

# Professional artists

## Media arts

(cinema, video, new media)

2009

2010

## Grant program

Grants for upcoming artists

Development grants

Conseil des arts  
et des lettres

Québec 

Media arts  
Grant program for professional artists  
2009-2010

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If the registration deadline falls on a weekend or statutory holiday, it moves to the next business day.

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

Incomplete applications or those received after the registration deadline are not accepted.

Important note

Please read the *2009-2010 Grant application presentation guide* before submitting your application. It contains technical information concerning supporting items and documents.

Foreword to the 2009-2010 grant program

The Conseil has made four major changes to its 2009-2010 grant program for artists and writers to bring the program into line with new contexts and challenges in respect of artistic and literary creation.

New categories of grants

This program will from now on include for all disciplines (except literature) new categories of grants that will replace type A and type B grants, i.e. those intended for Upcoming artists (with a maximum of five years of artistic practice) and Development grants (over two years of artistic practice). In the realms of literature and storytelling, the categories will be Grants for upcoming writers and storytellers grants, Mid-career grants and Development grants, depending on the number of published books or one-man shows.

An overall target of 25% of grants for artists in the regions

An overall target of 25% of the total budget for this program has been set to support projects submitted by artists from regions other than Montréal and the Capitale-Nationale. This target applies to all categories of grants and artistic disciplines.

Increase in the maximum amounts per section according to the discipline and increase in the maximum amount over four years

In the Development category, the Conseil is increasing the maximum cumulative amounts admissible by section according to the discipline.

New sections in some disciplines

The Conseil is adding two new sections to the grant program for the visual arts, the arts and crafts and the media arts, i.e. Promotion and Commissioned works. The Commissioned works section will also be offered in the realm of architecture.

For more information, please consult the document entitled *Revision of the Grant Program for Professional Artists and Writers 2009-2010* at

[www.calq.gouv.qc.ca/artistes/revision\\_en.htm](http://www.calq.gouv.qc.ca/artistes/revision_en.htm)

## General information

### Program objectives

- Foster research and creation by making available to artists the resources necessary for creating works and carrying out activities related to their artistic development, throughout their careers.
- Give artists an opportunity to contribute to the development of their discipline through the exploration of advanced resources and technologies.
- Facilitate artistic creation that leads to production and dissemination.
- Foster promotional initiatives in order to broaden the artist's influence and knowledge of his work.

This program supports professional artists and, in some instances, professional artists' groups in the realm of the media arts, including the new media.

The Conseil supports research and the creation of artworks or experimental works in the realms of cinema, video and the new media. The new media cover artistic practices that rely on the use of computer, electronic, digital, sound, interactive and Web communications and information technologies.

### Glossary

#### Professional artist

For the purposes of this program, the term "artist" also refers to writers, storytellers and craftspeople. 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.

#### Arts professionals

For the purposes of this program, the expression "arts professionals" includes independent curators, art critics and cultural workers.

#### Independent curators

Organizers must have demonstrated their skills in research and the organization of at least one dissemination and promotion initiative in a professional context.

#### Art critics

Critics must have published texts in magazines, newspapers, exhibition catalogues or activity programs.

#### Cultural workers

Cultural workers must have occupied a position as a coordinator, a manager or an artistic director in a professional organization, e.g. an artists' centre, a professional association, a museum, a contemporary art centre, an event or a gallery.

### Categories of grants

#### Grants for upcoming artists

These grants are intended for artists and artists' groups with a maximum of five years of artistic practice on the date of registration.

#### Development grants

These grants are intended for artists who have over two years of artistic practice in Québec or abroad.

#### Career grants

Career grants are intended for artists whose careers span at least 20 years in the arts and literature and whose works or achievements are outstanding.

Artists working in the realm of the media arts are eligible for the career grants, with the exception of scriptwriters and filmmakers who are eligible for the Scriptwriters and filmmakers career grants.

The amount of the grant is \$ 60 000 spread equally over two years.

Two career grants for scriptwriters and filmmakers will be awarded each year. Each \$50 000 grant is awarded for only one year and is not renewable.

#### Registration deadlines

Career grants for scriptwriters and filmmakers: October 15, 2009

Career grants: October 15, 2010

A specific document pertaining to career grants, including the registration form, will be available from the Conseil and on its Web site one month before the registration deadline.

#### 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).

The artist must have participated in at least one production independent of his training or subsequent to such training, in a context recognized by his peers.

The artist must have participated, as a designer, director or scriptwriter, in at least one independent production. In the case of the submitted projects, the artist-author must exercise complete control over the content and production of his work as well as over all production and distribution agreements. He possesses all rights of reproduction and public performance rights in respect of his work or may, by granting a licence, entrust such rights to a producer or an independent distributor.

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.

#### Restrictions

An artist may not receive more than \$130 000 in grants over a four-year period, whether the grants were obtained individually or as part of an artists' group. This amount excludes travel grants, studios and studio-apartments grants, career grants and regional agreement grants.

Projects carried out under a school program are ineligible.

Regardless of the discipline, an artist may not submit during a given registration period, either as an individual or as a member of an artists' group, two applications in a given section.

Projects that have already been completed on the registration date are not eligible.

The eligible expenses will be considered from the date of submission of the project.

#### Submitting applications

An artist wishing to apply for a grant must fill out the appropriate application form and be sure to submit all of the required documents.

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.

Application forms are available upon request from the Conseil. They may also be downloaded from the pertaining program's page on the Conseil's Web site.

#### Mailing address

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

#### Contents of the file

A single copy of the application 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 or bind the documents.

Letters of recommendation are not submitted to the jury.

The file must include:

- a description of the project;
- the artist's curriculum vitae or the curricula vitae of the members of an artist's group (maximum of three pages per artist);
- the curricula vitae of the main collaborators in the project (maximum of three pages per person);

- a detailed project work plan including the proposed timetable;
- the detailed budget for the project;
- in the case of travel grants: a proof of registration or an invitation in the case of a project that calls for participation in a workshop, conference, colloquium, biennial event, festival, symposium or any other event of this kind;
- information on the host organization and its financial participation or that of other partners in the project;
- in the case of a commissioned work, the letter of undertaking from the host organization;
- in the case of a promotional project, the letter of undertaking from an art critic, an independent curator or a recognized organization, as the case may be;
- in the case of development and advanced training grants: the letter of acceptance from a professor or a master artist;
- if need be, a clipping file of not more than five pages containing photocopies of newspaper articles published during the previous five years. Pages in excess of the stipulated number will be discarded;
- a maximum of two works produced, on DVD. For applications in postproduction, applicants must submit a cut or off-line edit of not more than 10 minutes.

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

Incomplete applications or those received after the registration deadline are not accepted.

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**

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.

### Validation of the file

A program coordinator ensures that the applicant satisfies the eligibility criteria.

### Evaluation by a jury

Before the juries meet, copies of each application and, as the case may be, of supporting documents, are sent to all members for examination. The juries meet and evaluate all the applications.

### Decision

Approximately three months after the registration deadline, the Conseil informs the applicant in writing of its decision concerning his application.

In the case of travel grants, the Conseil will inform the applicant in writing at the latest 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.

### **Evaluation of applications**

Grant applications are evaluated by juries formed of persons who have a sound knowledge of the artistic work in the sector for which they were chosen. Members of the juries must be on the list of resource persons approved by the Conseil's board of directors.

Applications for travel grants are not evaluated by juries but may be analysed by one or more resource persons from the artistic community who act as assessors.

All applications are evaluated on their merit according to the objectives and evaluation criteria specific to each section of the program. The selection takes into account the relative merits of the projects and the funds available. The Conseil's decision is final and without appeal.

The names of jury members will be made public three months after the Conseil has announced its decision.

### **Ethics**

Board members, members of juries and employees of the Conseil 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 the program may not be increased, even in the case of a group project.

The grants are paid in a lump sum, except for grants of \$12 000 or more, which may be paid in two instalments over two fiscal years. The artist must indicate his choice in the appropriate box on the grant application form. If no indication is given, the grant will be paid in a lump sum.

The first or full payment of the grant will be made in the month following the announcement and the second payment, as the case may be, will be made in January of the following calendar year.

In the case of artists' groups, the grant is divided equally among all of the members of the group unless a proposal signed by all of the members otherwise apportioning their shares is submitted with the application.

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.

The Conseil may not award a grant in respect of the same expenses related to a project already supported in conjunction with another program of the Conseil or any other organization.

By cashing a grant cheque, the artist or the artists' group 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. The 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.

The artist or the coordinator of an artists' group who obtains a grant for the production of a film or video must comply with the *Regulation respecting the legal deposit of films* (R.S.Q., c. B-2.2, r.2.1) in accordance with the *Act respecting the Bibliothèque nationale du Québec* (R.S.Q., c. B-2.2). For more information, please visit the Cinémathèque québécoise's Web site ([www.cinematheque.qc.ca](http://www.cinematheque.qc.ca)).

The outcome of a research project remains the property of the artist, as do any rights he may hold on any work, specification, drawing, document, plan, report, datum, invention, method or process produced in conjunction with the program. However, the Conseil may reproduce certain of these documents for the purpose of internal management.

When the project results in public activities such as 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 or artists' groups 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.

## Grants for upcoming artists

Please read the [General Information](#) first as it applies to all sections.

### Target clientele

This grant category is intended for upcoming artists and artists' groups with a maximum of five years of artistic practice on the date of registration.

Each artist and each member of a group must have a maximum of five years of artistic practice on the date of registration.

It is intended to enable upcoming artists to obtain initial recognition from their peers and a first grant from an organization recognized for its dedication to the development of the arts and literature.

The number of years of artistic practice is determined in light of the applicant's overall career and includes the number of years of practice in another discipline.

This grant category comprises the following sections:

- Research, creation and exploration project
- Advanced training
- Travel

In this category, the Conseil offers the possibility of submitting single- or multiple-section individual applications. A multiple-section application may combine several sections related to the same project.

### Specific objectives

- Enable upcoming artists to launch their careers by supporting their initial professional experience;
- enable recipients to obtain their first professional recognition;
- foster the integration of upcoming artists into the professional arts and literary communities;
- support artistic projects that contribute to the professionalization of upcoming artists;
- contribute to the enrichment of the approaches adopted by upcoming artists.

### Specific restrictions

Applicants who have already received an individual or group grant from the Conseil (excluding travel grants and grants under the *Grant program for upcoming artists and writers*) may not submit an application in this category.

Applicants who have already received financial assistance under the *Grant program for upcoming artists and writers* in

## Grants for upcoming artists

2007-2008 or in 2008-2009 may not submit a new application in this category unless they have submitted their final report on the use of the grant. The Conseil must have approved the report.

An applicant who has received two grants under the *Grant program for upcoming artists and writers* is no longer eligible for this category.

An applicant may not submit more than one application during a given registration period (the September 10, 2009 registration period), regardless of the grant program, grant category or discipline.

An artists' group may only submit an application in the research, creation and exploration project section.

### Section – Research, creation and exploration project

#### Types of projects eligible

- Script development, realization and technical experimentation in respect of a work;
- production of a work by means of the equipment and professional services of a production organization;
- artistic projects that establish collaboration or a partnership with the community;
- projects that bring together artists with different artistic practices;
- creation residency.

### Section – Advanced training

#### Types of projects eligible

- Project carried out under the supervision of a mentor, i.e. a professional artist whose skills are geared to the nature of the project;
- a period of residence in or outside Québec;
- advanced training through specialized workshops offered by recognized organizations;

### Section – Travel

#### Types of projects eligible

- Participation in workshops or specialized events in or outside Québec;
- travel in response to an invitation issued inside or outside Québec to enable the applicant to present and broaden the influence of his artistic work;
- travel to engage in a research and creation residency.

## Grants for upcoming artists

### Types of ineligible projects (for all sections)

- Projects that have already received support in conjunction with a financial assistance program of the ministère de la Culture, des Communications et de la Condition féminine, the Société de développement des entreprises culturelles or the Conseil des arts et des lettres du Québec;
- projects carried out under a university undergraduate or graduate program. Students who are registered in a university program at the time of the application are required to submit a letter from the educational institution attesting that their projects are separate from their training programs;
- basic training projects;
- projects aimed at starting up a business or an organization or a production workshop designed for strictly profit-making purposes;
- publishing or republishing projects;
- didactic, scientific or educational projects;
- promotion projects such as the planning and realization of advertising or promotional campaigns, the production of a brochure, invitation or Website;
- production projects.

### Evaluation criteria

#### Artistic quality of the project

- the quality of the artistic work;
- the artistic value of the project and its interest in relation to the applicant's development and approach.

#### Relevance of the project from the standpoint of the program's objectives

- the project's contribution to the applicant's professionalization;
- the impact on the applicant's integration into the professional arts community.

#### Quality of the application

- the clarity of the project and the applicant's arguments;
- the realism of budget estimates;
- the realism of the work schedule;
- the relevance of the supporting documents provided.

### Note

In the case of advanced training grants, jury members will take into account professional supervision and the quality of the host organization.

## Grants for upcoming artists

### Amount of the grants

The maximum amount of the financial assistance awarded to an upcoming artist or artists' group during a registration period may not exceed \$15 000.

### Maximum eligible amount per section

|   |          |
|---|----------|
| Research, creation and exploration  | \$15 000 |
| Advanced training   | \$9 000  |
| Travel<br>The maximum amounts granted for travel 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  |

These maximum amounts take into account ground, sea and air transportation costs, travel-related expenses such as vaccinations, visas, insurance, and so on, and the following maximum living expenses (hotel and meals): \$125 per day in Canada and \$200 per day outside Canada.

However, the Conseil takes into account the travel costs assumed by an artist or writer living in an outlying area who must travel more than 400 km to an international airport in Québec. An artist or writer 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.

### Eligible expenses (except for the "Travel" section)

- Living expenses up to a maximum of \$1 700 per month, attributable to individual applicants and to each member of a group.
- Expenses related to the realization of the project:
  - collaborators' fees (excluding the applicant);
  - workshop rental cost;
  - the costs of purchasing materials or leasing equipment;
  - expenses related to the realization of the project such as registration fees, training session fees or the cost of materials;
  - some travel expenses;

## Grants for upcoming artists

- living expenses directly related to the project (hotel and meals, up to a maximum of \$125 a day in Canada and \$200 a day outside Canada) for not more than 15 days attributable to an individual applicant or to each member of a group. These expenses are applicable to each member of a group provided that they do not exceed the amount of the grant awarded.

The eligible expenses will be considered from the date of submission of the project.

The purchase of specialized equipment is eligible solely in respect of equipment required to carry out the project that cannot be rented or whose purchase price is lower than the rental price. Supporting documents must be submitted.

### Ineligible expenses (for all sections)

- Production, dissemination, promotion or administrative expenses;
- expenses related to fundraising, financing and market development campaigns;
- expenses stemming from the implementation of an organization's infrastructure (office rental, installation of a telephone, and so on);
- purchases of specialized equipment, except for equipment that is necessary for the project and that cannot be reused;
- capital costs and renovation and construction costs;
- the cost of basic training;
- expenses related to a project already supported under a program offered by the Conseil or any other organization whatsoever;
- fees in addition to living expenses.

### **Registration deadline**

September 10, 2009

The Conseil will organize only one annual registration period.

Incomplete applications or those received after the registration deadline are not accepted.

The applicant must fill up the specific application form for upcoming artists. Also, he must be sure to provide the documents indicated in the *Contents of the file* section in the general information before submitting his application.

## Development grants

### **Target clientele**

This grant category is intended for artists with over two years of artistic practice in Québec or abroad. It comprises the following sections:

- Research and creation
- Commissioned works
- Promotion
- Development and advanced training
- Studios and studio-apartments
- Travel

### **Specific restrictions**

Applicants who have already received financial assistance under the grant program for professional artists may not submit a new application unless they first produce a report on the use of the grant or a progress report if the project is not completed. An artist may not have more than two projects under way in respect of the research and creation section.

Regardless of the discipline, an artist may not submit during a given registration period, either as an individual or as a member of an artists' group, two applications in a given section.

An artist may not receive more than two grants per year, excluding travel grants, studios and studio-apartment grants, career grants and grants pursuant to a regional agreement.

Development grants

## Section – Research and creation

This section is intended to financially support research and the creation of works by enabling artists to carry out projects that foster their artistic development.

### Eligibility criteria

This section is open to artists and artists' groups. Each member of a group must have over two years of artistic practice.

### Amount of the grant

Maximum amount: \$50 000

### Eligible projects

- Artistic creation, including preliminary research, the development, the writing or re-writing of a scenario, and technical experimentation;
- The production of artistic works, including preproduction (searching, special effects and sound trials, casting and rehearsals), filming and editing;
- The creation of fiction or non-fiction experimental and art films, including animated films, that rely on film and video technologies;
- For the new media, works based on the use of communications and information technologies.

### Ineligible projects

- Projects specifically commissioned for television;
- For all projects, all stages prior to the production of the final copy of a work, such as the production of release prints, promotional material and the distribution of the work;
- Advertising or promotional, scientific or industrial, didactic, educational or tourism projects;
- Projects focusing on research and the writing of articles, criticism and educational or pedagogical documents;
- Essays on media arts (such projects are eligible for literary grants).

### Evaluation criteria

- Quality of the artistic work;
- quality of the project and its interest in relation to the artist's approach and the development of the work;
- interest of the project in relation to the discipline;
- contribution or influence of the artist in his community;
- clarity of the application, feasibility of the project and realism of the proposed budget.

### Eligible expenses

- Living expenses up to a maximum of \$1 700 per month are granted to an artist or to each member of an artists' group;
- Research expenses;
- Production expenses such as the rental of a workshop, the purchase of materials, the leasing of equipment and expenses arising from service and other contracts;
- Land and air transportation expenses;
- Travel-related expenses such as vaccinations, visas, insurance, and so on;
- Staying expenses (accommodation and meals) up to a maximum of \$125 per day in Canada and \$200 per day outside Canada, for a period of up to 15 days are granted to an artist or to each member of an artists' group. These expenses apply to each member of an artists' group insofar as they do not exceed the grant's total amount.

The purchase of specialized equipment is eligible only if the equipment is needed for the project and cannot be rented or the purchase price of which is lower than the rental cost. Supporting documents must be provided.

### Ineligible expenses

- Costs specifically related to a presentation as an exhibitor at a commercial event such as a trade fair or specialty show are ineligible;
- fees in addition to living expenses.

### Registration deadlines

April 1, 2009

September 10, 2009

Incomplete applications or those received after the registration deadline are not accepted.

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.

Development grants  
**Commissioned works**

This section is intended to support projects carried out in collaboration with an organization that undertakes to contribute in part to the production and, possibly, the dissemination of the works. The commission of a work may also occur in conjunction with a residency in a host organization.

**Eligibility criteria**

This section is open to artists and artists' groups. Each member of a group must have over two years of artistic practice.

**Amount of the grant**

Maximum amount: \$15 000

**Eligible projects**

- An artistic creation project related to an exhibition;
- a project in respect of which an invitation has been received from an organization recognized by peers in the discipline in which the artist is applying, e.g. artists' centres, museums, contemporary art centres, events, galleries, and so on, linked to an original creation and demanding a significant contribution through the pooling of human, physical or financial resources;
- a public art project in respect of which an invitation has been received from an organization recognized by peers in the discipline in which the artist is applying, e.g. artists' centres, museums, contemporary art centres, events, galleries, and so on, linked to an original creation and demanding a significant contribution through the pooling of human, physical or financial resources;

**Ineligible projects**

- A project unsupported by an official partnership letter carried out in a context recognized by peers in the discipline;
- The creation of works with strictly educational or historic content;
- The search for exhibition sites with a view to the dissemination of works;
- Promotional projects such as the planning and execution of advertising or promotional programs, the preparation of a portfolio, the production of a leaflet, an exhibition catalogue, an invitation card or any activity surrounding an exhibition opening;
- The series reproduction of an existing work, and tour and travelling exhibition projects;
- Projects aimed at launching an enterprise or an artist's workshop;
- Projects carried out under a school program;

- Projects focusing on research and the writing of articles, criticism and educational or pedagogical documents;
- a public art project carried out in conjunction with the *Décret concernant la politique d'intégration des arts à l'architecture et à l'environnement des bâtiments et des sites gouvernementaux et publics*.

**Evaluation criteria**

- Quality of the artistic work;
- Clarity of the application and interest of the project in relation to the artist's approach and the development of the work;
- Interest of the project in relation to the discipline;
- the quality and commitment of the partnership from which the commission for a work stems;
- Feasibility of the project and realism of the proposed budget.

**Eligible expenses**

- Living expenses up to a maximum of \$1 700 per month are granted to an artist or to each member of an artists' group;
- Research expenses;
- Framing;
- Production expenses such as the rental of a workshop, the purchase of materials, the leasing of equipment and expenses arising from service and other contracts;
- Staying expenses (accommodation and meals) up to a maximum of \$125 per day in Canada and \$200 per day outside Canada, for a period of up to 15 days are granted to an artist or to each member of an artists' group.
- Land and air transportation expenses;
- Travel-related expenses such as vaccinations, visas, insurance, and so on.

The purchase of specialized equipment is eligible only if the equipment is needed for the project and cannot be rented or the purchase price of which is lower than the rental cost. Supporting documents must be provided.

**Ineligible expenses**

Fees in addition to living expenses are ineligible.

**Registration deadlines**

April 1, 2009

September 10, 2009

Incomplete applications or those received after the registration deadline are not accepted.

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.

**Development grants  
Section – Promotion**

The Conseil offers artists grants to produce tools related to the promotion of the artist's career and work with a view to broadening the dissemination network for his work and diversifying his sources of funding.

**Eligibility criteria**

This section is open to artists and artists' groups. Each member of a group must have over two years of artistic practice.

**Amount of the grant**

Maximum amount: \$20 000

**Eligible projects**

- Production of a portfolio;
- work in collaboration with an art critic, an independent curator or a qualified, experience organization aimed at the production of a monograph, an electronic publication or another critical documentation tool pertaining to the artist's work or artistic development. In addition to having the value of a monograph, the publications must examine a lengthy period of creation that forms a coherent whole;
- any developmental activity that broadens the artist's professional network.

**Ineligible projects**

- Projects linked to another section of the program or that are not related to the objective of this section;
- updating of Websites;
- a project aimed solely at the self-publishing of the artist's writings.

**Evaluation criteria**

- Quality of the artistic work;
- clarity of the application and the quality and importance of the project in relation to the development of the artist and his work;
- the quality of the partner individuals or organizations in the project;
- Feasibility of the project and realism of the proposed budget.

**Eligible expenses**

- Living expenses up to a maximum of \$1 700 per month are granted to an artist or to each member of an artists' group;
- Research expenses;
- Production costs such as expenses stemming from service contracts, printing, graphic art, translation, and so on;

- Land and air transportation expenses;
- Travel-related expenses such as vaccinations, visas, insurance, and so on;
- Staying expenses (accommodation and meals) up to a maximum of \$125 per day in Canada and \$200 per day outside Canada, for a period of up to 15 days are granted to the artist.

#### **Ineligible expenses**

Fees in addition to living expenses are ineligible.

#### **Registration deadlines**

April 1, 2009

September 10, 2009

Incomplete applications or those received after the registration deadline are not accepted.

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.

#### **Development grants**

##### **Section – Development and advanced training**

The Conseil offers artists development and advanced training grants that enable them, notably through training sessions or participation in workshops, seminars and colloquia, to broaden their knowledge, refine their artistic approach and acquire greater mastery of their art.

#### **Eligibility criteria**

This section is open to artists and artists' groups. Each member of a group must have over two years of artistic practice.

The artist or each member of the artists' group must show how his project is relevant to his artistic approach.

#### **Amount of the grant**

Maximum amount: \$9 000

#### **Eligible projects**

- Work with an artist or a curator whose skills are geared to the nature of the project;
- an ad hoc development workshop in a recognized specialized institution;
- attendance as an auditor at seminars, symposia, biennial events and colloquia for the purpose of artistic renewal;
- a project involving integration into a new community in conjunction with a specialized workshop or a training session in a recognized establishment;
- an invitation extended to a foreign artist or arts professional with a view to taking advantage of his expertise and sharing such expertise with other Québec artists. In the case of such a project, the artist responsible for the application must show that the knowledge of this resource person will benefit at least three Québec artists;
- participation in a project related to scientific research in the fields of the pure or applied sciences that can contribute to the development of the discipline;
- work with an arts professional in order to engage in a critical examination of the artistic approach.

#### **Ineligible projects**

- Projects centred on training or the obtaining of a diploma in a Cegep, university or specialized school;
- training projects eligible for programs offered by the Fonds québécois de la recherche sur la société et la culture (FQRSC) and the ministère de l'Éducation;
- participation as a resource person in colloquia, seminars or any other event; such projects may be eligible for travel grants.

### Evaluation criteria

- Quality of the artistic work;
- clarity of the application and interest of the project in relation to the artist's approach and the development of the work;
- quality of the development program (host organization, chosen master);
- feasibility of the project and realism of the proposed budget.

### Eligible expenses

- Living expenses up to a maximum of \$1 700 per month;
- Expenses related to the project such as registration fees, the cost of the training session and materials;
- Land and air transportation expenses;
- Travel-related expenses such as vaccinations, visas, insurance, and so on;
- Staying expenses (accommodation and meals) up to a maximum of \$125 per day in Canada and \$200 per day outside Canada, for a period of up to 15 days are granted to an artist or to each member of an artists' group. These expenses apply to each member of an artists' group insofar as they do not exceed the grant's total amount.

### Ineligible expenses

- Purchase of specialized equipment;
- fees in addition to living expenses.

### Registration deadlines

April 1, 2009

September 10, 2009

Incomplete applications or those received after the registration deadline are not accepted.

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.

### Development grants

#### Section – Studios and studio-apartments

The Conseil makes available to artists and writers various studios and studio-apartments in Québec and abroad. In doing so, it seeks to offer professionals the opportunity to take advantage of the vitality and resources of important artistic environments. Moreover, it endeavours to foster the enrichment of artistic viewpoints and ensure reciprocity in international cultural exchanges.

The Conseil offers many studios and studio-apartments located in over 15 countries. Generally speaking, only professional artists and writers with at least two years of artistic practice may register in the Conseil's studio-apartment program. However, each studio and studio-apartment has specific eligibility criteria and its own registration procedures.

Details pertaining to each studio and studio-apartment and the registration deadlines are found in a specific document that includes the registration form, and is available from the Conseil and on its Web site.

Artists' groups are not eligible for these grants.

## Development grants

### Section – Travel

Through travel grants, the Conseil 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.

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

#### Eligibility criteria

This section is open to artists and artists' groups. Each member of a group must have over two years of artistic practice.

The artist or artists' group must submit an attestation confirming the invitation to participate and indicating the host organization's financial contribution.

Projects that have already been completed on the registration date are not eligible.

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

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.

#### Eligible projects

- Participate as a resource person in a conference, a seminar, a symposium or a colloquium;
- attendance at specialized events when his works are presented;
- at the invitation of recognized exhibitors such as artist-run centers, museums, contemporary art centres, events, galleries and so on, participate in an exploratory mission that may lead to an exhibition, a program or a selection of artistic works designed for exhibition or a presentation abroad;
- engage in a research and creation residency.

#### Ineligible projects

- Transportation or works only;
- Give workshops;
- Participate in scholastic events.

#### Amount of the grant

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

#### Eligible expenses

- Land, sea and air transportation expenses;
- Travel-related expenses such as vaccinations, visas, insurance, and so on;
- 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 maximum amounts granted for travel 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 artist 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 an artists' group insofar as they do not exceed the grant's total amount.

In addition to the maximum amounts are determined by the destination, the Conseil may also cover the cost of shipping works of art and equipment up to a maximum of \$2 000.

#### Evaluation criteria

- Quality of the artistic work;
- clarity of the application and interest of the travel project in relation to the artist's career development or to the dissemination of his work;
- quality of the host organization;
- financial contribution of the host organization or other partners to the realization of the project;
- feasibility of the project and realism of the proposed budget.

#### Registration

At any time.

Incomplete applications are not accepted.

The applicant must complete the travel grant application form. Also he must be sure to provide the documents indicated in the *Contents of the file* section in the general information before submitting his application.

#### Decision

The Conseil will inform in writing the artist or artists' group at the latest eight weeks after the submission of the application.

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This document is published by the Direction des Relations publiques of the Conseil des arts et des lettres du Québec and is also available on the Conseil's Web site.

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