

Fonds des Laurentides pour les arts et les lettres

Financial assistance
program

2008-2009
2009-2010

Support for artists and writers



FONDS DES LAURENTIDES POUR LES ARTS ET LES LETTRES

FOREWORD

In conjunction with their respective action plans, the Conférence régionale des élus des Laurentides, the Forum Jeunesse des Laurentides, the Conseil de la culture des Laurentides and the Conseil des arts et des lettres du Québec signed in September 2007 a partnership agreement governing the enhancement of the conditions in which professional artists, writers and arts organizations in the Laurentides region practice.

This agreement focuses, in particular, on the establishment of conditions aimed at fostering the emergence and development of upcoming artists and cultural professionals in the region and at diversifying the sources of income of professional artists and writers in the Laurentides region. It is intended to promote artistic and cultural initiatives elaborated in partnership and to encourage broader public awareness. The agreement stems from a partnership aimed at pooling measures adapted to professional artistic and literary development in the Laurentides region.

Furthermore, it reflects departmental policy directions pertaining to the democratization of culture and confirms the Conseil des arts et des lettres du Québec's commitment to the recognition of regional distinctiveness.

The agreement's implementation centres, in particular, on the establishment of the Fonds des Laurentides pour les arts et les lettres program, whose annual budget of \$100 000 has been earmarked for support for artists and writers. Half of the funds are reserved for upcoming artists and writers.

The three-year agreement has been made possible by close collaboration between the Conférence régionale des élus des Laurentides, the Forum Jeunesse des Laurentides, the regional branch of the ministère de la Culture, des Communications et de la Condition féminine, and the Conseil des arts et des lettres du Québec.

OBJECTIVES

The component to support artists and writers seeks to:

- support the realization of projects that rely on the skills of professional artists and writers at all stages of their careers;
- support artistic projects realized in partnership with community interveners;
- encourage artistic initiatives that put into perspective the Laurentides region's identity;
- heighten public awareness by facilitating access to creation and artistic activities in the region.

ELIGIBILITY REQUIREMENTS

Professional artists and writers and professional artists' or writers' groups in the following fields are eligible for the component to support artists and writers: the circus arts, the visual arts, the media arts, the multidisciplinary arts, dance, popular song, literature, tales, the arts and crafts, music, theatre and architectural research.

The Act respecting the professional status of artists in the visual arts, arts and crafts and literature, and their contracts with promoters (R.S.Q., c. S-32.01) defines as a professional artist "every creator who declares himself to be a professional artist, produces works on his own behalf, whose works are exhibited, produced, published, presented in public or marketed by a promoter, and has been recognized by his peers as a professional artist by way of an honourable mention, an award, a prize, a scholarship, an appointment to an adjudication committee or an invitation to participate in a salon or by any other similar means. Moreover, every artist who is a professional member of an association recognized under the Act or forming part of a

group recognized under the Act is presumed to be a professional artist.”

The *Act respecting the professional status and conditions of engagement of performing, recording and film artists* (R.S.Q., c. S32.1) defines a professional artist as “any natural person who practises an art on his own account and who offers his services for remuneration, as a creator or performer,” especially in the fields under the responsibility of the Conseil des arts et des lettres du Québec.

The professional 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 the Laurentides region and have resided there over the past twelve (12) months.

Under this program, upcoming professional artists or writers must be 35 years of age or under on the registration date.

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 or writer as defined above and satisfy the program’s eligibility criteria. One member must represent the group as coordinator. Furthermore, 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.

When artists or writers submit a project in a discipline other than the discipline in which they normally pursue their career, they must have to their credit at least one work in the new discipline that has been disseminated in a professional context.

In the field of literature, the program covers fiction writers (novel, poetry, fictional essays, tales, short stories and young people’s literature) or non-fiction works that explore artistic and literary life (essays, anthologies and biographies). Oral literature includes tales, literary performances and performance poetry.

Various forms of self-publication are not recognized. University research and educational publishing are excluded from the professional context. The initial works of writers must be sponsored by a literary organization or a recognized writer.

Architecture includes practices, discourse and works that are aimed, first and foremost, at the renewal of artistic language through the realization of activities, and the dissemination of creative approaches linked to changes in the means of expression in the realms of architecture, landscape architecture, urban planning and urban design.

RESTRICTIONS

Artists who, at the time of submitting their application, are already the recipients of financial assistance under the Fonds des Laurentides pour les arts et les lettres program may submit a new application provided that they first produce their final report on the use of grant. The Conseil must have accepted this report.

Applicants who have already received financial assistance under the grant program for professional artists may submit a new application provided that they first produce a report on the use of the grant or a progress report if the project is not completed. The Conseil must have approved this report.

Artists or writers may not, within a given registration period, submit two projects in conjunction with the Fonds program, whether individually or as part of an artists’ or a writers’ group, regardless of the discipline.

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

Members of the staff of the Conseil de la culture des Laurentides, the Conférence régionale des élus des Laurentides and the Forum Jeunesse des Laurentides are ineligible for this program.

TYPES OF ELIGIBLE PROJECTS

Projects admissible under the Fonds des Laurentides pour les arts et les lettres program must necessarily involve partners and take any of the following forms:

- creation or dissemination projects that foster the realization of an initial professional commitment and allow for an initial public performance;
- dissemination projects that rely, for example, on original collaboration with educational institutions, businesses, libraries, non-cultural organizations, or municipal bodies;
- for artists beginning their careers, a project sponsored by a professional organization or supervised by a professional artist or writer recognized in the region.

The partnership may lead to a financial contribution from the organization or offers of service such as work space, a territory for installation, materials, specialized staff, equipment, and so on.

TYPES OF INELIGIBLE PROJECTS

The following types of projects are ineligible:

- eligible projects or 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 du Québec, the Société de développement des entreprises culturelles or the Conseil des arts et des lettres du Québec;
- projects carried out in conjunction with an undergraduate or graduate university

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;

- projects aimed at starting up a business or a creation workshop designed for strictly commercial purposes;
- projects of a didactic nature.

MAXIMUM AMOUNT OF THE FINANCIAL ASSISTANCE

The maximum amount of financial assistance offered to an artist, a writer or a group may not exceed \$15 000 per fiscal year. The amount granted may not represent more than 80% of the total cost of the project.

Under exceptional circumstances, an artist or a writer may be eligible for a second grant in respect of the same project while the agreement is in effect. The applicant must, however, justify such a request by showing its relevance and submitting an activity and financial report when the second application is submitted.

ELIGIBLE EXPENSES

- the fees and travel expenses of artists and other participants in the project;
- the professional honoraria, travel expenses and per diem allowances of contract workers such as collaborators, consultants, technicians or any other specialist who contributes short-term expertise to the realization of the project;
- the cost of materials, equipment rental and transportation stemming from the realization of the project;
- promotion expenses.

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

INELIGIBLE EXPENSES

- the operating expenses of the organizations involved in the project;
- expenses related to fundraising, financing and market development campaigns;
- expenses stemming from the establishment 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;
- training expenses.

EVALUATION CRITERIA

The evaluation criteria are indicated below:

- the project's relevance in light of the program's objectives (30 points);
- the quality and artistic value of the project in relation to the artist's approach (30 points);
- the impact of and spinoff from the activity or project in the target communities (20 points);
- the consideration accorded the region's artistic resources, the professional remuneration of the artists or writers and the payment of copyright and the ownership of intellectual property in the project budget estimate (10 points);
- the realism of the budget estimate, the ability to carry out the project, and the timetable (10 points).

EVALUATION OF THE PROJECTS

A selection committee comprising resource persons from the arts and literary communities in the Laurentides region will evaluate the applications for financial assistance. The jury members are recognized for their competence in their field and have a good knowledge of the milieu in which they are working.

All applications will be evaluated on their merit, based on the specific objectives and evaluation criteria of the Fonds des Laurentides pour les arts et les lettres program. The selection takes into account both the comparative value of the projects and the funds available. This selection is submitted for the approval of the Conférence régionale des élus des Laurentides, the Forum Jeunesse des Laurentides, the Conseil de la culture des Laurentides and the Conseil des arts et des lettres du Québec, which make a final decision that may not be appealed.

ETHICS

Each member of the selection committee is subject to the code of ethics and professional conduct in force at the Conseil des arts et des lettres du Québec. All of the members must act in good faith in the performance of their duties and avoid taking part in any discussion concerning a grant application that might be marred by a conflict of interest. Furthermore, they may not use for their own purposes confidential or privileged information communicated to them.

SELECTION OF THE WINNERS

The amounts granted reflect the funds available, the budgets submitted and the eligible expenses. The maximum amounts stipulated in the Fonds des Laurentides pour les arts et les lettres program may not at any time be increased, even in the case of a group project.

In the case of an artists' or a writers' group, the financial assistance 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, artists or writers must declare the amount of the financial assistance granted to them. The Conseil des arts et des lettres du Québec will issue on behalf of the partners tax slips to each grant recipient or member of a group and submit to the ministère du Revenu the list of grant recipients.

The partners 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 cheques covering the financial assistance granted to them, artists or groups undertake to carry out the project indicated and to comply with the conditions governing the payment of the grant.

Artists or groups that are unable to carry out in whole or in part the anticipated activity or that significantly modify the project or the timetable for its realization must promptly contact the Conseil des arts et des lettres du Québec 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. Artists must submit the report before they submit a new application.

Research findings and the rights the artist holds in respect of any work, estimate, drawing, document, plan, report, datum, invention, method or process realized in conjunction with the program remains the artist'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 logos of the Conseil des arts et des lettres du Québec, the Conférence régionale des élus des Laurentides, the Forum Jeunesse des Laurentides and the Conseil de la culture des Laurentides or mention of their contribution must appear in information, promotional or advertising documents, in order to account for the use of funds earmarked for cultural activities.

Failure to comply with any or all of these conditions may jeopardize the artist's eligibility for subsequent grants.

PRESENTATION OF THE APPLICATION

Professional artists or writers or professional artists' or writers' groups must fill out the appropriate application form and submit the following documents:

- a description of the project in respect of which financial assistance is requested that links the project to the objectives of the Fonds program (a maximum of two 8½" x 11" pages or 500 words);
- a detailed, balanced budget indicating sources of income and anticipated expenses stemming from the realization of the project;
- written confirmation of the commitment by the partners and the timetable for the project's completion;
- any other document that supports the application for financial assistance: mission of the organization or the partners, curricula vitae of the artists and collaborators, press kit, letters of support, timetable, and visual or audio documentation;
- include with the application one of the following documents, identified with the applicant's name:

Documentation concerning music, the popular song and dance: a maximum of four works on ½-inch VHS videocassette, CD or DVD. Viewing notes facilitate the committee's deliberations.

Documentation concerning theatre and the multidisciplinary arts: a maximum of four works submitted either in written form, e.g. four copies of a single text or four different texts, or on ½-inch VHS videocassette, CD or DVD. Viewing notes facilitate the committee's deliberations.

Documentation concerning the visual arts, the arts and crafts and architecture: a maximum of four copies of the same photo CD reproducing 20 digital images of works produced over the past five years. Viewing notes facilitate the committee's deliberations.

Documentation concerning comic strips: four copies of the same album or four different albums published by a professional publisher or a maximum of four copies of cultural periodicals that have published the artist's work.

Documentation concerning literature: four copies of a given book or a maximum of four copies of a manuscript or a collection of selected texts.

Documentation concerning storytelling, the media arts and the circus arts: four audiovisual documents (½-inch videocassette, CD or DVD). Viewing notes facilitate the committee's deliberations.

In conjunction with a sponsorship: the curriculum vitae of the artist or writer who is overseeing the project or documentation on the sponsoring organization.

An incomplete file may be considered to be ineligible.

The Conseil des arts et des lettres du Québec, the Conférence régionale des élus des Laurentides, the Forum Jeunesse des Laurentides, and the Conseil de la culture des Laurentides guarantee the confidentiality of

personal documents in their possession and the refusal of access to all confidential documents that they receive, subject to the cases stipulated in the *Act respecting Access to documents held by public bodies and the Protection of personal information*.

STANDARDS GOVERNING THE USE OF LOGOS

Artists and writers must use the logos in the following documents, as the case may be: invitations, promotional brochures, exhibition catalogues, performance programs, sound recording sleeves or booklets, audiovisual material used for promotional purposes, the credits of a work, press releases, mentions on the artist's Website, and so on.

All of the logos must be of equivalent dimension. In the horizontal sequence, the Conseil des arts et des lettres du Québec's logo must appear first on the left, followed by those of the Conférence régionale des élus des Laurentides, the Forum Jeunesse des Laurentides and the Conseil de la culture des Laurentides. In a vertical sequence, the CALQ's logo must appear at the top, followed by those of the Conférence régionale des élus des Laurentides, the Forum Jeunesse des Laurentides and the Conseil de la culture des Laurentides.

The artist or the 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 and on its Website (www.calq.gouv.qc.ca/normes/artistes/htm).

The signatures must not be altered in any way.

As for the use of the logos of the Conférence régionale des élus des Laurentides, the Forum Jeunesse des Laurentides and the Conseil de la culture des Laurentides, grant recipients must contact Louis Pilon of the Conférence régionale des élus des Laurentides (see contact information below).

ADDITIONAL INFORMATION

The Fonds des Laurentides pour les arts et les lettres program seeks, in particular, to support projects that involve partnership ties with the community and draw artists and the public closer together.

Partnership initiatives

Partnerships between artists and their communities can take different forms. For example, an artist might create a work by involving in one stage in the process a community group of young school dropouts, a group of workers in a business, the disabled, a neighbourhood residents' association, staff from a CLSC, and so on.

Partnership initiatives may centre on innovative collaboration that takes advantage of new venues for dissemination such as a manufacturing plant, a church, a municipal hall or any other unconventional site. Such collaboration gives new audiences access to artistic productions.

Supervisory partnerships make necessary follow-up between professional artists with significant achievements to their credit and young artists beginning their careers.

REGISTRATION DATES

January 26, 2009

January 25, 2010

Incomplete applications or those sent after the registration deadline will not be submitted for evaluation (the postmark will be regarded as proof of the date on which the application was mailed).

DECISION

Decisions will be made public roughly three months after the registration deadline. The Conseil des arts et des lettres du Québec informs artists or writers in writing of its decision concerning their applications.

PLACE OF REGISTRATION

Applications must be sent to:

Conférence régionale des élus des Laurentides

Fonds des Laurentides pour les arts et les lettres

Attention: Andrée Mondor

Accounting Technician

161, de la Gare

Bureau 205

Saint-Jérôme (Québec) J7Y 2B9

Telephone: 450-436-3111, ext. 230

Fax: 450-436-7477

To obtain the logos, please contact:

Louis Pilon

Strategic Development Advisor

Telephone: 450-436-3111, ext. 227

E-mail: louis.pilon@crelaurentides.qc.ca

Website: www.crelaurentides.qc.ca

MANAGEMENT OF THE PROGRAM

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The masculine form of pronouns is used in this document and designates without discrimination both women and men.