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Culture et éducation

Culture in the Schools Program 2005-2006

(version française: [La culture à l'école](#))



The *Culture in the Schools Program* results from the merging of two previous programs : the *Culture in Education Partnerships* programs, implemented in 1999 by the Ministère de la Culture et des Communications (MCC), and the *Measure to Support the Introduction of a Cultural Dimension into Schools*, implemented in 2000 by the Ministère de l'Éducation (MEQ). By uniting these resources within a single new program and simplifying administrative processes for the cultural and school communities, the two departments hope to make it easier for public elementary and secondary schools to focus on the cultural dimension.

The *Culture in the Schools Program* is designed to encourage teachers, together with professionals from the field of culture—whether resource persons or organizations—to carry out projects that are in keeping with the spirit of the education reform and offer schools a window on the world. The program also supports regional projects associated with the cultural policy of specific school boards.


It is hoped that the program will give rise to a wide range of enriching projects and will enable students to play an active role with positive benefits for other aspects of their school life, as they develop their creativity, team spirit, critical thinking, aesthetic appreciation and self-esteem. The project should eventually allow them to become adults who are more open-minded, attentive and aware, as well as more likely to contribute to the cultural vitality of their society.

Schools are encouraged to take advantage of the financial resources available under the program, so that they can take concrete action to integrate the cultural dimension in a harmonious and coherent way with the other learning activities provided for their students.

The [Répertoire de ressources culture-éducation](#), available in electronic format only, forms part of the program.

The following document covers all aspects of the program :

- [Culture in the Schools Program 2005-2006](#) (MESL link  746 ko)

- **Forms** (MESL links )
 - [Appendix A](#) - Projet submission form (244 ko)
 - [Appendix C](#) - Form for reporting the use of financial assistance (128 ko)
 - [Appendix E](#) - Sample agreement (151 ko)

 - **For further informations**
 - [Contact information for the regional offices of the MCC](#)
 - [Contact information for the regional offices of the MEQ](#)
 - [L'Union des écrivaines et écrivains du Québec](#)
 - The UNEQ has been mandated to select the new writers who submit their candidacy to be part of the Répertoire de ressources culture-éducation. The UNEQ also takes care of the management of the thousands of books that are sent and distributed to the students of the schools that play host to writers.
-

Note : Culture in the Schools Program 2004-2005

Schools that receive financial assistance under this program will be required to submit (once the project has been completed and no later than June 30, 2005) a form reporting the use made of the financial assistance they received .

- Form for reporting the use of financial assistance 2004-2005 (MEQ link available at a later date)



Québec 

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Culture
in the School,
A Class Act

CULTURE IN THE SCHOOLS PROGRAM

INFORMATION DOCUMENT AND CALL FOR
PROJECTS FOR USE BY SCHOOL BOARDS,
PUBLIC AND PRIVATE ELEMENTARY AND
SECONDARY SCHOOLS, AND PROFESSIONALS
IN THE FIELD OF CULTURE

2005-2006



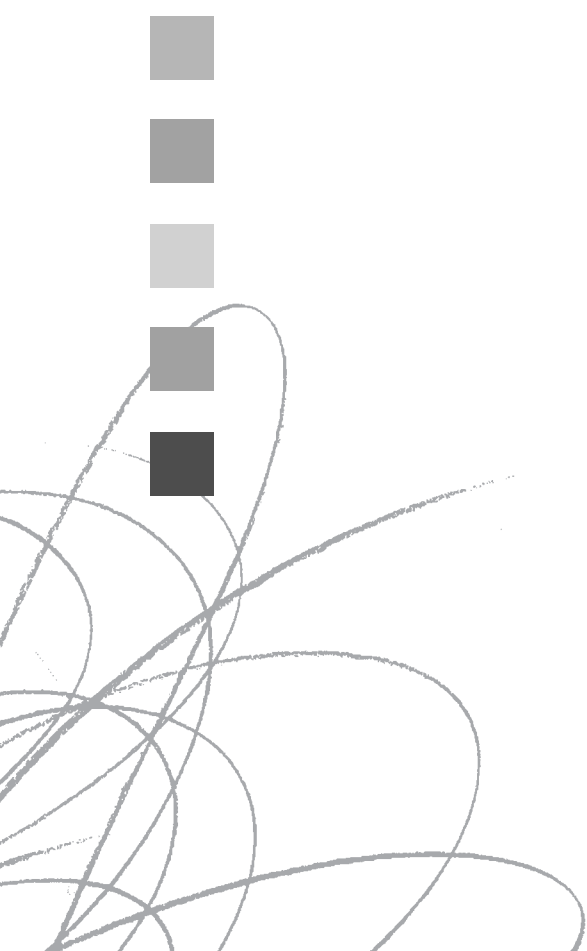


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Introduction

The Ministère de la Culture et des Communications and the Ministère de l'Éducation, du Loisir et du Sport have been partners for the past twenty years. Their collaboration has become progressively more visible with the adoption of Québec's cultural policy in 1992, the signing of a memorandum of understanding in 1997 and the "Pour les jeunes, l'école et la culture" declaration in 2000.

The partnership is based, among other things, on the view that schools are places of culture, and that culture is a source of knowledge and learning.

Moreover, the reform of elementary and secondary education emphasizes the cultural aspect of every subject and redefines the role of teachers as cultural mediators.

In addition, the vast experience of professionals in the field of culture, acquired in recent years in the field of education, has resulted in projects related to a variety of forms of artistic expression that have meaning for the students. All of these elements resulted in the implementation by both ministries of a variety of means of facilitating a cultural approach to teaching and learning.

The *Culture in the Schools Program*, created in 2004, is the result of a combination of the *Culture in Education Partnerships* program, implemented in 1999 by the Ministère de la Culture et des Communications (MCC), and the *Measure to Support the Introduction of a Cultural Dimension Into Schools*, implemented in 2000 by the Ministère de l'Éducation (MEQ). By uniting their resources within a single new program and simplifying administrative procedures for the cultural and school communities, the two ministries hope to make it easier for public and private elementary and secondary schools to focus on the cultural dimension.

The *Culture in the Schools Program* is designed to encourage teachers, together with artists, writers and professional cultural organizations, to implement cultural activities in keeping with the spirit of the education reform and to offer schools a window on the world. The program also supports regional projects, in particular as part of the implementation of the cultural policy of specific school boards.

It is hoped that the program will give rise to a wide range of enriching projects. These activities will enable students to play an active role with positive benefits for other aspects of their school life, as they develop their creativity, ability to work in a team, critical thinking, aesthetic appreciation and self-esteem. They will eventually become adults who are more open-minded, attentive and aware, as well as more likely to contribute to the cultural vitality of their society.

Schools are encouraged to network with resources in the field of culture and to take advantage of the financial resources available, so that they can take concrete action to integrate the cultural dimension in a harmonious and coherent way with the other learning activities provided for their students.

1 Objectives

The general objective of the *Culture in the Schools Program* is to create active cultural citizens by increasing students' exposure to cultural experiences through the joint efforts of teachers, artists, writers and professional cultural organizations.¹

More specifically, the program is designed to:

- ensure that the cultural dimension is integrated into classroom and school activities through the collaborative efforts of teachers, in accordance with the Québec Education Program
- promote concerted action among teachers, artists, writers and professional cultural organizations
- offer students a range of cultural experiences that will have a positive impact on their learning and allow them to actively develop open-mindedness, curiosity, critical judgment and aesthetic appreciation
- promote careers in the fields of art and culture
- help students develop an interest in visiting professional cultural venues
- promote concerted action among schools, cultural organizations and municipalities, while taking regional realities into consideration

2 Program management

The *Culture in the Schools Program* is managed by a regional committee comprising one representative from each of the two ministries involved.

The committee's management approach may vary from region to region and from school board to school board. It must, however, comply with the basic program standards.

The regional management committee is responsible for implementing the Program, monitoring it at all stages and managing the available budget for the region. Each region is given a budgetary envelope in accordance with parameters that are the same for all regions.

-
1. The following are considered professional resources in the field of culture:
- artists and writers listed in the *Répertoire de ressources culture-éducation 2004-2006* and
 - non-profit organizations recognized by the Conseil des arts et des lettres du Québec (CALQ), the Société de développement des entreprises culturelles (SODEC) or the Ministère de la Culture et des Communications (MCC) and its partners or, if they are not recognized by these agencies, that are at least eligible for their programs

3 Target schools

The program targets all public and private schools offering preschool, elementary and secondary education (youth sector).

4 Eligibility conditions

To be eligible, the activities must meet all of the following conditions:

1) be the initiative of:

- **a team or group of teachers** with the assistance of one or more artists, writers or professional cultural organizations
- or
- **an artist, writer or professional cultural organization** working with a school that has agreed to participate
- or
- **a cultural committee in the field of education:** in this case, the same professional resource could work with several schools
- or
- **a school board:** in this case, the schools concerned can each set their stamp on the project by developing preparatory and transfer of learning activities

2) be presented by:

- a public or private elementary or secondary school or group of schools
- or
- a school board
- or
- a cultural organization working with a school or a school board

3) be implemented by teachers in close cooperation with one or more artists, writers or professional cultural organizations that are eligible for the Program

4) include preparatory activities and transfer of learning activities developed by the school

5) involve an active and financial contribution from each partner

6) be presented using the prescribed application form, which must be signed by the principals of the schools involved

- 7) be incorporated into the institution's regular timetable for the **2005-2006** school year, whether they are preparatory, implementation or transfer of learning activities

Ineligible projects

- extracurricular activities
- exchange trips and internships
- fund-raising activities

5 Financial assistance and allowable expenses

Depending on the region involved and the resources available, financial assistance under the *Culture in the Schools Program* may represent up to 75 per cent of allowable expenses. Special conditions may be set by the management committee or the school board in order to ensure the fair distribution of available resources.

5.1 The financial assistance requested must relate to allowable expenses:

- preparation and administrative costs (up to the equivalent of 15 per cent of allowable expenses):
 - the cost of providing substitute teachers to allow the teachers concerned to research, organize and supervise cultural excursions or cultural events that take place within the school as part of the regular learning activities
 - the expenses incurred by one or more professional cultural organizations in preparing the project
 - costs related to school secretarial and support staff required for the organization of activities
 - stationery, printing and photocopying
- the cost of chartered transportation to a recognized venue for a cultural excursion (e.g. theatre, museum, historical site, exhibition centre, interpretation centre, public archives)
- the cost of having artists and writers listed in the *Répertoire de ressources culture-éducation* come to the school (fees,² transportation costs, specialized materials and equipment, living allowance)
- costs related to the participation of one or more cultural organizations in the project (e.g. fees, transportation costs, materials and equipment)
- rental costs for equipment and the purchase of perishable materials (other than specialized materials for use by the artists) required to implement the activities

2. Note that the artists' and writers' fees include the cost of preparing activities.

5.2 Ineligible expenses

- tickets or admission fees for venues where one or more cultural activities connected with the project are to take place
- fees and expenses related to the presentation of a show, professional or amateur, at the school or at a cultural venue
- the purchase of non-perishable materials and equipment³ (durable and reusable):
 - stage equipment
 - computer hardware
 - musical instruments and music stands
 - cameras
- training costs for teaching staff
- taxes

6 Expenses related to the participation of artists, writers and professional cultural organizations

This section presents an overview of the method used to determine the total amount to which **artists or writers** participating in the activities are entitled. It also gives general information on the costs involved in having a **cultural organization** (such as a museum or performing arts company) come to the school as part of a project, and the costs relating to a **cultural excursion**. More information can be found in the appendixes.

6.1 Artists and writers

Basic fee	+ Transportation costs	+ Living allowance	+ Specialized materials and equipment	= Subtotal	+ Taxes	= Total
\$325 per day (3 x 1 hour or 2 x 2 hours) per person	\$0.37/km or the cost of public transportation or car rental for trips of over 50 km between the artist's or writer's place of residence and the school	Allowance of \$100 per day for accommodation and meals	<u>Artist:</u> Only when specified in the <i>Répertoire</i> <u>Writer:</u> Publications provided by the UNEQ	Total allowable expenses	GST and QST on the subtotal if the artist or writer is registered for tax purposes (subtotal x 0.15025)	Total amount to be paid to the artist or writer on the last day of the activity

³ When a workshop is given by a writer, the Union des écrivaines et des écrivains québécoise (UNEQ) is authorized by the MCC to send a number of the author's works to the school free of charge.

The **basic fee** for an artist or a writer is fixed, and a higher or lower amount cannot be negotiated. This fee covers all administrative costs and expenses involved in preparing and implementing eligible activities.

The artist or writer is entitled to a **living allowance** only if he or she must spend a night away from home. **Transportation costs** are payable only for trips of over 50 km, in other words, for a minimum round trip of 100 km between the artist's or writer's place of residence and the school. Where applicable, taxes must be calculated on the total of all costs payable to the artist or writer.

6.2 Cultural organizations

A school wishing to have a cultural organization participate in a project must involve that organization in the calculation of the cost, and must do so at the planning stage. Fees for the personnel involved, transportation costs, administrative costs and the cost of materials and equipment are allowable expenses. However, the organization's general operating expenses are not allowable.

6.3 Cultural excursions

The Program covers the cost of chartered transportation when students:

- attend performances offered by professional presenters who are recognized by the Ministère de la Culture et des Communications, the Conseil des arts et des lettres du Québec and the Société de développement des entreprises culturelles. These performances must involve the performing arts, i.e. theatre, music, song, dance or circus performances
- attend educational activities designed specifically for school groups in professional cultural venues, such as museums, exhibition centres, heritage interpretation centres, film and video festivals and public archives

7 Application for financial assistance

Schools that wish to apply for financial assistance must present their project using the project submission form, completing all sections. They must send copies of the form to the regional management committee for evaluation, and respect the committee's terms and conditions.

8 Project evaluation

The projects submitted will be analyzed according to the procedures set out in each region and on the basis of the following criteria:

- collaboration among teachers, artists, writers and cultural organizations
- participation of as many students as possible
- consistency of the proposed activities
- connections with the Québec Education Program in the case of preparatory and transfer of learning activities
- a budget based on different sources of funding

Additional criteria may be added in certain regions. Schools will be made aware of these criteria.

All decisions of the evaluation committees are final.

9 Form for reporting the use of financial assistance

Schools that receive financial assistance under this Program will be required to submit (once the project has been completed and **no later than June 30, 2006**) a form reporting the use made of the financial assistance they received (see Appendix C).

PROJECT SUBMISSION FORM



1. Project title

2. Project summary

Period:																														
from <table border="1" style="display: inline-table; margin-left: 10px;"> <tr> <td style="width: 20px;"> </td> <td style="width: 20px;">Year</td> <td style="width: 20px;"> </td> <td style="width: 20px;"> </td> <td style="width: 20px;"> </td> </tr> <tr> <td style="width: 20px;"> </td> <td style="width: 20px;">Month</td> <td style="width: 20px;"> </td> <td style="width: 20px;"> </td> <td style="width: 20px;"> </td> </tr> <tr> <td style="width: 20px;"> </td> <td style="width: 20px;">Day</td> <td style="width: 20px;"> </td> <td style="width: 20px;"> </td> <td style="width: 20px;"> </td> </tr> </table> to <table border="1" style="display: inline-table; margin-left: 10px;"> <tr> <td style="width: 20px;"> </td> <td style="width: 20px;">Year</td> <td style="width: 20px;"> </td> <td style="width: 20px;"> </td> <td style="width: 20px;"> </td> </tr> <tr> <td style="width: 20px;"> </td> <td style="width: 20px;">Month</td> <td style="width: 20px;"> </td> <td style="width: 20px;"> </td> <td style="width: 20px;"> </td> </tr> <tr> <td style="width: 20px;"> </td> <td style="width: 20px;">Day</td> <td style="width: 20px;"> </td> <td style="width: 20px;"> </td> <td style="width: 20px;"> </td> </tr> </table>		Year					Month					Day					Year					Month					Day			
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3. Information about school partners
(N.B.: The project must be submitted by the school. If more than two schools are involved, attach a list of participating institutions.)
School: _____
Adress : _____
Private school: <input type="checkbox"/> Elementary school: <input type="checkbox"/> Secondary school: <input type="checkbox"/>
School board: _____

School: _____
Adress : _____
Private school: <input type="checkbox"/> Elementary school: <input type="checkbox"/> Secondary school: <input type="checkbox"/>
School board: _____

4. Information about cultural

(N.B.: Only artists or writers listed in the *Répertoire* are eligible. Also, it is important that the school contact the cultural resources before submitting its project.)

	Number of days	Listed in the Répertoire		Was contacted		Is registered for tax purposes	
		Yes	No	Yes	No	Yes	No
		Artist(s)					
A-1		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A-2		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A-3		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Writer(s)							
W-1		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
W-2		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
W-3		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Organization(s)							
O-1		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
O-2		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

5. Information about the project

	Preschool	Elementary	Secondary	Total
Number of students				
Number of classes				
Number of teachers				

N.B.: For more information about each of the following phases, please consult the evaluation criteria (item 8) and Appendix B.

Preparatory phase
Briefly describe what activities will be done with the students before the activity per se.
Professional resource in the field of culture:
Venue(s):

Implementation phase
Identify and briefly describe each activity to be carried out.
Professional resource in the field of culture:
Venue(s):

Transfer of learning phase
Briefly describe what activities will be done after the activity per se.
Professional resource in the field of culture:
Venue(s):

6. Budget estimate

Reserved for
evaluation
committee

ALLOWABLE EXPENSES

A	<p>Preparation and administrative costs (substitute teachers, preparation by cultural organization, administration, secretarial services, stationery, photocopying) Up to the equivalent of 15 per cent of allowable expenses</p> <p>Details:</p>	\$
		<input type="text"/>

B	<p>Transportation costs (before tax) Transportation costs for students on a cultural excursion to a recognized venue (specify the amount for each excursion)</p> <p>Details:</p>	+ \$
		<input type="text"/>

C	<p>Expenses related to artist(s) and/or writer(s) Cost of having an artist or writer listed in the <i>Répertoire</i> come to the school</p>						
	<p>Name of artist or writer</p>						
	<p>Basic fee \$325 per day (3 x 1 hour) or (2 x 2 hours) per person</p>	<p>+ Transportation costs \$0.37/km, or the cost of public transportation or car rental for trips of over 50 km between the artist's or writer's place of residence and the school</p>	<p>+ Living allowance Allowance of \$100 per day for accommodation and meals</p>	<p>+ Specialized materials and equipment Artist Only when specified in the <i>Répertoire</i> (max.: \$100 per artist) Writer Publications provided by the UNEQ</p>	<p>= Total Total allowable expenses Enter at right</p>	<p>Taxes Enter in box J</p>	+ \$
							<input type="text"/>

D	<p>Expenses related to cultural organizations (before tax) Expenses related to the participation of a recognized organization in the project. The school and the organization must calculate the cost together. Indicate the breakdown of expenses.</p> <p>Details:</p>	+ \$
		<input type="text"/>

E	<p>Cost of materials or equipment (before tax) Cost of purchasing perishable materials and renting equipment needed to carry out the project</p> <p>Details:</p>	+ \$
		<input type="text"/>

F	<p>Total allowable expenses (A+B+C+D+E)</p>	= \$
		<input type="text"/>

CALCULATION OF MAXIMUM FINANCIAL ASSISTANCE		
G	The maximum financial assistance is equivalent to 75 per cent of all allowable expenses (box F x 0.75).	\$ <input type="text"/>

INELIGIBLE EXPENSES (This section takes into account all of the expenses involved in the implementation of the project.)		
H	Admission to a cultural activity Tickets or admission fees for a museum or event (detailed information for each venue visited)	\$ <input type="text"/>
I	Transportation costs for trips to cultural venues that are not recognized	+ \$ <input type="text"/>
J	Taxes GST and QST payable to the artist or writer, taxes paid on excursions or the purchase of materials or equipment	+ \$ <input type="text"/>
K	Other expenses Details :	+ \$ <input type="text"/>
L	Total ineligible expenses (H+I+J+K)	= \$ <input type="text"/>

TOTAL EXPENSES		
M	Total expenses (allowable and ineligible) (F+L)	\$ <input type="text"/>

INCOME TO FINANCE THE PROJECT		
N	School(s) or school board	+ \$ <input type="text"/>
O	Cultural organization Contributions in the form of services or personnel can be accounted for (indicate any such contributions as expenses).	+ \$ <input type="text"/>
P	Municipality Contributions in the form of services or personnel can be accounted for (indicate any such contributions as expenses).	+ \$ <input type="text"/>
Q	Other partners Indicate the names and contributions of any other partners.	+ \$ <input type="text"/>
R	Financial assistance requested This amount cannot exceed the amount in box G.	+ \$ <input type="text"/>

TOTAL INCOME		
S	Total income Total of boxes N to R (this amount should be the same as the total expenses [box M])	= \$ <input type="text"/>

7. Project approval

The parties agree to use the subsidy for the expenses described in this application.

Name of person responsible for the project

Position

Signature

Telephone

Fax

E-mail

Name of school principal

Signature of school principal

Date

Reserved for evaluation committee

ADDITIONAL INFORMATION FOR TEACHERS, ARTISTS, WRITERS AND PROFESSIONAL CULTURAL ORGANIZATIONS

1 ACTIVITIES COVERED BY THE PROGRAM

The activities associated with the *Culture in the Schools Program* are designed and carried out by artists, writers and professional cultural organizations, together with teachers. They can be divided into three phases:

- Preparation, which includes one or more activities in the classroom or at a cultural venue. This type of activity helps the students acquire a frame of reference for the next phase.
- Implementation, which allows the students, together with their classmates, to apply the principles and elements of their frame of reference in order to carry out or participate in one or more cultural activities.
- Transfer of learning, which allows the students to review the learning acquired through various experiences in the previous two phases and to make connections with other learning situations related to the Québec Education Program.

2 ROLE OF PARTNERS IN THE FIELDS OF EDUCATION AND CULTURE

The Program recommends diversifying the **cultural activities** offered to the students throughout their schooling: workshops in the classroom with an artist or writer, participation in educational activities offered by a museum, excursion to see a play, and so on.

The artists, writers and professional cultural organizations actively share their views on the artistic world, introduce the students to a variety of works and discuss careers in the fields of art and culture.

With **artists**, students participate in **practical creative workshops** that immerse them in the guest artist's creative thought process, means of expression and language. These workshops, even the entertainment workshops, are not mere entertainment, conferences, courses or demonstrations.

With **writers**, students exchange points of view about writing or research, language and literature, or various aspects of the occupation. They may also participate in writing workshops.

Professional cultural organizations can discuss the production or distribution process with students. Thus, artists, writers and professional cultural organizations help students get to know themselves and others better, improve their self-esteem, and develop critical thinking and aesthetic appreciation, aspects emphasized in the Québec Education Program.⁴

It is the teacher's role to make the relevant connections between the Québec Education Program and the activities covered by the *Culture in the Schools Program*, particularly with respect to the preparation and transfer of learning phases.

3 CULTURAL ACTIVITIES

3.1 Artists and writers

The program covers costs associated with the participation of artists and writers in cultural activities.

The artist or writer listed in the *Répertoire de ressources culture-éducation* and the person in charge of the cultural activity in the school communicate directly to discuss the content, duration and procedure of the workshop.

In addition, the artist, writer, teacher and person responsible in the school check the various fees and expenses provided for in the Program, making sure they have all the information contained in this document, including the agreement in Appendix E.

Arrangements must be made BEFORE submitting the application for financial assistance, since it is necessary to determine the availability of the artist or writer, plan the activities, calculate the budget and submit all the information to the evaluation committee.

3.1.1 Administrative aspects carried out by the partners

- Check the number of classes visited in a day (3) and the maximum number of students per group (35).
- Estimate eligible transportation costs, depending on the means of transportation used (check Program conditions), when the artist or writer lives more than 50 km from the school.

4. The education reform is based on an approach in which students participate actively in their learning, enabling them to make connections between the broad areas of learning and focusing on the development of two types of competencies: subject-specific and cross-curricular.

- Determine the living allowance if the person must spend the night away from home.
- Remember that transportation costs and living allowances are managed directly by the artist or writer, that is to say that the estimated amount cannot be modified or reimbursed upon presentation of receipts. These expenses (before tax) are covered by the Program. Remember to include them in the application for financial assistance.
- Indicate the cost of purchasing or renting special materials or equipment, if applicable, as specified in the *Répertoire*.
- Calculate GST and QST on fees and expenses, if the artist is registered for tax purposes (the school pays the taxes on all fees and expenses).
- Remember that it is necessary to sign an agreement once the project is approved.
- Be aware that the artist's or writer's fees and expenses are payable on the last day of the activity.
- Check whether the school board requires an overall invoice before making the payment at the end of the activity.
- Find out whether the school board has other administrative requirements to facilitate payment.
- Agree to contact the artist or writer as soon as a reply to the application for financial assistance has been received. Sign the agreement (see Appendix E) once the project has been approved. If the project is refused, inform the artist or writer as soon as possible.

3.1.2 Agreement (see Appendix E)

This document is very important, since it confirms the terms and conditions of the verbal agreement between the artist or writer and the school. It is designed to help prevent misunderstandings and is used by the school board to justify payment.

For the agreement to be valid, there must be two copies signed by both parties.

It is important to have the signed agreement in hand before the workshop. **The agreement must be signed by the school principal.**

3.1.3 Duration of the artist's or writer's visit

There is no limit to the duration of the artist's or writer's visit to the school. For example, the artist or writer may speak to the same students several times in a given activity. However, he or she should not be expected to replace the school's art teacher.

3.1.4 Payment

The school gives the artist or writer a cheque in full payment of all fees and expenses on the last day of the activity (the portion payable by the partners and the amounts covered by the *Culture in the Schools Program*).

Important: The school should not wait until the artist or writer arrives to inform him or her of any administrative requirements.

The *Culture in the Schools Program* sets conditions and fees that recognize the professional status of artists and writers. Schools are encouraged to do the same.

3.1.5 The cost of a workshop

For information about the cost of a workshop, see the table in Section 6.1 of this document or item 6 C of the project submission form entitled *Expenses related to the participation of artists, writers and professional cultural organizations*.

3.1.6 Books for schools

Schools whose cultural activities include a workshop with a writer are entitled to a certain number of the author's works. As soon as the agreement is signed by both parties, the writer must send a copy to the Union des écrivaines et écrivains québécois (UNEQ), which will send a certain number of books to the school free of charge.

The books will be sent to the school before the workshop. The UNEQ is authorized by the MCC to refuse to send books if it is not given **four weeks' advance notice**. This amount of time is needed to order the books and to give the students enough time to read them before the workshop.

Only the books used for workshops subsidized by the Program will be sent to the schools. The UNEQ is authorized by the Ministère de la Culture et des Communications to invoice schools that receive books to which they are not entitled or to strike from the *Répertoire de ressources culture-éducation* authors who provide false information to the UNEQ.

3.1.7 Non-subsidized workshops

Schools may, at their own expense, invite artists and writers who are not participants in the Program. These people are free to accept or refuse the invitation. Conditions may differ from those applicable under the Program and may be negotiated privately.

If, in addition to subsidized workshops, a school offers non-subsidized workshops at its own expense, it must be clearly indicated in the agreement and the amounts provided for the workshops covered by the program must not be reduced.

3.2 Cultural organizations

The Program covers part of the costs related to collaboration between a cultural organization and a school as part of a project. These costs are determined by the two partners.

Eligible expenses include:

- fees for participants
- transportation costs, if the school is located more than 50 km from the organization's head office
- administrative costs
- reasonable costs for materials and equipment, etc.

However, the Program does not cover the organization's operating expenses.

3.3 Cultural excursions

3.3.1 Eligible expenses

The Program covers chartered transportation costs for students attending performances offered by professional presenters (theatre, music, song, dance or circus performances) or participating in educational activities designed specifically for school groups in professional cultural venues, such as museums, exhibition centres, heritage interpretation centres, film and video festivals, libraries and public archives.

Excursions are selected from among the activities offered by recognized cultural organizations.

Eligible theatres and other venues are those listed in the *Répertoire de ressources culture-éducation*, as well as those recognized by the Conseil des arts et des lettres du Québec (CALQ), the Société de développement des entreprises culturelles (SODEC) or the Ministère de la Culture et des Communications (MCC) and its partners. If they are not recognized by these agencies, they must at least be eligible for their programs.

3.3.2 Ineligible expenses

Tickets or admission fees and other expenses related to the presentation of a show are not covered by the Program.

Addresses and telephone numbers of regional offices

Ministère de la Culture et des Communications

Direction régionale du Bas-Saint-Laurent (01)

337, rue Moreault
Rimouski (Québec) G5L 1P4
Téléphone : (418) 727-3650
Télécopieur : (418) 727-3824
DRBSL@mcc.gouv.qc.ca

Direction régionale du Saguenay—Lac-Saint-Jean (02)

202, rue Jacques-Cartier Est
Chicoutimi (Québec) G7H 6R8
Téléphone : (418) 698-3500
Télécopieur : (418) 698-3522
drslstj@mcc.gouv.qc.ca

Direction régionale de la Capitale-Nationale (03)

225, Grande-Allée Est, rez-de-chaussée, bloc C
Québec (Québec) G1R 5G5
Téléphone : (418) 380-2346
Télécopieur : (418) 380-2347
dcn@mcc.gouv.qc.ca

Direction régionale de la Mauricie (04) et du Centre-du-Québec (17)

100, rue Laviolette, bureau 315
Trois-Rivières (Québec) G9A 5S9
Téléphone : (819) 371-6001
Télécopieur : (819) 371-6984
drmcq@mcc.gouv.qc.ca

Direction régionale de l'Estrie (05)

225, rue Frontenac, bureau 410
Sherbrooke (Québec) J1H 1K1
Téléphone : (819) 820-3007
Télécopieur : (819) 820-3930
dre@mcc.gouv.qc.ca

Direction régionale de Montréal (06)

480, boul. Saint-Laurent, bureau 600
Montréal (Québec) H2Y 3Y7
Téléphone : (514) 873-2255
Télécopieur : (514) 864-2448
drm@mcc.gouv.qc.ca

Ministère de l'Éducation, du Loisir et du Sport

Direction régionale du Bas-Saint-Laurent et de la Gaspésie—Îles-de-la-Madeleine (01/11)

355, boulevard Saint-Germain Ouest, 2^e étage
Rimouski (Québec) G5L 3N2
Téléphone: (418) 727-3600
Télécopie : (418) 727-3557
dr-01@meq.gouv.qc.ca

Direction régionale du Saguenay—Lac-Saint-Jean (02)

3950, boulevard Harvey
Édifice Marguerite-Belley, 2^e étage
Jonquière (Québec) G7X 8L6
Téléphone : (418) 695-7982
Télécopie : (418) 695-7990
dr-02@meq.gouv.qc.ca

Direction régionale de la Capitale-Nationale et de la Chaudière-Appalaches (03/12)

1020, route de l'Église, 3^e étage
Sainte-Foy (Québec) G1V 3V9
Téléphone : (418) 643-7934
Télécopie : (418) 643-0972
dr-03@meq.gouv.qc.ca

Direction régionale de la Mauricie et du Centre-du-Québec (04/17)

100, rue Laviolette
Édifice Capitanal, bureau 213
Trois-Rivières (Québec) G9A 5S9
Téléphone : (819) 371-6711
Télécopie : (819) 371-6075
dr-04@meq.gouv.qc.ca
dr-17@meq.gouv.qc.ca

Direction régionale de l'Estrie (05)

200, rue Belvédère Nord, bureau 3.05
Sherbrooke (Québec) J1H 4A9
Téléphone : (819) 820-3382
Télécopie : (819) 820-3947
dr-05@meq.gouv.qc.ca

Direction régionale de Montréal (06)

600, rue Fullum, 10^e étage
Montréal (Québec) H2K 4L1
Téléphone : (514) 873-4630
Télécopie : (514) 873-0620
dr-063@meq.gouv.qc.ca

Ministère de la Culture et des Communications

Direction régionale de l'Outaouais (07)

170, rue de l'Hôtel-de-Ville
4^e étage, bureau 4.140
Gatineau (Québec) J8X 4C2
Téléphone : (819) 772-3002
Télécopieur : (819) 772-3950
dro@mcc.gouv.qc.ca

Direction régionale de l'Abitibi-Témiscamingue (08) et du Nord-du-Québec (10)

19, rue Perreault Ouest, bureau 450
Rouyn-Noranda (Québec) J9X 6N5
Téléphone : (819) 763-3517
Télécopieur : (819) 763-3382
dratnq@mcc.gouv.qc.ca

Direction régionale de la Côte-Nord (09)

625, boulevard Lafèche, bureau 1.806
Baie-Comeau (Québec) G5C 1C5
Téléphone : (418) 295-4979
Télécopieur : (418) 295-4070
drcn@mcc.gouv.qc.ca

Direction régionale de la Gaspésie— Îles-de-la-Madeleine (11)

146, avenue Grand-Pré
Bonaventure (Québec) G0C 1E0
Téléphone : (418) 534-4431
Télécopieur : (418) 534-4564
drjim@mcc.gouv.qc.ca

Direction régionale de la Chaudière – Appalaches (12)

6210, rue Saint-Laurent
Lévis (Québec) G6V 3P4
Téléphone : (418) 838-9886
Télécopieur : (418) 838-1485
drca@mcc.gouv.qc.ca

Direction régionale de Laval, de Lanaudière et des Laurentides (13/14/15)

300, rue Sicard
Sainte-Thérèse (Québec) J7E 3X5
Téléphone : (450) 430-3737
Télécopieur : (450) 430-2475
drill@mcc.gouv.qc.ca

Ministère de l'Éducation, du Loisir et du Sport

Direction régionale de l'Outaouais (07)

170, rue de l'Hôtel-de-Ville, 4^e étage
Gatineau (Québec) J8X 4C2
Téléphone : (819) 772-3382
Télécopie : (819) 772-3955
dr-07@meq.gouv.qc.ca

Direction régionale de l'Abitibi-Témiscamingue et du Nord-du-Québec (08/10)

215, boulevard Rideau
Rouyn-Noranda (Québec) J9X 5Y6
Téléphone : (819) 763-3001
Télécopie : (819) 763-3017
dr-08@meq.gouv.qc.ca

Direction régionale de la Côte-Nord (09)

625, boulevard Lafèche, bureau 708, RC
Baie-Comeau (Québec) G5C 1C5
Téléphone : (418) 295-4400
Télécopie : (418) 295-4467

106, rue Napoléon, 2^e étage
Sept-Îles (Québec) G4R 3L7
Téléphone : (418) 964-8420
Télécopie : (418) 964-8504
dr09-si@meq.gouv.qc.ca

Direction régionale du Bas-Saint-Laurent et de la Gaspésie—Îles-de-la-Madeleine (01/11)

355, boulevard Saint-Germain Ouest, 2^e étage
Rimouski (Québec) G5L 3N2
Téléphone : (418) 727-3600
Télécopie : (418) 727-3557
dr-01@meq.gouv.qc.ca

Direction régionale de la Capitale-Nationale et de la Chaudière-Appalaches (03/12)

1020, route de l'Église, 3^e étage
Sainte-Foy (Québec) G1V 3V9
Téléphone : (418) 643-7934
Télécopie : (418) 643-0972
dr-03@meq.gouv.qc.ca

Direction régionale de Laval, des Laurentides et de Lanaudière (13/14/15)

300, rue Sicard, 2^e étage, bureau 200
Sainte-Thérèse (Québec) J7E 3X5
Téléphone : (450) 430-3611
Télécopie : (450) 430-4005
dr-061@meq.gouv.qc.ca

Ministère de la Culture et des Communications

Direction régionale de la Montérégie (16)

2, boulevard Desaulniers, bureau 500

Saint-Lambert (Québec) J4P 1L2

Téléphone : (450) 671-1231

Télécopieur : (450) 671-3884

drmonter@mcc.gouv.qc.ca

Ministère de l'Éducation, du Loisir et du Sport

Direction régionale de la Montérégie (16)

201, place Charles-Lemoyne, 6^e étage

Longueuil (Québec) J4K 2T5

Téléphone : (450) 928-7438

Télécopie : (450) 928-7451

dr-062@meq.gouv.qc.ca



The *Culture in the Schools Program* 2005-2006

Workshops with artists and writers

SAMPLE AGREEMENT

This agreement must be signed by the artist or writer and the school once the project has been approved by the evaluation committee.

Forms are available on the following Web site: <<http://www.mcc.gouv.qc.ca>>

Consult the Program for more information about allowable expenses and the terms and conditions set by the Ministère de la Culture et des Communications and the Ministère de l'Éducation, du Loisir et du Sport (MELS).

Under the <i>Culture in the Schools Program</i> , and after approval by the school board or the Ministère de la Culture et des Communications and the Ministère de l'Éducation, du Loisir et du Sport:	
1st person	
Name	
GST no. (if applicable)	QST no. (if applicable)
Adress	
2nd person (if applicable)	
Name	
GST no. (if applicable)	QST no. (if applicable)
Adress	
Are hired by : _____	
Name of school board : _____	
To give art or literature workshops subject to the terms and conditions described in this agreement.	

Total number of days	Dates	Total number of workshops	Total number of students

It is understood that one day of work comprises three one-hour periods if the artist or writer meets with three different groups, or two two-hour periods if he or she meets with two groups. Each workshop is given to one group at a time.

A Basic fee	B Transportation costs	C Living allowance	D Specialized materials and equipment	E Subtotal	F Taxes	G Total
One person: \$325/day Two people: \$650/day	\$0.37/km or the cost of public transportation or car rental for trips of over 50 km between the artist's or writer's place of residence and the school	Allowance of \$100 per day for accommodation and meals, as needed	Only when specified in the <i>Répertoire</i>	A + B + C + D	GST and QST on the subtotal if the artist or writer is registered for tax purposes (box E x 0.15025)	E + F To be paid to the artist or writer on the last day of the workshop
	+	+	+	=	+	=
Advance, if applicable:						-
Balance to be paid on the last day of the workshop						=

N . B .

- The school and school board are bound to pay the fees, transportation costs and living allowances set by the Program.
- These payments must be made in full to the artist or writer, who will manage them himself or herself, on the last day of the activity at the latest.
- If justified, the artist or writer may receive an advance. The balance is payable on the last day of the activity at the latest.
- Unless otherwise indicated by the artist or writer, the school board will not make any deductions to the payment.
- Working hours in excess of those set in this agreement will be paid by the school (please specify):

Materials and equipment needed for workshops with the artist (if applicable):

- Basic materials and equipment provided by the school:

Specialized materials and equipment (purchased or rented by the artist) as specified in the *Répertoire* (please specify the nature and cost) :

Books sent to schools for workshops with the writer

Books are provided only for subsidized workshops.

Allow the Union des écrivaines et écrivains québécois (UNEQ) at least four weeks to order and send the books. The UNEQ is authorized by the MCC and the MELS to refuse to send books if the students do not have enough time to read them before the workshop.

Titles of books to be sent to the school:

Copyright

In compliance with the Copyright Act, artists, writers and students hold all rights to the work they produce during the workshop.

Observance of Program conditions

The parties agree to respect the requirements of the Program, of which they have been informed, and of the conditions set out in this agreement.

Termination of agreement

Failure of one of the parties to comply with the requirements of the Program or the agreement may result in the termination of the agreement by the other party. In such a case, the first party must be informed of the termination in writing.

Signatures

_____ Name of artist or writer	_____ Name of school principal
_____ Signature	_____ Signature
_____ Signature	_____ Signature of person in charge of project
_____ Telephone	_____ Position
_____ Fax	_____ Telephone
_____ E-mail	_____ Fax
_____ Date	_____ E-mail
_____ Date	_____ Date

Address of school :

Mailing address of school :

- **Sign two copies of the agreement.**
- **One signed copy is to be retained by the artist or writer, the other, by the school.**
- **The school will send a copy of the signed letter of agreement to the school board.**
- **Writers will send a copy of the signed letter to the UNEQ to confirm the book order:**
- **UNEQ, 3492, avenue Laval, Montréal H2X 3C8, Telephone: (514) 849-8540, Fax: (514) 849-6239, E-mail: ecrivez@uneq.qc.ca**





PROJECT SUBMISSION FORM

1. Project title

2. Project summary

Period:									
From	Year	Month	Day		To	Year	Month	Day	

3. Information about school partners
(N.B.: The project must be submitted by the school. If more than two schools are involved, attach a list of participating institutions.)
School:
Adress:
Private school: <input type="checkbox"/> Elementary school: <input type="checkbox"/> Secondary school: <input type="checkbox"/>
School board:

School:
Adress:
Private school: <input type="checkbox"/> Elementary school: <input type="checkbox"/> Secondary school: <input type="checkbox"/>
School board:

4. Information about cultural

(N.B.: Only artists or writers listed in the *Répertoire* are eligible. Also, it is important that the school contact the cultural resources before submitting its project.)

	Number of days	Listed in the Répertoire		Was contacted		Is registered for tax purposes	
		Yes	No	Yes	No	Yes	No
Artist(s)							
A-1		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A-2		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A-3		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Writer(s)							
W-1		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
W-2		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
W-3		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Organization(s)							
O-1		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
O-2		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

5. Information about the project

	Preschool	Elementary	Secondary	Total
Number of students				0
Number of classes				0
Number of teachers				0

* For the total, right click on 0 or \$0.00 and select "Update Field".

N.B.: For more information about each of the following phases, please consult the evaluation criteria (item 8) and Appendix B.

Preparatory phase
Briefly describe what activities will be done with the students before the activity per se.
Professional resource in the field of culture:
Venue(s):

Implementation phase
Identify and briefly describe each activity to be carried out.
Professional resource in the field of culture:
Venue(s):

Transfer of learning phase
Briefly describe what activities will be done after the activity per se.
Professional resource in the field of culture:
Venue(s):

6. Budget estimate								Reserved Space
ALLOWABLE EXPENSES								
A	Preparation and administrative costs (substitute teachers, preparation by cultural organization, administration, secretarial services, stationery, photocopying) Up to the equivalent of 15 per cent of allowable expenses Details:							
	Transportation costs (before tax) Transportation costs for students on a cultural excursion to a recognized venue (specify the amount for each excursion) Details:							+
Expenses related to artist(s) and/or writer(s) Cost of having an artist or writer listed in the <i>Répertoire</i> come to the school Name of artist or writer								
C	<u>Basic fee</u> \$325 per day (3 x 1 hour) or (2 x 2 hours) per person	<u>+ Transportation costs</u> \$0.37/km, or the cost of public transportation or car rental for trips of over 50 km between the artist's or writer's place of residence and the school	<u>+ Living allowance</u> Allowance of \$100 per day for accommodation and meals	<u>+ Specialized materials and equipment</u> Artist Only when specified in the <i>Répertoire</i> (max.: \$100 per artist) Writer Publications provided by the UNEQ	<u>= Total</u> Total allowable expenses Enter at right	<u>Taxes</u> Enter in box J	+	
					0,00 \$			
D	Expenses related to cultural organizations (before tax) Expenses related to the participation of a recognized organization in the project. The school and the organization must calculate the cost together. Indicate the breakdown of expenses. Details:							+
E	Cost of materials or equipment (before tax) Cost of purchasing perishable materials and renting equipment needed to carry out the project Details:							+
F	Total allowable expenses (A+B+C+D+E)							* = 0,00 \$

* For the total, right click on 0 or \$0.00 and select "Update Field".

CALCULATION OF MAXIMUM FINANCIAL ASSISTANCE		
G	The maximum financial assistance is equivalent to 75 per cent of all allowable expenses (box F x 0.75).	

INELIGIBLE EXPENSES (This section takes into account all of the expenses involved in the implementation of the project.)		
H	Admission to a cultural activity Tickets or admission fees for a museum or event (detailed information for each venue visited)	
I	Transportation costs for trips to cultural venues that are not recognized	+
J	Taxes GST and QST payable to the artist or writer, taxes paid on excursions or the purchase of materials or equipment	+
K	Other expenses Details :	+
L	Total ineligible expenses (H+I+J+K)	* = 0,00 \$

* For the total, right click on 0 or \$0.00 and select "Update Field".

TOTAL EXPENSES		
M	Total expenses (allowable and ineligible) (F+L)	

INCOME TO FINANCE THE PROJECT		
N	School(s) or school board	
O	Cultural organization Contributions in the form of services or personnel can be accounted for (indicate any such contributions as expenses).	+
P	Municipality Contributions in the form of services or personnel can be accounted for (indicate any such contributions as expenses).	+
Q	Other partners Indicate the names and contributions of any other partners.	+
R	Financial assistance requested This amount cannot exceed the amount in box G.	+

TOTAL INCOME		
S	Total income Total of boxes N to R (this amount should be the same as the total expenses [box M])	* = 0,00 \$

* For the total, right click on 0 or \$0.00 and select "Update Field".

7. Project approval

The parties agree to use the subsidy for the expenses described in this application.

Name of person responsible for the project

Position

Signature

Telephone

Fax

Email

Name of school principal

Signature de la direction

Date (Year – Month - Day)

Reserved for evaluation committee



The *Culture in the Schools Program* 2005-2006

Workshops with artists and writers

SAMPLE AGREEMENT

This agreement must be signed by the artist or writer and the school once the project has been approved by the evaluation committee.

Forms are available on the following Web site: <<http://www.mcc.gouv.qc.ca>>

Consult the Program for more information about allowable expenses and the terms and conditions set by the Ministère de la Culture et des Communications and the Ministère de l'Éducation, du Loisir et du Sport (MELS).

Under the <i>Culture in the Schools Program</i> , and after approval by the school board or the Ministère de la Culture et des Communications and the Ministère de l'Éducation, du Loisir et du Sport:	
1st person	
Name	
GST no. (if applicable)	QST no. (if applicable)
Adress	
2nd person (if applicable)	
Name	
GST no. (if applicable)	QST no. (if applicable)
Adress	
Are hired by : _____	
Name of school board : _____	
To give art or literature workshops subject to the terms and conditions described in this agreement.	

Total number of days	Dates (Year – Month – Day)	Total number of workshops	Total number of students

It is understood that one day of work comprises three one-hour periods if the artist or writer meets with three different groups, or two two-hour periods if he or she meets with two groups. Each workshop is given to one group at a time.

A Basic fee	B Transportation costs	C Living allowance	D Specialized materials and equipment	E Subtotal	F Taxes	G Total
One person: \$325/day Two people: \$650/day	\$0.37/km or the cost of public transportation or car rental for trips of over 50 km between the artist's or writer's place of residence and the school	Allowance of \$100 per day for accommodation and meals, as needed	Only when specified in the <i>Répertoire</i>	A + B + C + D	GST and QST on the subtotal if the artist or writer is registered for tax purposes (box E x 0.15025)	E + F To be paid to the artist or writer on the last day of the workshop
	+	+	+	= 0,00 \$	+	=
Advance, if applicable:						-
Balance to be paid on the last day of the workshop						0,00 \$

* For the total, right click on 0 or \$0.00 and select "Update Field".

N .B .

- The school and school board are bound to pay the fees, transportation costs and living allowances set by the Program.
- These payments must be made in full to the artist or writer, who will manage them himself or herself, on the last day of the activity at the latest.
- If justified, the artist or writer may receive an advance. The balance is payable on the last day of the activity at the latest.
- Unless otherwise indicated by the artist or writer, the school board will not make any deductions to the payment.
- Working hours in excess of those set in this agreement will be paid by the school (please specify):

Materials and equipment needed for workshops with the artist (if applicable):

- Basic materials and equipment provided by the school:

Specialized materials and equipment (purchased or rented by the artist) as specified in the *Répertoire* (please specify the nature and cost) :

Books sent to schools for workshops with the writer

Books are provided only for subsidized workshops.

Allow the Union des écrivaines et écrivains québécois (UNEQ) at least four weeks to order and send the books. The UNEQ is authorized by the MCC and the MELS to refuse to send books if the students do not

have enough time to read them before the workshop.

Titles of books to be sent to the school:

Copyright

In compliance with the Copyright Act, artists, writers and students hold all rights to the work they produce during the workshop.

Observance of Program conditions

The parties agree to respect the requirements of the Program, of which they have been informed, and of the conditions set out in this agreement.

Termination of agreement

Failure of one of the parties to comply with the requirements of the Program or the agreement may result in the termination of the agreement by the other party. In such a case, the first party must be informed of the termination in writing.

Signature des parties

_____	_____
Nom de l'artiste ou de l'écrivain	Name of school principal
_____	_____
Signature	Signature
_____	_____
Signature	Signature of person in charge of project
_____	_____
	Position
_____	_____
Telephone Fax	Telephone Fax
_____	_____
Email	Email
_____	_____
Date (Year – Month – Day)	Date (Year – Month – Day)

Address of school :

Mailing address of school :

- **Sign two copies of the agreement.**
- **One signed copy is to be retained by the artist or writer, the other, by the school.**
- **The school will send a copy of the signed letter of agreement to the school board.**
- **Writers will send a copy of the signed letter to the UNEQ to confirm the book order:**
- **UNEQ, 3492, avenue Laval, Montréal H2X 3C8, Telephone: (514) 849-8540, Fax: (514) 849-6239, E-mail: ecrivez@uneq.qc.ca**



Régions

► Directions régionales

Coordonnées des directions régionales du Ministère

Direction du Bas-Saint-Laurent (01)

337, rue Moreault
Rimouski (Québec) G5L 1P4
Téléphone : (418) 727-3650
Télécopieur : (418) 727-3824
drbsl@mcc.gouv.qc.ca
Madame Michèle Grenier, directrice

Direction du Saguenay-Lac-Saint-Jean (02)

202, rue Jacques-Cartier Est
Chicoutimi (Québec) G7H 6R8
Téléphone : (418) 698-3500
Télécopieur : (418) 698-3522
drslstj@mcc.gouv.qc.ca
Monsieur Michel Bonneau, directeur

Direction de la Capitale-Nationale(03)

225, Grande Allée Est
Rez-de-chaussée, bloc C
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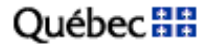
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