



Culture
in the School,
A Class Act

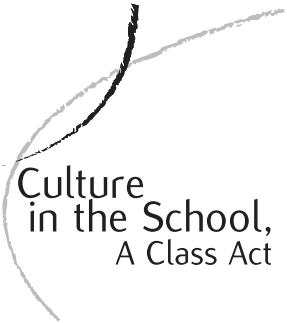
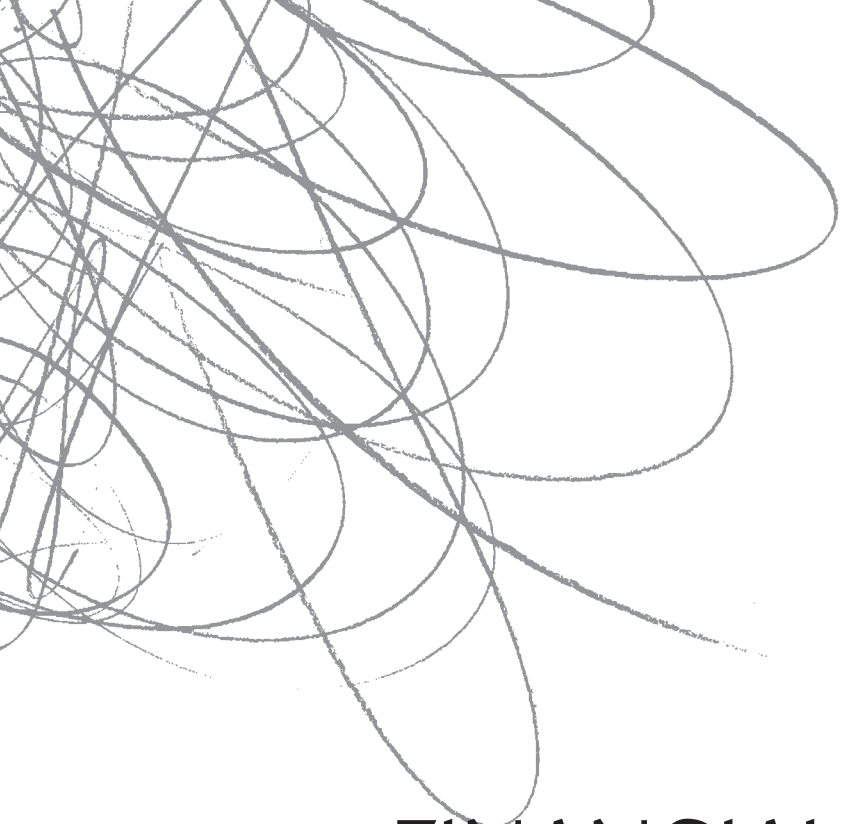
FINANCIAL SUPPORT FOR CULTURAL COMMITTEES IN THE SCHOOL SYSTEM

INFORMATION DOCUMENT

2005-2006

AND IN ANTICIPATION
OF THE 2006-2007
SCHOOL YEAR





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INFORMATION DOCUMENT

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AND IN ANTICIPATION
OF THE 2006-2007
SCHOOL YEAR





The *next edition* of this document
will be available in **ELECTRONIC
FORM** only on the **MELS Web** site.

Please send 10 copies of your file to the
following address before June 9, 2006:

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Direction générale de la formation des jeunes
Ministère de l'Éducation, du Loisir et du Sport
Édifice Marie-Guyart, 17^e étage
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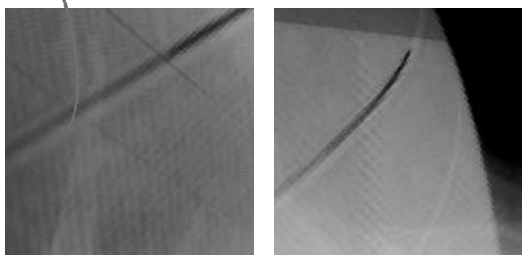
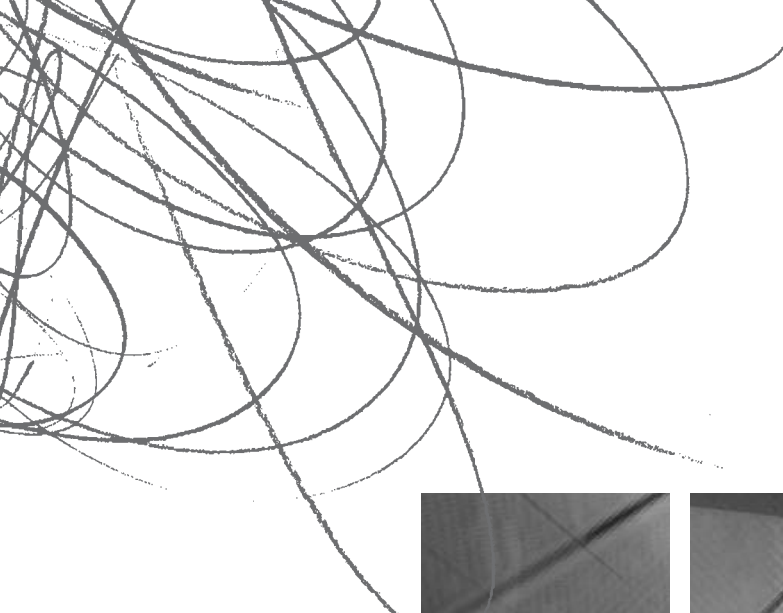
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INTRODUCTION

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

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

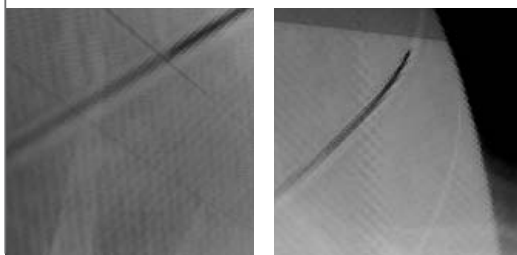
In recent years, initiatives to develop the cultural concept in schools and to recognize local realities have led to the creation of cultural committees in school boards and in school associations. These committees are made up mostly of school staff who believe in the importance of culture in schools.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

In order to take into account all the programs and measures offered in the schools and in the cultural milieu, both ministries have been obliged to review a number of their financial support programs. Support for cultural committees in the schools has therefore been adjusted in order to continue to meet the needs of the community and to respect the orientations of the ministries.

In this perspective, as of the next edition of the *Financial Support for Cultural Committees in the School System*, only the school board cultural committees will be eligible to submit a request for financial support, which will include the requests of all the school cultural committees in its jurisdiction.

This document contains all the information necessary for a request for financial support from *school board* or *school* cultural committees. This information, and the request forms for financial support, can be found (in French only) on the MELS Web site at www.mels.gouv.qc.ca/dgfp/projets/culture/cultureindex.htm.

“SCHOOL BOARD”



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

THE MANDATE OF A SCHOOL BOARD CULTURAL COMMITTEE

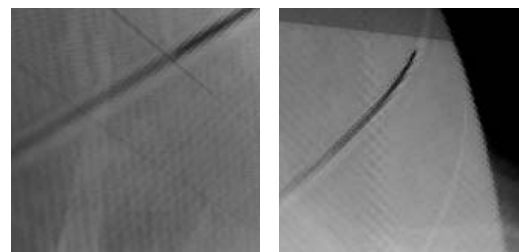
- Set up a representative structure and operate under the leadership of a school board administrator (e.g. director or coordinator of educational services) or of an individual designated by the school board.
- Provide the school board with a cultural policy adopted by the commissioner’s committee. To do this, the committee will:
 - Establish jointly, with other authorities in the school board (school principals’ committees, school cultural committees, parents’ committees, unions, etc.), a cultural policy applicable to the entire school board.
 - Develop an action plan to implement this cultural policy.
 - Ensure its implementation, annual evaluation and renewal.
- Collaborate with the regional management committee and the evaluation committees of the new Culture in the Schools Program, as needed.
- Collaborate with school board committees in implementing means for promoting the importance of integrating a cultural dimension into schools.
- Encourage school board and school authorities and the school cultural committees to work together toward organizing cultural activities in the context of current provincial programs, such as Arts and Culture Week in Québec Schools, the Essor Awards Contest, etc.
- Support the school board in organizing cultural activities for their staff.
- Inform the educational institutions and school cultural committees about the Culture-Education action plan in order to raise their awareness of the principles underlying the integration of a cultural dimension in schools and establish a partnership with them on this matter.

- Cooperate with the school board to encourage the schools to call upon artists, writers and professional cultural organizations under the Culture in the Schools Program.
- Encourage the educational institutions to join forces to form school cultural committees based on the geographic division of the school board, oversee the coordination and operation of these cultural committees as well as the attainment of their objectives.
- Design measures for promoting the cultural dimension in schools. In this case, additional financial support will be granted to school board cultural committees that include a special section devoted to this in their action plan.

APPLYING FOR FINANCIAL SUPPORT

When applying for financial support from the Ministère de l'Éducation, du Loisir et du Sport, each school board cultural committee must provide the following information and documents:

- A list of its members.
- A copy of its cultural policy or, if applicable, an update of it, as well as a list of committee members responsible for its development. Where applicable, supply a timetable for drawing up a policy that is currently in development.
- A list of partners in the cultural community who regularly work with the school cultural committees of the school board.
- Its 2005-2006 action plan, including the measures for promoting the cultural dimension in the school, if applicable.

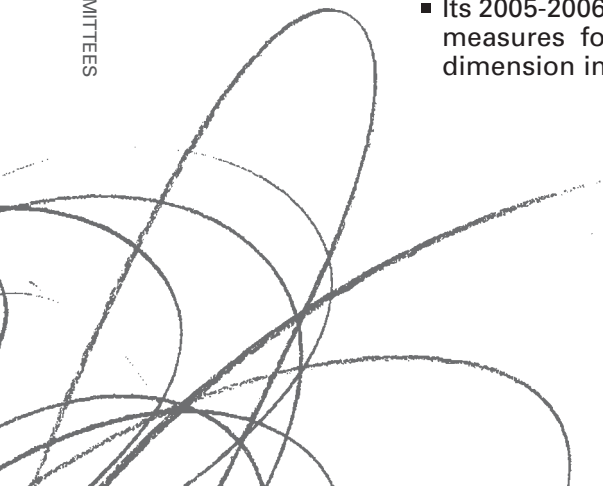


- Its 2006-2007 action plan, in connection with the new guidelines.
- A list of the school board's school cultural committees, describing the connections established with them.
- A report on the use of the financial support received from the Ministère de l'Éducation, du Loisir et du Sport in June 2005, if applicable.

PROCEDURE

The cultural committee will submit 8 copies of its file by June 9, 2006, to the Ministère de l'Éducation, du Loisir et du Sport (MELS) at the address indicated on the cover of this document.

Through the intermediary of the representative organization, the MELS will award grants approved for the school cultural committees by September 30, 2006.



ELIGIBLE EXPENSES

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

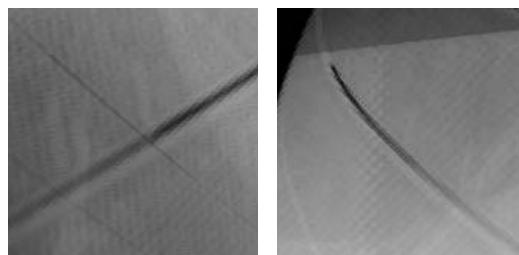
Please note that the allocated funds are to be used to finance the operation of school cultural committees and not the actual activities organized by the committees.

EVALUATION PROCESS

EVALUATION OF APPLICATIONS FOR FINANCIAL SUPPORT

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

- A representative from the Ministère de l'Éducation, du Loisir et du Sport.
- A representative from the Ministère de la Culture et des Communications.



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

EVALUATION CRITERIA

The evaluation will take into account the following criteria:

- Compliance with the rules for submitting an application for financial support.
- Compliance with the criteria for eligible expenses.
- Consistency between the characteristics, mandate and actions of the committee and those set out in the Financial Support for Cultural Committees in the School System Information Document.

- Collaboration with other school cultural committees in the same region, educational institutions, resource people and organizations in the cultural community, and regional representatives of the ministries concerned.
- Consistency between the cultural activities set out in the 2004-2005 action plan and those favoured in the Financial Support for Cultural Committees in the School System Information Document.
- Variety in the activities set out in the 2005-2006 action plan and consistency between the activities, the committee's mandate and the new departmental guidelines.

SPECIAL PROVISIONS

Newly formed school board cultural committees officially established during the current year will receive a lump sum of \$1 000 to help them develop a work plan for the 2006-2007 school year, in keeping with the new guidelines.

The decisions rendered by the Ministère de l'Éducation, du Loisir et du Sport, based on the recommendations of the committee evaluating applications for financial support, will be considered final.

GUIDELINES FOR ALLOCATING FINANCIAL SUPPORT

TYPE OF COMMITTEE	BASIC LUMP SUM
<p style="text-align: center;">SCHOOL BOARD CULTURAL COMMITTEE</p>	<p style="text-align: center;">\$1 000 To form a new committee or To initiate or pursue activities related to the cultural policy</p>
	<p style="text-align: center;">\$1 000 To develop partnerships with the school cultural committees in its region</p>
	<p style="text-align: center;">\$1 000 To implement measures designed to promote integration of the cultural dimension</p>

Financial support will be adjusted each year according to the financial resources available.

REQUEST FOR
FINANCIAL
SUPPORT FOR
CULTURAL
COMMITTEES IN
THE SCHOOL
SYSTEM

SCHOOL BOARD
CULTURAL
COMMITTEE



The evaluation committee will examine only those requests that are submitted on this form, which is also available in electronic format.

Name of the school board

Director general of the school board

Name of the committee

Address of the committee

Municipality

Postal code

() -

() -

Telephone

Fax

E-mail address

Already formed

Newly formed

In 2005-2006

SIGNATURES

President of the cultural committee

Director general of the school board

Date

Date

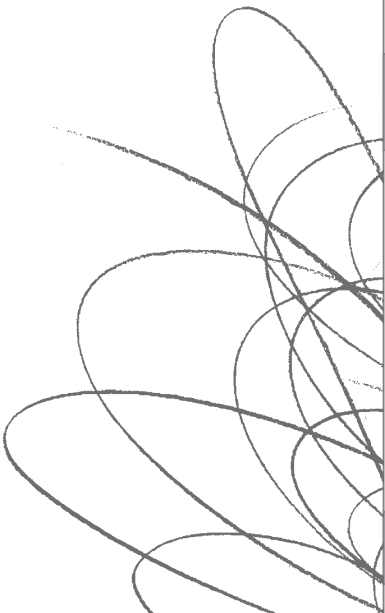


LIST OF PARTNERS IN THE CULTURAL COMMUNITY

SHORT DESCRIPTION OF THE ACTIVITIES CARRIED OUT BY THE SCHOOL BOARD CULTURAL COMMITTEE DURING THE 2005-2006 SCHOOL YEAR AND, IF APPLICABLE, THE MEASURES IMPLEMENTED TO PROMOTE THE CULTURAL DIMENSION IN THE SCHOOL.

OVERVIEW OF THE ACTION PLAN OF THE COMMITTEE FOR THE 2006-2007 SCHOOL YEAR.

LIST OF THE SCHOOL BOARD'S SCHOOL CULTURAL COMMITTEES AND THE CONNECTIONS ESTABLISHED WITH THEM.



REPORT ON THE USE OF FINANCIAL SUPPORT GRANTED IN JUNE 2005

Review of eligible expenses:

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

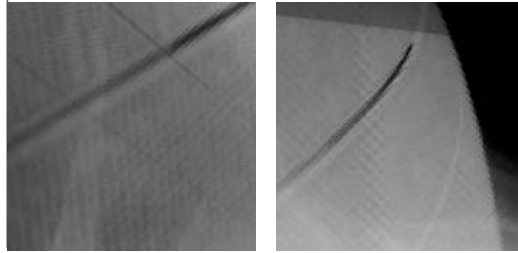
AMOUNT OF THE GRANT RECEIVED

Secretarial expenses (stationery, printing, mailing, office work, etc.)	
Travel expenses for the members of the board of directors	
Cost of hiring substitute staff for members of the board of directors	
Expenses related to publicity for an event (press conference, articles published in newspapers, etc.)	
Other (specify)	
Total	

Signature of the chair of the cultural committee

Date

"SCHOOL"

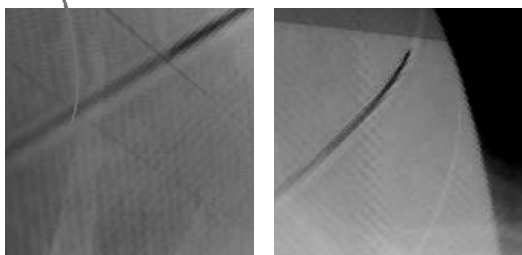
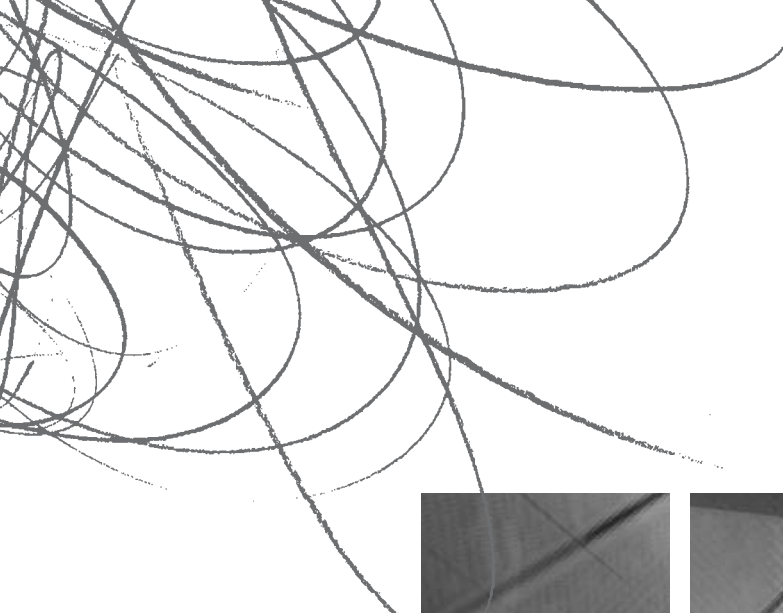


The **school cultural committee** is drawn from a group of schools that share the same geographic area. The committee is usually made up of representatives of the member schools: principals, teachers specialized in the arts, parents who are members of the governing board, local or regional broadcasters, cultural officials from the municipality, etc.

In one school board, there may be several school cultural committees, depending on the geographic configuration. These cultural committees must be composed of schools from the same sector, district or region.

THE MANDATE OF A SCHOOL CULTURAL COMMITTEE

- Act as a liaison with the school board cultural committee in the case of regional actions, where applicable, even when the principal activities are carried out in the schools.
 - Foster the integration of the cultural dimension in the educational projects of its member schools.
 - Encourage cultural outings and visits by artists and writers to member schools in the context of the Culture in the Schools Program.
 - Establish collaborative actions locally with partners in the cultural community in regions where there are no broadcasters.
- Collaborate with schools on the preparation of educational documents to prepare students for a cultural outing and support schools in the preparation and carrying out of cultural activities.
 - Involve, sensitize and support members of school administrations and teachers in organizing activities in the context of provincial programs: Arts and Culture Week in Québec Schools, the Essor Awards Contest, the Culture in the Schools Program, etc.
 - Act in an advisory capacity regarding the orientations of the Culture in the Schools Program: reservations, transport, fundraising, planning of cultural activities, enlisting the services of broadcasters or cultural organizations, etc.
 - In the absence of a school board cultural committee, the school cultural committee will assume these additional mandates:
 - Sensitize the school board to the importance of integrating the cultural dimension into the schools and the formation of a school board cultural committee.
 - Bring together schools in the same geographic area in order to stimulate the cultural vitality of the region.
 - Collaborate on the establishment of structures to facilitate the formation of a school board cultural committee.



APPLYING FOR FINANCIAL SUPPORT

When applying for financial support from the Ministère de l'Éducation, du Loisir et du Sport, each school cultural committee must provide the following information and documents:

- A list of its members.
- A list of member schools, including the number of students in each and the number of teachers involved.
- A list of partners in the cultural community of the member schools.
- A description of activities carried out in 2005-2006, including the number of students who participated in each activity and the targeted age group.
 - The following activities are not targeted in this measure: cultural activities held at the school; workshops offered in the context of the Artists in the Schools program or the Writers' Tour program; sports trips; end-of-term outings; cultural activities carried out by the students.
 - When granting financial support, the evaluation committee will consider neighbouring committees that organize the same activities at the same sites as a single school committee.

- The action plan for the 2006-2007 school year, taking into account the revised mandate of the school cultural committee as outlined above in this document.
- A report on the use of the financial support received from the Ministère de l'Éducation, du Loisir et du Sport in June 2005, if applicable.

The school cultural committees of a territory **in which there is a school board cultural committee** must submit to the latter a report on actions carried out during the 2005-2006 school year in order for this to be included in the application for financial support.

The school cultural committees of a territory **in which there is no school board cultural committee** must present an action plan for the formation of a school board cultural committee, with the cooperation of other school cultural committees in the territory, if applicable. (This is the last year that these committees can apply directly to the MELS for financial support.)

PROCEDURE

The cultural committee will submit 8 copies of its file by June 9, 2006, to the Ministère de l'Éducation, du Loisir et du Sport (MELS) at the address indicated on the cover of this document.

Through the intermediary of the representative organization, the MELS will award grants approved for the school cultural committees by September 30, 2006.

ELIGIBLE EXPENSES

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

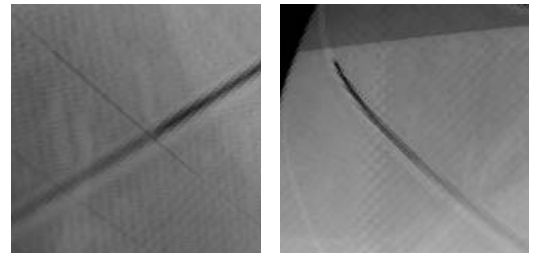
Please note that the allocated funds are to be used to finance the operation of school cultural committees and not the actual activities organized by the committees.

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EVALUATION OF APPLICATIONS FOR FINANCIAL SUPPORT

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- A representative from the Ministère de l'Éducation, du Loisir et du Sport.
- A representative from the Ministère de la Culture et des Communications.
- A member of the board of directors of the Association québécoise des comités culturels scolaires.



- Three representatives from the schools (teacher, educational consultant, principal).
- A representative from a regional office of the Ministère de l'Éducation, du Loisir et du Sport.
- A representative from a regional office of the Ministère de la Culture et des Communications.

EVALUATION CRITERIA

The evaluation will take into account the following criteria:

- Compliance with the rules for submitting an application for financial support.
- Compliance with the criteria for eligible expenses.
- Consistency between the characteristics, mandate and actions of the committee and those set out in the Financial Support for Cultural Committees in the School System Information Document.



- Collaboration with other school cultural committees in the same region, educational institutions, resource people and organizations in the cultural community, and regional representatives of the ministries concerned.
- Consistency between the cultural activities set out in the 2004-2005 action plan and those favoured in the Financial Support for Cultural Committees in the School System Information Document.
- Variety in the activities set out in the 2005-2006 action plan and consistency between the activities, the committee's mandate and the new departmental guidelines.

SPECIAL PROVISIONS

Newly formed school cultural committees officially established during the current year will receive a lump sum of \$1 000 to help them develop a work plan for the 2006-2007 school year, in keeping with the new guidelines.

This is the last year that school cultural committees in a territory where there is no school board cultural committee can apply directly to the MELS for financial support.

The decisions rendered by the Ministère de l'Éducation, du Loisir et du Sport, based on the recommendations of the committee evaluating applications for financial support, will be considered final.

GUIDELINES FOR ALLOCATING FINANCIAL SUPPORT

TYPE OF COMMITTEE	BASIC LUMP SUM
SCHOOL CULTURAL COMMITTEE	\$1 500 To initiate or pursue activities related to the cultural policy (temporary measure)
	\$1 000 To form a new committee

Financial support will be adjusted each year according to the financial resources available.



REQUEST FOR
FINANCIAL
SUPPORT FOR
CULTURAL
COMMITTEES IN
THE SCHOOL
SYSTEM

SCHOOL
CULTURAL
COMMITTEE



The evaluation committee will examine only those requests that are submitted on this form, which is also available in electronic format.

Name of the school board

Director general of the school board

Name of the committee

Address of the committee

Municipality

Postal code

() -
Telephone

() -
Fax

E-mail address

Already formed

Newly formed

In 2005-2006

SIGNATURES

President of the cultural committee

Director general of the school board

Date

Date

LIST OF PARTNERS IN THE CULTURAL COMMUNITY

DESCRIPTION OF THE ACTIVITIES CARRIED OUT BY THE SCHOOL CULTURAL COMMITTEE DURING THE 2005-2006 SCHOOL YEAR

Activity carried out	Level	Number of groups	Targeted age group
1			
2			
3			
4			
5			

PRESENTATION OF THE ACTION PLAN FOR THE 2006-2007 SCHOOL YEAR.

If there are no school board cultural committees in a territory, attach an action plan for forming such a committee, in collaboration with other school cultural committees in the territory.

REPORT ON THE USE OF FINANCIAL SUPPORT GRANTED IN JUNE 2005

Review of eligible expenses:

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

AMOUNT OF THE GRANT RECEIVED

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

Travel expenses for the members of the board of directors

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

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

Other (specify)

Total

Signature of the chair of the cultural committee

Date



99-6504A

Québec 

Ministère de l'Éducation, du Loisir et du Sport
Ministère de la Culture et des Communications