

# Upcoming artists and writers

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**2008**

**2009**

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## Grant program

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Conseil des arts  
et des lettres

Québec 

**Grant program for upcoming artists and writers  
2008-2009**

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If the registration deadline falls on a weekend or statutory holiday, it moves to the next business day. The postmark will be regarded as proof of the date on which the application was mailed.

**Important notes**

Please read the *2008-2009 Grant application presentation guide for upcoming artists and writers* before submitting your application. It contains technical information concerning supporting items and documents.

## Foreword

The integration into professional artistic life of young artists is a key factor in the development of the arts and literature in Québec. The road that leads to training in the active professional life of young artists and writers is sometimes long. Initial artistic experience beyond the academic context is hard to obtain and opportunities are usually rare for them to make themselves known and achieve recognition. The Conseil des arts et des lettres du Québec is aware of the difficulties inherent in the initial stages in the artistic approach of young artists and writers and hopes to enhance the conditions in which they engage in research and creation, travel and advanced training.

In this context, the Conseil has established a new Grant program for upcoming artists and writers aimed at artists and writers with five or fewer years of practice who have never received financial support from the Conseil. The program complements the Conseil's regular grant program. It is intended to enable upcoming artists and writers 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.

## General information

### Program objectives

The program is intended to:

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

### Target clientele

This program is intended for upcoming artists and writers and artists' and writers' groups with five or fewer years of practice on the date of registration working in the circus arts, the media arts, the multidisciplinary arts, the visual arts, popular song, dance, tales and literature, the arts and crafts, music, theatre and architecture.

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

### Specific eligibility criteria

In the context of this program, upcoming artists or writers:

- declare themselves to be professional artists;
- work for themselves and create works or practice their art;
- have gained the recognition of their peers;
- disseminate or publicly interpret their works in venues and/or contexts recognized by their peers.

Applicants in the realm of architecture must possess a bachelor's degree in architecture, landscape architecture, urban planning or urban design and engage in practice centred on artistic creation.

### Definition of a group

A group designates a group of artists or writers, 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 that has been legally constituted as a profit-making or non-profit corporation or general partnership is ineligible to participate in the program.

#### **General eligibility criteria**

To be eligible, an applicant 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 twelve (12) months.

Applicants who have resided for two years or more outside Québec are not eligible for the program unless they have maintained their status as Québec residents pursuant to the *Taxation Act*, i.e. they maintain residential ties with Québec (dwelling, spouse, dependants or personal property). Applicants must submit proof of their status.

Writers who apply must have published at least one book or disseminated a minimum of three texts and have published a work in a literary genre eligible for a grant offered by the Conseil, i.e. a work of fiction or an essay devoted to the arts or literature.

#### **Restrictions**

Applicants who have already received an individual or group grant from the Conseil (excluding travel grants) may not apply to the grant program for upcoming artists and writers.

Applicants who have already received financial assistance under the grant program for upcoming artists and writers may submit a new application under this program provided that they first submit their final report on the use of the grant, which the Conseil must have approved.

An applicant may not receive more than two grants under the Grant program for upcoming artists and writers.

An applicant may not submit more than one application in respect of the September 12, 2008 registration period, regardless of the grant program or discipline.

An application for a group project may only be submitted for a single section of the program.

Projects carried out in conjunction with an academic program are ineligible.

Projects that have already been completed on the registration date are ineligible.

#### **Submitting applications**

Applicants wishing to register for this program must fill out the appropriate application form and be sure to submit all of the documents requested.

*A Grant application presentation guide for upcoming artists and writers* is available upon request from the Conseil or on its Website.

Only the original form signed by the applicant or by each member of the group is deemed to be valid. The submission by fax or e-mail of the application is not permitted.

Application forms are available upon request from the Conseil. They may also be downloaded from the page of the program to which they pertain on the Conseil's Website.

#### **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 application**

A single copy of the complete application must be submitted (21.6 cm x 27.9 cm or 8½" x 11"). To facilitate photocopying, do not staple or bind the documents.

All sound and visual documents and scores must be identified with the applicant's name and stage name, as the case may be.

Letters of recommendation are not submitted to the jury.

Depending on the section chosen, the application must include:

- a description of the project (maximum of four pages);
- the applicant's curriculum vitae (maximum of three pages);
- the curricula vitae of the members of a group (maximum of three pages per person);
- the curricula vitae of the principal collaborators in the project (maximum of three pages per person);
- a detailed work plan and the timetable for the project's realization (maximum of two pages);
- a detailed project budget;
- letters of commitment from collaborators or the host organization and a description of their contribution to the project;

- where applicable, a clipping file comprising a maximum of five pages of photocopies of articles published over the preceding five years (surplus pages will be discarded). Documents must be submitted on 21.6 cm x 27.9 cm or 8½" x 11" paper and printed on one side of the page only;
- in the case of a travel grant, proof of registration or of an invitation to participate in a workshop, conference, symposium, festival or any other event of this kind;
- in the case of a professional development grant, the letter of acceptance from a professor or teacher.

Depending on the discipline, one of the documents indicated below must be submitted, identified with the applicant's name. The order of presentation of the items must be indicated. Viewing notes facilitate the jury's deliberations.

#### Multidisciplinary arts

- A maximum of three different works on ½-inch VHS videocassette, CD or DVD, or 20 photographs of works produced over the past five years and presented in ascending chronological order of production. Five copies of visual material must be submitted.

#### Circus arts

- A maximum of three different works on ½-inch VHS videocassette, CD or DVD. Five copies of visual material must be submitted.

#### Visual arts, the arts and crafts and architecture

- One ½-inch VHD videocassette, one DVD, 20 digital pictures (photo CD) or 20 slides of works produced over the past five years.

#### Media arts

- A maximum of two different works on ½-inch VHS videocassettes, CDs or DVDs. Two copies of visual material must be submitted.

Applicants must show that they exercise full control over the contents and realization of their work and over all production and dissemination agreements. They must possess all reproduction and public performance rights of their work or may, by granting a licence, assign them to a producer or an independent distributor. Moreover, the applicant or the coordinator of an artists' group who requests 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 et Archives nationales du Québec* (R.S.Q., c. B-2.2).

#### Comic strips

- One or more albums published by a professional publisher or one or more cultural periodicals that have disseminated the artist's work.

#### Popular song

- Three copies on CD of a demo related to the project.
- If need be, submit one of the following supporting documents: three copies of a CD, a ½-inch VHS videocassette or a DVD.
- Texts of songs (maximum of five), synopses of musical comedies.
- Optionally, applicants may submit scores in 21.6 cm x 27.9 cm (8½" x 11") format.

#### Storytelling

- Three copies of one audiovisual document (½-inch VHS videocassette, CD or DVD). Storytellers must have appeared in at least one solo performance or a minimum of five group performances.

#### Dance

- Applicants must submit on ½-inch VHS videocassette or DVD a maximum of three works totalling not more than 15 minutes that they have created or performed. Three copies of visual material must be submitted.
- In the case of training sessions involving student dancers, the host organization must submit a plan indicating the dancers' work schedules and procedures respecting their integration into the dance troupe.

#### Literature

- Three copies of a given published book or a maximum of three copies of a manuscript or a disseminated collection of selected texts. The publication must be in a literary genre eligible for a grant from the Conseil, i.e. a work of fiction or an essay devoted to the arts or literature.

#### Music

- Three copies on CD of a demo related to the project and, if need be, any of the following supporting documents: three copies of a CD, a ½-inch VHS videocassette or a DVD. In the case of travel grant applications, only one copy of these documents is requested.
- The synopsis of an opera or scores in 21.6 cm x 27.9 cm (8½" x 11") format.

#### Theatre

- A maximum of three different works either in written form or on ½-inch VHS videocassette, CD or DVD. Five copies of visual material must be submitted. In the case of manuscripts, submit one copy in 21.6 cm x 27.9 cm (8½" x 11") format.

In the case of travel grants, provide information on the host organization and its financial participation or that of other partners in the project.

Please refer to the *Grant application presentation guide for upcoming artists and writers* for technical specifications concerning supporting documents.

### **Processing of applications**

The Conseil does not send acknowledgements of receipt.

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 items submitted with the application or damage sustained by such items during shipping. We recommend that applicants avoid submitting the originals of supporting documents or material.

Any supporting document or other item submitted after the registration deadline will not be submitted for evaluation.

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.

An applicant who changes address after submitting his application must notify the Conseil promptly of the change of address to ensure that correspondence reaches him at the new address.

### Validation of the application

A program manager ascertains whether or not applicants satisfy the program's eligibility criteria.

If an application is ineligible for the grant program for upcoming artists and writers but is eligible for the Conseil's grant program for professional artists, the program manager will contact the applicant to request permission to transfer the application.

### Evaluation by the jury

Before the juries convene, copies of each application are given to all jury members for examination. The juries meet and evaluate all of the documents in the application files.

### Decision

Roughly three months after the registration deadline, the Conseil informs in writing the applicants of its response to their applications.

If the application is accepted, the applicant receives with the announcement a document describing all of the procedures and conditions pertaining to the use of the grant.

### **Evaluation of the 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.

All applications are evaluated on their merit, based on the eligibility criteria and the objectives and evaluation criteria specific to the Grant program for upcoming artists and writers. The selection takes into account both the comparative value of the projects and the funds available. This selection and the amount of the grant are submitted for approval to the Conseil's Board of Directors for approval and its decision is final and without appeal.

The names of jury members will be made public three months after the Conseil has announced its decision regarding the awarding of a grant. The names of people who were members of a jury combined with an advisory committee will be made public three months after the conclusion of their mandate.

### **Ethics**

Board members, employees of the Conseil and members of juries and 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 amounts granted in light of the funds available, the budgets submitted and the eligible expenses. The maximum amounts stipulated in the program may not be increased, even in the case of a group project.

Recipients will receive the grants in one payment.

In the case of a group, the grant is divided equally among all of the members of the group, unless a proposal signed by all of the group's members establishing differently the apportionment

of the grant among the members is submitted with the application.

In accordance with the tax legislation in force, grant recipients must declare the amount of the financial assistance granted to them. The Conseil issues to each grant recipient or member of a group a tax slip 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 under another program of the Conseil or any other organization whatsoever.

By cashing the cheque, the applicant and the group undertake to carry out the project stipulated and to comply with the conditions pertaining to the payment of the grant.

Grant recipients who are unable to carry out in whole or in part the anticipated activity or who significantly modify the project or the timetable for its realization must promptly contact the Conseil to agree upon an arrangement, failing which the Conseil may demand the full repayment of the grant.

The grant recipient or the coordinator in the case of a group undertakes to submit a detailed report on the use of the grant or the outcome of the research conducted, along with a statement of the expenses incurred, using the form provided by the Conseil to report on the use of the grant. This report must be submitted within a maximum of three months of the project's completion and must be approved by the Conseil. Grant recipients must submit the report before they submit a new application.

Research findings and the rights that the grant recipient holds in respect of any work, estimate, drawing, document, plan, rapport, datum, invention, method or process realized in conjunction with the program remains the grant recipient's property. However, the Conseil may reproduce certain of these documents for internal management purposes.

When the project leads to public activities such as performances, exhibitions, and so on, or to publications, the Conseil's logo or mention of its contribution must appear in information, promotional or advertising documents in order to account for the use of funds earmarked for cultural activities.

The grant recipient or group obtaining the 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 or all of these conditions may jeopardize the artist's eligibility for subsequent grants.

## Sections of the program

This program has three sections:

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

In the case of an individual application, a given project may combine two or more sections of the program.

In the case of a group application, a project may only be submitted in the "Research, creation and exploration project" section

## RESEARCH, CREATION AND EXPLORATION PROJECT

### Types of projects eligible (per discipline)

#### Visual arts, arts and crafts and architecture

- produce 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;
- artist-in-residence programs.

#### Music and popular song

- exploratory research in performance, directing, set designing or sound design;
- recording of a non-commercial demo (maximum of four pieces);
- composition projects;
- compositions produced in conjunction with a commission for an original work with mandatory dissemination (eligible in music only);
- artistic projects that establish collaboration or a partnership with the community;
- projects that bring together artists with different artistic practices;
- artist-in-residence programs.

#### Theatre, multidisciplinary arts and the circus arts

- projects designed to produce an initial experimental program;
- projects designed to create an act in the realm of the circus arts;
- projects involving writing for the stage or the adaptation for the theatre of a work.
- projects that bring together artists with different artistic practices;
- artist-in-residence programs.

### Dance

- Choreographic research and creation projects;
- artist-in-residence programs.

### Media arts

- Script development, realization and technical experimentation in respect of a work;
- the 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;
- artist-in-residence programs.

### Literature

- fiction (novel, poetry, short stories, tales, narrative, youth literature, and essay) or an essay focusing solely on knowledge and the exploration of artistic and literary life;
- projects involving a literary performance or a performance devoted to storytelling.

## **ADVANCED TRAINING**

### **Types of eligible projects**

- projects carried out under the supervision of a mentor, either a recognized professional artist or writer;
- a period of residence in or outside Québec;
- advanced training through specialized workshops offered by recognized organizations;
- performance training session as a student dancer in a dance company established in Québec.

## **TRAVEL**

### **Types of eligible projects**

- participation in workshops or specialized events in or outside Québec. In the realm of the arts and crafts, the Conseil will favour participation in events that call upon the artist as a resource person.
- 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 in order to audition;
- attendance at the launching of the applicant's book (the Conseil will give priority to launches accompanied by other activities involving the writer's participation as a resource person);

- a literary performance or a performance devoted to storytelling.

### **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 commercial purposes;
- publishing or republishing projects;
- didactic, scientific or educational projects;
- promotion projects such as the planning and realization of advertising or promotional campaigns, the preparation of a portfolio, the framing of works, the production of a brochure, exhibition catalogue, invitation, Website or any other activity related to a private viewing;
- production projects;
- projects already completed on the registration date.

### **Evaluation criteria**

#### Artistic quality of the project (40 points)

- the quality of the artistic or literary work;
- the artistic or literary 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 (40 points):

- 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 (20 points)

- 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 professional development and travel grants, jury members will take into account professional supervision and the quality of the host organization.

### Amount of the grants

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

### Amount of the travel grants

The maximum amounts granted for travel are determined by the destination:

- Québec, Ontario and the Maritimes: \$750
- Northern Québec, other regions of Canada and New England: \$1 000
- Other regions of the United States, 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 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;
  - rehearsal studio rental costs up to 350 \$ per month (music and popular song);
  - the studio time and fee of a sound technician for the recording of a demo, up to a maximum of \$1 500 (music);
  - 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;
  - 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.

### Registration deadline

September 12, 2008

The Conseil will organize only one annual registration period.

If the registration deadline falls on a weekend or statutory holiday, it moves to the next business day. The postmark will be regarded as proof of the date on which the application was mailed.

Incomplete applications or those sent after the registration deadline will not be submitted for evaluation. Applicants who submit their applications to the Conseil's offices will receive a dated acknowledgement of receipt.

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