreover, the group must not have received collectively grants in respect of the same project under other programs offered by the Conseil.

The same coordinator must always represent permanent groups unless exceptional circumstances arise.

A group legally constituted as a not-for-profit or profit-making company or general partnership is ineligible for this program.

Applicants may apply as individuals or members of an artists' group.

Each member of the artists' group must satisfy the eligibility criteria governing the mid-career or development grant categories, depending on the discipline.

In the interest of stylistic simplicity, the term "applicant" is sometimes used.

### General eligibility criteria

To apply for a grant, an artist must be a Canadian citizen or a landed immigrant as contemplated in section 2(1) of the *Immigration and Refugee Protection Act* and in both instances must normally reside in Québec and have resided there over the past 12 months.

An artist who has lived outside Québec for two or more years is not eligible for the program unless he maintains his status as a Québec resident. In this instance, it is incumbent upon the artist to demonstrate his eligibility by confirming that he participates in the Québec health insurance plan (Régie de l'assurance maladie du Québec).

If an applicant submits a project in a discipline other than the one in which he normally pursues his career, he must satisfy the eligibility criteria of the new discipline in which he is requesting a grant.

### Specific eligibility criteria

Development grant category (except literature and storytelling)  
Artists must have over two years of artistic practice in Québec or abroad.

Mid-career grant category (literature and storytelling)  
The writer must have published at least two books in a context recognized by his peers or have disseminated a minimum of five different texts in a context recognized by his peers and published in a literary genre eligible for a grant from the Conseil, i.e. a work of fiction or an essay devoted to the arts or literature. Publications in electronic format that have been subject to a selection process, publication and dissemination recognized by peers are eligible.

The storyteller must have produced at least one solo creation in a context recognized by his peers.

A writer or storyteller whose literary and artistic achievements warrant it may apply for a grant in a different category.

In the case of a project submitted by a writers' or a storytellers' group, it is the artistic profile of the coordinator that determines the category of grant requested. The coordinator must produce an activity report.

Development grant category (literature and storytelling)  
The writer must have published at least six books in a context recognized by his peers in a literary genre eligible for a grant offered by the Conseil, i.e. a work of fiction or an essay devoted to the arts or literature. Publications in electronic format that have been subject to a selection process, publication and dissemination recognized by peers are eligible.

The storyteller must have produced at least six solo creations in a context recognized by his peers.

A writer or storyteller whose literary and artistic achievements warrant it may apply for a grant in a different category.

In the case of a project submitted by a writers' or a storytellers' group, it is the artistic profile of the coordinator that determines the category of grant requested. The coordinator must produce an activity report.

### Restrictions

An applicant who has already received financial support pursuant to one of the Conseil's grant programs must submit a *Report on the use of the grant* when the project is completed before submitting a new application. The Conseil must have approved this report.

An applicant who has already received financial support must submit a *Report on the use of the grant* before submitting a new application in the same section. This report must have been approved by the Conseil.

An applicant may not obtain more than three travel grants per fiscal year (April 1 to March 31) or a maximum of \$5 000.

The Conseil may not award a travel grant in respect of projects eligible under another of its programs nor award a travel grant pertaining to expenses already supported by a program of another organization, e.g. the Ministère de la Culture, des Communications et de la Condition féminine, the Ministère des Relations internationales, the Société de développement des entreprises culturelles, the Office franco-québécois pour la jeunesse, the Canada Council for the Arts.

A new application may not be submitted in respect of a travel project that has been refused.

### Submitting applications

Applicants must fill out the appropriate application form and be sure to submit all of the required documents. The application form is available on the Conseil's Web site.

A *Grant application presentation guide* is available on request from the Conseil and on its Web site.

Only the original copy of the form, signed by the artist or by each member of the artists' group, will be deemed valid. Applications may not be sent by fax or by email.

### Contents of the file

A single copy of the registration file must be submitted on 21.6 cm x 27.9 cm (8 ½ inch x 11 inch) paper. To facilitate photocopying, do not staple, bind or print the documents on both sides of the page.

The file must include:

- a description of the project;
- the curriculum vitae of the artist or the artists in the case of a group. In the case of media arts, include all mentions of public and professional dissemination (maximum of three pages per artist);
- the travel timetable and itinerary;
- the detailed budget for the project;
- a proof of registration or an invitation in the case of a project that calls for participation in a workshop, show, concert, conference, colloquium, biennial event, festival, symposium or any other event of this kind;
- in the case of travel linked to an exploratory mission abroad, submit written confirmation of meetings from the organizations with which the applicant is to meet or invitations from at least two recognized promoters (artists' centres, museums, contemporary arts centres, events, galleries, and so on). N.B.: Proposed exploratory missions abroad apply solely to the following disciplines: the visual arts, arts and crafts, architecture, and the media arts.
- information on the host organization and its financial participation or that of other partners in the project; and in the case of music and popular song, photocopies of contracts or agreements, as the case may be;
- if need be, letters of undertaking from the collaborators and a description of their contribution to the project;
- if need be, a clipping file of not more than five pages containing photocopies of newspaper articles published during the previous five years.
- visual or sound documents comprising a maximum of two CDs, a DVD or 15 digital images of works produced over the past five years. A book or a copy of a manuscript or a collection of selected texts. In the case of a manuscript: one copy on 21.6 cm x 27.9 cm (8½" x 11") paper, printed on one side only.

See the *Grant application presentation guide* for technical information concerning supporting items and documents.

Only visual material, sound recordings and publications are returned to applicants within 90 days of the announcement of the results.

The Conseil is not responsible for the loss of submitted items or damage sustained by such items during shipping. Applicants are urged to avoid sending the originals of items or supporting material required for a grant application.

Subject to the provisions in the *Act respecting Access to documents held by public bodies and the Protection of personal information*, the Conseil respects the confidentiality of the documents and information in its possession and of those sent to it.

Applicants must promptly notify the Conseil of a change of address.

#### Processing of applications

Within four weeks of the registration deadline, the Conseil sends an e-mail acknowledgement to applicants who have an e-mail address. Applicants who submit their applications to the Conseil's offices receive a dated acknowledgement of receipt.

A program manager ascertains whether the applicant and the project satisfy the eligibility criteria.

#### Evaluation of applications

Travel grant applications are assessed on their merit, in light of the objectives and evaluation criteria specific to this section. The selection takes into account both the comparative value of the projects and the funds available. If need be, the Conseil des arts et des lettres du Québec enlists the aid of assessors who give an opinion at the request of the management, which makes the final decision. Assessors must be on the list of resource persons approved by the Conseil's board of directors. Decisions are final and without appeal.

#### Ethics

Board members, members of juries, employees of the Conseil and assessors are subject to codes of ethics. All must act in good faith in performing their duties and refrain from taking part in any discussion concerning a grant application that risks creating a conflict of interest. Confidential or privileged information transmitted to them may not be used for personal reasons.

#### Awarding of grants

The Conseil establishes the amount in light of the funds available, budgets submitted and eligible expenses. The maximum amounts offered under this section may not be increased, even in the case of a group project.

The entire amount of the grant will be paid within one month of the announcement.

In accordance with tax legislation, an artist is bound to declare the amount of the grant he receives. The Conseil issues a tax slip to each grant recipient and to each member of an artists' group and submits the list of grant recipients to the ministère du Revenu.

By cashing a grant cheque, the artist undertakes to carry out the project planned and to comply with the conditions governing the payment of the grant.

When an artist is unable to carry out part or all of the activity covered by the application, or a major change is made to the project or work schedule, he must promptly contact the Conseil to make the appropriate arrangements. Should the artist fail to comply with this condition, the Conseil may demand repayment of the grant.

The grant recipient or the coordinator in the case of an artists' group undertakes to submit a detailed report on the use of the grant or the results of the research and a summary of expenses incurred, using the *Report on the use of the grant* form provided by the Conseil. This final report must be submitted not more than three months after the project's completion and must be approved by the Conseil. An artist must submit the report before making a new application.

When the project results in public activities such as performances or exhibitions, or in publications, the Conseil's logo or mention of its contribution must appear in information, promotional or advertising documents in order to inform the public of the use of cultural funding.

Artists obtaining a grant must comply with standards governing the use of the Conseil's logo, as described in a document available from the Conseil or on its Web site.

Failure to comply with any of the foregoing conditions may jeopardize an artist's eligibility to submit a subsequent application.

## TRAVEL PROJECTS

### Types of eligible projects (depending on the discipline)

#### Media arts

- Participate as a resource person in a conference, a seminar, a symposium or a colloquium in conjunction with an artistic event;
- participate in a proposed exploratory mission abroad that may lead to the presentation of an exhibition, a program, a dissemination project, or the selection of artistic works;
- engage in a research and creation residency;
- attend a specialized events when his works are presented.

#### Visual arts, Arts and crafts, Architecture

- Participate as a resource person in a conference, a seminar, a symposium or a colloquium in conjunction with an artistic event;
- attend the opening of significant exhibitions of his works or participate as an exhibitor at specialized shows; (in the case of arts and crafts, the Conseil will favour participation in exhibitions accompanied by other artistic activities involving the artist's contribution as a resource person);
- engage in a research and creation residency;
- participate in a proposed exploratory mission abroad that may lead to the presentation of an exhibition, a program, a dissemination project, or the selection of artistic works.

#### Literature, Storytelling

- Participate as a resource person in a conference, a seminar, a symposium or a colloquium in conjunction with an artistic or literary event;
- attend the launching of the author's book (the Conseil will give priority to launchings that include other activities implying the writer's participation as a resource person);
- give a show focusing on literature or stories;
- engage in a research and creation residency;
- give a creative writing workshop;
- participate in an exploratory activity that can lead to an artistic creation or translation project.

#### Theatre

- Participate as a resource person in a conference, a seminar, a symposium or a colloquium in conjunction with an artistic event;
- attend an event or a public presentation of his work in his capacity as an author or translator;
- attend the launching of a book or play of which the applicant is the author or translator;
- engage in a research and creation residency;
- perform at a given venue.

#### Circus arts

- Participate as a resource person in a conference, a seminar, a symposium or a colloquium in conjunction with an artistic event;
- give a performance in a single event;
- engage in a research and creation residency;
- audition or participate in a competition.

#### Multidisciplinary arts

- Participate as a resource person in a conference, a seminar, a symposium or a colloquium in conjunction with an artistic event;
- engage in a research and creation residency;
- give a performance or attend a public presentation of his works.

#### Dance, Music, Popular song

- Participate as a resource person in a conference, a seminar, a symposium or a colloquium in conjunction with an artistic event;
- give a performance, concert or recital;
- attend a public presentation of his works;
- engage in a research and creation residency;
- audition or participate in a competition.

### Types of ineligible projects

#### All disciplines

- Travel already effected at the time of submission of the application;
- transportation or works only;
- give workshops.

#### Dance, Music, Popular song

Participate in academic auditions.

### Eligible expenses

- Land, sea and air transportation expenses;
- travel-related expenses such as vaccinations, visas, insurance, and so on;
- expenses related to the translation of literary works (literature only);
- staying expenses (accommodation and meals) up to a maximum of \$125 per day in Canada and \$200 per day outside Canada are granted to an artist or to each member of an artists' group.

### Maximum amounts eligible

The applicant determines the amount requested according to the destination. An applicant may apply for one or more travel grants during a given year. However, he may not obtain more than three travel grants per fiscal year (April 1 to March 31) or a maximum of \$5 000.

In the case of travel in Canada, the destination must be more than 400 km from the artist's place of residence.

Travel must commence at the place of residence of an artist in Québec.

Applications may encompass more than one destination on the same trip. The maximum amount of the grant is set according to the farthest destination.

The maximum amounts are determined by the destination:

|                                                                                                                                                                                                       |         |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|
| – Québec, Ontario and the Maritimes (except Newfoundland and Îles-de-la-Madeleine)                                                                                                                    | \$750   |
| – Nord du Québec (except Nunavik), Îles-de-la-Madeleine, other provinces of Canada (including Newfoundland) and New England (Connecticut, Maine, Massachusetts, Rhode Island, New Hampshire, Vermont) | \$1 000 |
| – Nunavik, United States (except New England), Europe and Mexico                                                                                                                                      | \$2 000 |
| – Africa, Asia, Oceania, Central America and South America                                                                                                                                            | \$2 500 |

However, the Conseil takes into account the travel costs assumed by an artist living in an outlying area who must travel more than 400 km to an international airport in Québec. An applicant who satisfies this criterion will receive a maximum additional amount of \$750 allocated for a trip in Québec, in addition to the maximum allowed in respect of his final destination outside Québec.

These expenses apply to each member of a group insofar as they do not exceed the grant's total amount.

In addition to the maximum amounts eligible by destination, the Conseil may also cover collection charges, customs clearance expenses and the cost of transporting art works and equipment, up to a maximum of \$2 000.

### Evaluation criteria

#### Interest and relevance of the project

- the project's interest and impact in relation to the artist's career development and the influence of his work;
- the event's value and relevance;
- the quality of the reception structure.

#### The quality of artistic work

The literary or artistic quality of the works produced by the applicant or the members of an artists' group.

#### The project's feasibility

- the realism of the budget estimates;
- financial participation by the host organization or other partners in the realization of the project, as the case may be;
- the realism of the project schedule.

### Registration

At any time

The applicant must complete the travel grant application form.

The applicant must be sure to provide the documents indicated in the *Contents of the file* section in the general information before submitting his application.

Incomplete applications are not accepted.

### Mailing address

The mailing address where the applications must be sent varies according to each discipline and is indicated on the application form.

The Conseil deems the postmark to be the date of reception of the application.

### Decision

The Conseil will inform the applicant of its decision in writing eight weeks after he has submitted the application.

When an application is approved, the applicant will receive along with the approval letter, a document outlining all the terms and conditions governing the use of the grant.

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In the interests of stylistic clarity, the masculine form is used in  
this document and is understood to designate women and men.