

Professional artists

Circus arts

2010 - 2011

Grant program

Grants for upcoming artists

Development grants

*Conseil des arts
et des lettres*

Québec 

CIRCUS ARTS
Grant program for professional artists
2010-2011

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A specific brochure available from the Conseil and on its Website provides full details of the **travel grants** in the “**Development grants**” category.

To obtain information on the main changes to the 2010-2011 grant program for professional artists and writers, please consult the Conseil's Website :
www.calq.gouv.qc.ca/artistes/modifications_en.htm

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 *2010-2011 Grant application presentation guide* before submitting your application. It contains technical information concerning supporting items and documents.

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.

This program supports professional artists and, in some instances, professional artists' groups engaged in the circus arts.

The circus arts encompass forms of expression in which the mastery of one or more circus techniques is essential and in respect of which the practice, language and works are aimed, first and foremost, at the renewal of this artistic discipline. Circus techniques eligible to this program are those widely recognized by professional circus schools.

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.

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

Development 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. The next registration deadline for this category of grants is October 15, 2010.

A specific document pertaining to career grants, including the application 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.

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.

General restrictions

An artist may not receive more than \$50 000 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.

An artist who has already received financial support pursuant to one of the Conseil's grant programs must submit a *Report on the use of the grant* when the project is completed before submitting a new application. The Conseil must have approved this report.

Projects carried out under a school program are ineligible.

An artist may not, within a given registration period, submit two applications in a given section, whether individually or as part of a group, regardless of the discipline or the program.

The Conseil may not support the same project more than once. Moreover, it 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.

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

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 registration 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, bind or print the documents on both sides of the page.

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 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;
- four copies of a recent work presented on a CD or DVD. The items must be identified with the applicant's name. Viewing notes facilitate the jury's deliberations.

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

Within four weeks of the registration deadline, 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 manager ascertains whether the applicant and the project satisfy 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 artist in writing of its decision concerning his application.

When an application is approved, the artist will receive along with the approval letter, a document outlining all the terms and conditions governing the use of the grant.

Evaluation of applications

Juries whose members must be drawn from the bank of resource persons that the Board of Directors of the Conseil approves evaluate the grant applications.

The document specific to the Travel section describes the evaluation of travel grant applications in the "Development" category.

All applications are assessed on their merit, in light of the objectives and evaluation criteria specific to the different sections of the program. The selection takes into account both the comparative value of the projects and the funds available.

The Conseil des arts et des lettres du Québec's management confirms the juries' decisions. Decisions are final and without appeal.

Three months after the announcement of the results, the Conseil makes available the names of the members of a jury.

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 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.

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 performances or 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.

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;
- 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.

Before applicants who have already received financial assistance under the *Grant program for upcoming artists and writers* or in this category may submit a new application in this category they must first submit their *Report on the use of the grant*. The Conseil must have approved this report.

An applicant who has received two grants, whether under the *Grant program for upcoming artists and writers* or in the "Upcoming artist" category is no longer eligible for this category.

GRANTS FOR UPCOMING ARTISTS

An applicant may not submit more than one application during a given registration period, regardless of the program, category of grant 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

- Projects designed to produce an initial experimental program;
- Projects designed to create an act;
- Projects involving writing for the stage or the adaptation for the theatre of a work;
- Projects that bring together artists with different artistic practices;
- Creation residency.

Section – Advanced training

Types of projects eligible

- A 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 in order to audition;
- 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;
- Proposals to produce or disseminate a work.

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 and travel 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 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.

Travel must commence at the place of residence of an artist in 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;

GRANTS FOR UPCOMING ARTISTS

- 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;
- fees in addition to living expenses.

Registration deadline

September 10, 2010

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

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

Target clientele

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

- Research and creation
- Development and advanced training
- Studios and studio-apartments
- Travel

A specific brochure available from the Conseil and on its Website provides full details of the **travel grants in this category**.

Specific restrictions

An artist who has already received financial support must submit a *Report on the use of the grant* before submitting a new application in the same section. This report must have been approved by the Conseil.

Artists may not, within a given registration period, submit two applications in a given section, whether individually or as part of a group, regardless of the discipline or program.

Under the "Research and creation" section, an artist may not receive more than one grant per fiscal year (April 1-March 31).

Moreover, an artist may not receive more than two grants per fiscal year, excluding travel grants, studios and studio-apartments, career grants and grants obtained in conjunction with 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 of the circus arts, including directors, designers and scenic artists whose writing, research or creation project is part of a personal artistic approach. The project must lie outside normal production requirements.

Each member of a group must have over two years of artistic practice.

Amount of the grant

Maximum amount: \$25 000

Eligible projects

- Projects centred on creation, including preliminary research, scriptwriting and technical experimentation;
- Exploration of a new artistic vocabulary, new materials or new circus techniques;
- Workshops devoted to the exploration and validation of texts or scenarios;
- Exploratory research in the realms of staging, performance, stage design, costume design and lighting.

Ineligible projects

- Public experimental or demonstration workshops;
- Promotional projects such as the planning and execution of advertising or promotional material;
- The production or dissemination of a work;
- Projects related to the start-up of a business;
- Projects carried out under a school program;
- Projects focusing on research and the writing of articles, criticism and educational or pedagogical documents;
- Essays on the circus 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.

DEVELOPMENT GRANTS

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 and experimentation expenses;
- Collaborators' fees (excluding the applicant);
- Production expenses such as the rental of a workshop, the purchase of materials and the leasing of equipment;
- Some travel expenses;
- 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

- Expenses related to the production, promotion and dissemination of the work and administrative expenses;
- Fees in addition to living expenses.

Registration deadline

April 1, 2010

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

Artists and artists' groups are eligible for this section. 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

- Training sessions with a reputed master in Québec or abroad;
- Participation in specialized workshops taking place during seminars, symposia, festivals, biennial events or colloquia;

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 (FORSC) 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 development 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;
- Some travel expenses;

DEVELOPMENT GRANTS

- 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

- The purchase of specialized equipment;
- Fees in addition to living expenses.

Registration deadline

April 1, 2010

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 application form, and is available from the Conseil and on its Web site.

Artists' groups are not eligible for these grants.

DEVELOPMENT GRANTS

Section – Travel

The *Grant program for professional artists* of the Conseil des arts et des lettres du Québec includes a section devoted to travel grants. Such grants are intended to allow artists and artists' groups to accept invitations to participate in activities related to their artistic practice or the enhancement of their career.

Maximum amounts are established according to the destination. The applicant may submit more than one application for a travel grant in a given fiscal year (April 1 to March 31).

Applications may be submitted at any time.

A specific brochure available from the Conseil and on its Website provides full details of the travel grants and includes the application form.

**Offices of the
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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.