

Culture in the School,
A Class Act!

***The Culture in the Schools* program 2011-2012**



Québec 

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***The Culture in the Schools* program**

The *Culture in the Schools* program makes financial assistance available to school administrators and teachers to support the organization of arts and culture projects at school. The objective of the program is to produce citizens who are actively involved in cultural life by increasing the number of cultural experiences offered to students through the collaboration of the artists, writers and professional cultural organizations listed in the *Répertoire de ressources culture-éducation*, a unique directory listing over 1850 artists, writers and organizations.

The program enables artists to visit students in their classrooms and explain how they approach the creative process; it also makes it possible to organize cultural outings that may provide an opportunity to share the emotion of a play or the ingenuity of a dance choreography. Students are encouraged to play an active role that will result in longlasting benefits, such as learning to be part of a team and developing creativity, self-esteem, and a critical and aesthetic sense. This will allow students to become receptive adults who are more likely to participate in the cultural life of their community.

Schools must submit their projects in early fall.

Program objectives

The general objective of the *Culture in the Schools* Program is to educate students to become culturally engaged citizens by increasing their exposure to cultural experiences through the joint efforts of teachers and the professional artists, writers and cultural organizations listed in the [*Répertoire de ressources culture-éducation*](#).

Each year, hundreds of teachers, artists, writers and professional cultural organizations in Québec work together on a host of creative projects and cultural outings that involve many different facets of culture. The *Culture in the Schools* Program has clearly achieved its primary objective, namely, to ensure that citizens become active participants in culture by increasing students' exposure to cultural experiences.

The *Répertoire* is a valuable resource, with information about hundreds of artists, writers and cultural organizations offering activities for young people in preschool, elementary school and secondary school. Available in electronic format only, the *Répertoire* is updated every two years.

More specifically, the Program is designed to:

- Ensure that the cultural dimension is integrated into classroom and school activities in accordance with the Québec Education Program
- Offer students a range of cultural experiences that will have a positive impact on their learning and allow them to develop open-mindedness, curiosity, critical judgment and aesthetic appreciation
- Help students develop an interest in visiting cultural venues
- Promote concerted action among schools and cultural organizations, while taking regional realities into account
- Promote careers in the arts and culture

Target schools

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

Cultural activities supported by the program

Cultural activities supported by the *Culture in the Schools* Program are designed and carried out by professional artists, writers and cultural organizations (who must be listed in the *Répertoire de ressources culture-éducation*) in conjunction with teaching staff. Project must include three phases:

- **Preparation phase**, which includes one or more activities in the classroom or at a cultural venue; this phase helps the students acquire references related to the next phase
- **Implementation phase**, which introduces the students to one or more cultural experiences, such as workshops with artists or writers, or outings to professional cultural venues (e.g. museums)
- **Transfer-of-learning phase**, which allows students to reflect on the knowledge acquired from the various cultural experiences they were introduced to during the two earlier phases and to make connections with other learning situations in the classroom

Role of cultural and school partners

The Program encourages diversity in the cultural activities offered to students throughout their education. Professional artists, writers and cultural organizations are invited to share their creativity with students by presenting various artworks and by having students discover occupations related to the arts and culture in an **active, participatory** manner.

Artists listed in the *Répertoire de ressources culture-éducation* work in a sector of activity in one of the following four areas: performing arts; visual arts; cinema, video, television and radio; arts and crafts.

Writers are identified by literary genre: comic books, fairy tales, youth literature, short stories, poetry, drama, novels and other longer narrative forms.

Cultural organizations work in the following areas: performing arts; visual arts; cultural associations; cinema, media and new technologies; municipal cultural outlets; literature and libraries; heritage, history and museology.

Students take part in **creative workshops** that bring them into contact with the creative ideas of the invited **artists**, their means of expression and their language. It is important to keep in mind that these practical workshops **are not** shows or performance workshops, nor do they consist of lectures, classes or demonstrations.

During activities with **writers**, students can exchange their views on the world of writing or research, language and literature, or other aspects of the field. They can also take part in writing workshops. Schools must purchase a certain number of books by the writer from an [accredited](#)

[bookstore](#) in their municipality or region. Students **must** read these books before the writer's visit to the class in order to be fully prepared.

In addition to enabling students to visit recognized cultural venues, professional **cultural organizations**, like the artists and writers, can discuss the various production or distribution processes with students. These practical workshops **are not** shows or performance workshops given at the school.

Artists, writers and professional cultural organizations can thus help students to develop critical judgment, aesthetic awareness, a better understanding of themselves and others, and greater self-esteem.

These points are also emphasized in the Québec Education Program which is based on having students take a more active role in their learning. It is the teacher's role to make the relevant connections between the Québec Education Program and the cultural activities projects supported by the Culture in the Schools Program, particularly during the preparation and transfer-of-learning phases.

Program management

The *Culture in the Schools* Program is a provincial program overseen by a team of coordinators and applied by regional management committees made up of regional program officers from the MCCCCF and the MELS, and representatives of the educational community and cultural groups. These committees implement the program in their respective regions, select the projects to be supported, manage the budget and ensure accountability.

Conditions of eligibility

Projects must involve cultural and educational activities that take place at school or during cultural outings. They also include preparation and transfer-of-learning phases. Such activities must be briefly described on the [Cultural Activities Project Submission Form](#).

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

- Be the initiative of a teacher, a group of teachers, a school board, an artist, a writer or a professional cultural organization
- Be presented by a school, a group of schools or a school board
- Include preparatory activities and transfer-of-learning activities related to the proposed activity
- Involve the **active** participation of teachers and cultural resources
- Involve financial contributions from various partners
- Involve the **active** participation of students in the preparation, implementation and transfer-of-learning phases of the project

The projects must also:

- Be presented using the [Cultural Activities Project Submission Form](#), which must be signed by the principals of the schools involved and the person responsible for each project
- Be incorporated into the institution's regular timetable for the 2011-2012 school year

The following activities are not eligible:

- Activities focused solely on teaching students a technique or theoretical knowledge
- Activities that are routinely offered by the teacher of the subject
- Extracurricular activities
- Shows put on at the school, including performance workshops
- Exchange trips and practicums
- Fundraising activities for a school or school board project (e.g. benefit show, fundraiser)

Financial assistance and allowable expenses related to cultural activities projects

Depending on the region involved and the resources available, financial assistance provided under the *Culture in the Schools* Program may cover **up to 75 per cent of allowable expenses**.

The financial assistance requested must relate to the following **allowable expenses**:

- The cost of chartered transportation to a recognized venue for a cultural outing (e.g. Theatre, museum, historical site, exhibition centre, interpretation centre)
- The cost of having artists and writers listed in the [Répertoire de ressources culture-éducation](#) come to the school: professional fees, transportation costs, expenses for specialized materials and equipment, living allowance (note that artists' and writers' professional fees include the cost of preparing activities)
- Costs related to the participation of one or more cultural organizations in the project (e.g. professional fees, transportation costs, expenses for materials and equipment)
- Costs of purchasing specialized perishable materials or renting equipment **listed in the *Répertoire de ressources culture-éducation*** and for which the cultural resources are responsible, as applicable
- Preparation and administrative costs (**up to 15 per cent** of allowable expenses), for example:
 - 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 the cultural activities project
 - the cost of stationery, printing and photocopying
 - the cost of providing substitute teachers to allow the teachers concerned to research, organize and supervise cultural outings or cultural events in the school as part of the learning activities already planned

The following **expenses** are **not** allowable:

- Tickets or admission fees for venues where one or more cultural activities take place
- Fees and expenses related to the presentation of a professional or amateur show at the school or at a cultural venue
- The purchase of non-perishable (i.e. durable and reusable) materials or equipment such as:
 - stage equipment
 - computer hardware
 - musical instruments and music stands
 - cameras
- training costs for teaching staff
- taxes

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

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

For a calculation of the eligible expenses for artists and writers, please consult the section « Calculation of Expenses: Artists and Writers » on the [Cultural Activities Project Submission Form](#).

Artists and writers

Fees

The basic professional fee for an artist or a writer is set at \$325 per day of work, and **is non-negotiable**. This fee covers all administrative costs and expenses involved in preparing and carrying out activities.

Transportation costs

The amount which can be reimbursed for travel with a personal vehicle is \$0.43 per km. This amount is allowable only if the distance between the place of residence/business and the school is **25 km or more, round-trip**. For distances less than 25 km round-trip, an amount of \$9.90 may be claimed with a supporting document (notice of meeting, receipt, etc.). The actual cost of public transportation or car rental can also be reimbursed.

Meal costs

For travel of **less than 12 hours with no accommodation**, the following meal expenses are reimbursable: breakfast (\$10.40), lunch (\$14.30), dinner (\$21.55).

Living allowance (meals and accommodation)

A daily allowance of \$146.25 to cover living expenses (**meals and accommodation**) may be granted to an artist or writer who must travel **more than 24 hours, with an overnight stay**.

Specialized materials

The artist or writer is entitled to a **maximum** \$100 reimbursement per day to cover the cost of purchasing or renting specialized perishable materials and equipment, as indicated in the artist's or writer's information sheet in the *Répertoire de ressources culture-éducation*.. Artists and writers are responsible for the purchase, rental and transportation of the materials they require, though they may ask school staff for assistance if necessary.

Where applicable, taxes must be calculated on the total of eligible expenses.

Expenses related to the participation of artists or writers	
Professional fees \$325/person/day	+
Transportation \$0.43/km for a personal vehicle, or the actual cost of public transportation or car rental	+
Meals Less than 12 hours with no accommodation Breakfast (\$10.40), lunch (\$14.30), dinner (\$21.55)	+
Living allowance (meals and accommodation) Over 24 hours with accommodation (travel receipts must be submitted to the school) : \$146.25/day	+
Specialized perishable materials and equipment Purchase of specialized perishable materials or equipment rental when the need is indicated in the <i>Répertoire</i> : maximum \$100/day	+
Subtotal	=
Taxes (if the artist or writer is registered for tax purposes) x 0.13925	+
Payment of professional fees to the artist or writer on the day the workshop is given, or failing this, within 30 days of the date of the workshop	=

Cultural organizations

A school wishing to have a cultural organization participate in a project must calculate costs **in collaboration** with that organization, and must do so at the planning stage, whether the project consists of a practical workshop given at the **school** or a **school outing** to a cultural venue. Professional fees for the personnel involved, transportation costs, administrative expenses and the cost of materials and equipment are all allowable expenses. However, the organization's general operating expenses are not allowable.

Cultural outings

For a school outing to a cultural venue, the Program covers the cost of chartered transportation when students :

- Attend performances offered by professionals recognized by the MCCCCF, the Conseil des arts et des lettres du Québec (CALQ) or the Société de développement des entreprises culturelles (SODEC); these performances must involve the performing arts, i.e. drama, music, song, dance or the circus arts
- Attend educational activities designed specifically for school groups at professional cultural venues such as museums, exhibition centres, heritage interpretation centres, book fairs, etc.

Submission of activity projects and additional administrative information

The artist or writer (who must be listed in the *Répertoire de ressources culture-éducation*) and the person in the school who is in charge of the cultural activities project must be in direct contact to discuss the content, duration and procedure of the workshop.

All professional fees and various program-related expenses must be verified **before** signing of the [agreement](#) between the artist or writer and the school.

In addition, arrangements must be made BEFORE submitting the application for financial assistance. It is necessary, therefore, to determine the availability of the artist or writer, plan the activities and calculate the budget before submitting the project to the regional management committee.

It is important to mention that there no limit to the amount of time the artist or writer may spend at the school. For example, an artist or writer may work with the same students several times over the course of a given activity. However, he or she must not be expected, under any circumstances, to substitute for the teacher during the course of a project.

The school must establish details and calculate costs **in collaboration with** the participating cultural organization when planning a practical workshop **at the school** or a school **outing** to a cultural venue.

Specific administrative aspects

- It is understood that one work day 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 only one group at a time. The number of students is limited to 35 per group.
- The school must estimate allowable transportation costs, if applicable.
- The school must establish meal costs, if applicable.
- The school must establish accommodation costs (meals and accommodation), if applicable.

- Remember that transportation costs and living allowances (meals and accommodation) are fixed, which means that one cannot obtain reimbursements for amounts in excess of the set limits by presenting higher receipts. Only set amounts (plus taxes) are covered by the Program.
- The school must indicate the cost of purchasing specialized perishable materials or renting equipment, if applicable, as specified in the *Répertoire*.
- The GST and QST must be charged on professional fees and expenses if the artist or writer is registered for tax purposes. This is determined by checking in the *Répertoire*. Since such taxes are not allowable expenses under the Program, they must be paid by the school or school board.
- The school must anticipate the purchase of books when inviting a writer to carry out an activity project with students.
- The school must determine whether the school board has other administrative requirements to facilitate payment.
- The school must contact the artist or writer as soon as a reply to the application for financial assistance has been received, and must only sign the agreement **once the project has been approved**. If the project is rejected, the school must inform the artist or writer as soon as possible so that he or she can make alternate plans.
- The school must check whether the school board requires a single invoice for all allowable expenses before making the payment at the end of the activity.
- The school must ensure that the agreement is signed before the workshop is held. **The school principal's signature is required.**
- Professional fees must be paid to artists and writers on the day the workshop is given, or failing this, within 30 days of the date of the workshop.

Activity project submission

Schools, groups of schools or school boards that wish to present a project must fill out all the sections of the [Cultural Activities Project Submission Form](#), and send copies of the form to the regional management committee for evaluation, in accordance with the committee's terms and conditions. Forms must be signed by the school principal as well as the person in charge of the project. For more information, please contact your MCCCCF or MELS [Regional Office](#).

Cultural activities Projects evaluation

The projects submitted are analyzed by the regional management committee according to the procedures set out in each region and on the basis of the following criteria:

- conformity with [conditions of eligibility for the projects](#)
- collaboration between teachers and the artists, writers and cultural organizations
- participation of as many students as possible
- relevance of the project's preparation and transfer-of-learning activities
- connections with the Québec Education Program
- varied sources of funding

Additional criteria may be added in certain regions. The regional management committee will notify schools of these criteria. During the 2011-2012 school year, cultural outings for elementary

and secondary school students, and projects involving secondary school students, will be given priority.

All decisions of the regional management committees are final.

Agreement between the artist or writer and the school

There are two copies of this agreement (one for the artist or writer, and the other for the school). This document is very important, since it confirms the terms and conditions of the verbal agreement made 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. The documents entitled [Model Agreement Between the Artist and the School](#) and [Model Agreement Between the Writer and the School](#) **must** be used to draft the agreement.

Purchase of books by schools

A school that draws upon the services of a writer must henceforth purchase as many books as possible with the flat-rate allowance of **\$165** that it receives for each day the writer is at the school, regardless of the number of workshops given. However, schools are encouraged, if applicable, to increase this allowance in order to buy as many books as necessary to ensure that students are well prepared for a writer's visit.

Schools purchase the books themselves and **must** choose from among the titles registered with the *Répertoire de ressources culture-éducation* (directory of cultural resources for schools). They may only purchase books used in the workshops funded by the program.

In order to comply with the *Act respecting the development of Québec firms in the book industry* (R.S.Q. c. D-8.1) and its regulations,¹ educational institutions must purchase books associated with writer's visits from an [accredited bookstore](#) in their administrative region. To ensure that the students are properly prepared for the writer's visit, it is recommended that the relevant books be purchased as soon as an agreement has been signed by both parties.

Reporting on the use of financial assistance

Public schools that receive financial assistance under the Program will be required to submit a report to their school board once the project has been completed, and **no later than June 30, 2012**, on the use made of the financial assistance they received. For this they should use the form [Use of Financial Resources - Report by the Public School](#). **Private schools** will be required to send their report to their MELS regional office before **August 30, 2012**. They should use the form [Use of Financial Resources - Report by the Private School](#).

The report on the use of financial assistance must indicate where the activities took place (inside or outside the school); the number of preschool, elementary school or secondary school students who participated; the type of cultural partner involved (cultural organization, artist or writer), as well as details on the funding of activities and, if applicable, on the funding for the purchase of books.

- [Contact information for the Regional Offices](#)
- [Forms and documents](#)

