

Professional artists

Theatre

2008

2009

Grant program

Conseil des arts
et des lettres

Québec 

Theatre
Grant program for professional artists
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* before submitting your application. It contains technical information concerning supporting items and documents.

The Conseil des arts et des lettres du Québec has revised its programs and evaluation processes. Please consult the document entitled *Major reforms of support programs for professional artists and arts organizations – 2008-2009* at www.calq.gouv.qc.ca/actualites/reformes_en.htm

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.

Target clientele

This program is intended for theatre professionals and, in some instances, theatre professionals' groups. It may also apply to dramatic art translators.

The theatre encompasses theatre for adults, children's theatre, puppet theatre and the circus arts.

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 a professional artist as "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. S-32.1) 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.

To be eligible for this program, an artist must have disseminated his works in a professional context.

In the realm of theatre, the professional context designates places or organizations devoted primarily to production and dissemination, including the school system, e.g. theatre companies, theatres, cultural centres and other recognized places or organizations devoted to dissemination. Participation in events in which theatre professionals select the participants is also recognized.

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 for-profit or profit-making company or general partnership is ineligible for this program.

Professional artists' groups are also eligible for the production support grant program for theatre organizations.

Authors of non-fiction works on the theatre are eligible for literary grants.

Types of grants

Type A grants

Type A grants are intended for artists who have at least 10 years of practice in Québec or abroad and whose works have been presented in a recognized professional context.

An artist with under 10 years of practice may apply for a type A grant when his artistic output warrants it.

Maximum grant: \$25 000

Type B grants

Type B grants are intended for artists with two to 10 years of practice in Québec or abroad and whose works have been presented in a recognized professional context.

Maximum grant: \$20 000

In the case of a collective project, it is the coordinator's profile that determines the type of grant requested. The coordinator must submit an activity report.

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. Career grants are awarded every two years. The amount of the grant is \$ 60 000 spread equally over two years.

The next registration deadline for career grants is October 15, 2008.

A specific document pertaining to career grants, including the registration form, will be available from the Conseil and on its Web site one month before the registration deadline.

General eligibility criteria

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 Québec and have resided there over the past twelve (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 pursuant to the *Taxation Act*, i.e. he maintains ties as a resident with Québec through a dwelling, spouse, dependants or personal property. The artist must supply a proof of his status.

The artist must have participated in professional productions independent of his training and presented in a professional context (see the definition of "professional context" in the *Target clientèles* section).

If an artist presents a project in a discipline other than that in which he is normally pursuing his career, he must have to his credit at least one work in this discipline, disseminated in a professional context. The artist must apply for a type A or type B grant, depending on his total number of years of practice. He must indicate on the application form the discipline in respect of which he is applying for a project grant.

Restrictions

An artist who has already received assistance under the grant program for professional artists may submit a new application provided that he first submits the report on the use to which the grant was put or a progress report if the project has not been completed. Under the *Artistic research and creation* section, the artist may only apply once before the final report has been accepted. The Conseil must approve the report.

An artist may not simultaneously apply for a type A grant and a type B grant.

An artist who has already received a type A grant may not apply for a type B grant.

In the case of type A grants, 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 and career grants.

As for type B grants, an artist may not receive more than \$40 000 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.

Projects carried out under a school program are ineligible.

Regardless of the discipline, an artist may not submit during a given registration period, either as an individual or as a member of an artists' group, two applications in a given section.

An artist may not receive more than two grants per year, excluding travel grants and the use of studios and studio-apartments. Projects that have already been completed on the registration date are not eligible.

Submitting applications

Artists wishing to apply for a grant must fill out the appropriate application form and be sure to submit all of the required documents.

The *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 application 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 or bind the documents.

Letters of recommendation are not submitted to the jury.

The file must include:

- 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 and the proposed timetable;
- the detailed budget for the project;
- in the case of travel grants: a proof of invitation to participate in a conference, colloquium, seminar, symposium or any other event of this kind;
- in the case of development grants: the letter of acceptance from a professor or a master artist;
- letters of undertaking from collaborators or the host organization and a description of their contribution to the project;
- 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;
- a maximum of three works, either written or on ½-inch VHS videocassette, CD or DVD (the documents must be identified with the applicant's name). Viewing notes facilitate the jury's deliberations. In the case of manuscripts, books or anthologies, three copies of a given text or one copy of three different texts may be submitted.

See the *Grant Application Presentation Guide* for technical information concerning supporting items and documents.

In the case of travel grant applications, information must be supplied on the host organization and its financial commitment or that of other partners involved in the realization of the project.

Information or supporting documents received after the registration deadline will not be submitted for evaluation.

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

The Conseil does not send an acknowledgement of receipt.

Validation of the file

A program coordinator ensures that the artist satisfies the eligibility criteria pertaining to the program and the type of grant requested.

Evaluation by a jury

Before the juries meet, copies of each application are sent to all members for examination. The juries meet and evaluate all items in the file.

Decision

Approximately three months after the registration deadline, the Conseil informs the artist in writing of its decision concerning his application.

In the case of travel grants, the Conseil will inform the artist in writing six weeks after he has submitted the 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

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.

Members of the juries must be on the list of resource persons approved by the Conseil's board of directors.

Applications for travel grants are not evaluated by juries but may be analysed by one or more resource persons from the artistic community who act as assessors.

All applications for type A grants and applications for type B grants in respect of studios and studio-apartments are evaluated on a province-wide basis.

Other type B grant applications are evaluated as follows: all applications from the Montréal and Québec City areas are grouped together for evaluation. Applications from all other regions of Québec are grouped together and evaluated on an interregional basis.

All applications are evaluated on their merit according to the eligibility criteria, objectives and evaluation criteria specific to each section of the program. The selection takes into account the relative merits of the projects and the funds available. The Conseil's 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.

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 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 an artists' group undertakes to submit a detailed report on the use of the grant or the results of the research and a summary of expenses incurred, using the *Report on the use of the grant* form provided by the Conseil. The report on the use of the grant must be submitted not more than three months after the project's completion and must be approved by the Conseil. An artist must submit the report before making a new application.

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.

Artistic research and creation

This section is intended to financially support research and 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, including translators, directors, designers and scenic artists whose writing, research or creation project is part of a personal artistic approach. The project must not result from a commission and must lie outside normal production requirements.

A translator must have already published at least one translation of a literary work. He must submit with his application a letter confirming the author's consent for a proposed translation. The work to be translated must have already been created or published.

Amount of the grant

Type A grants: maximum amount: \$25 000

Type B grants: maximum amount: \$20 000

Eligible projects

- Original writing for the stage;
- Exploratory research in directing, acting and stage, costume and lighting design;
- A drama exploration and text assessment workshop;
- The translation of outstanding theatrical works;
- The adaptation for the stage by its author of a literary work.

Ineligible projects

- Public readings;
- Promotional projects such as the planning and execution of advertising or promotional material;
- The production or dissemination of a work;
- 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 theatre (such projects are eligible for literary grants).

Evaluation criteria

- Quality of the artistic work;
- Interest of the project 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;
- Feasibility of the project and realism of the proposed budget.

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;
- The fees of collaborators (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.

Expenses related to the production, promotion and dissemination of the work and administrative expenses related to the show or recording are not eligible.

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.

The artist must be sure to provide the documents indicated in the *Contents of the file* section in the general information before submitting his application.

Registration deadlines

April 1, 2008

September 12, 2008

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.

Applicants who submit their applications to the Conseil's offices will receive a date acknowledgement of receipt.

Commissioned works and residences

This section supports theatrical writing projects carried out in collaboration with an organization that undertakes to produce and disseminate the works. The commission may also take the form of a writer-in-residence program with a host organization or a drama exploration workshop.

Eligibility criteria

This section is open to artists, artists' groups and translators whose project is engendered by a commission from a production organization recognized by the Conseil. The notion of a commission covers production agencies of which the artist is a member. A formal commitment must be established between the organization and the artist. The financial assistance granted may not at any time take the place of an advance or compensation in respect of royalties or residual rights.

A translator must have already published at least one translation of a literary work. He must submit with his application a letter confirming the author's consent for a proposed translation. The work to be translated must have already been created or published.

Amount of the grants

Type A grants: maximum amount: \$25 000

Type B grants: maximum amount: \$20 000

Eligible projects

- Original writing for the stage in conjunction with a commission for an original work;
- Participation in a writer-in-residence program;
- A drama exploration and text assessment workshop;
- The translation of outstanding Québec theatrical works;
- The adaptation of a Québec literary work for the stage.

Ineligible projects

- Public readings;
- The production or dissemination of a work.

Evaluation criteria

- Quality of the artistic work;
- Interest of the project in relation to the artist's approach and the development of the work;
- Interest of the project in relation to the discipline;
- Quality of the host organization and of its financial contribution;
- Feasibility of the project and realism of the proposed budget.

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, exploration and ideation expenses;
- 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 cost of shipping materials and equipment.

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.

Expenses related to the production, promotion and dissemination of the work and administrative expenses are not eligible. Such expenses are considered under programs intended for production organizations.

The artist must be sure to provide the documents indicated in the *Contents of the file* section in the general information before submitting his application.

Registration deadlines

April 1, 2008

September 12, 2008

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.

Applicants who submit their applications to the Conseil's offices will receive a date acknowledgement of receipt.

Development

The Conseil offers artists development 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 eligible for type A or type B grants may apply for development grants.

The artist or each member of the artists' group must show how his project is relevant to his artistic approach.

Amount of the grants

Type A and type B grants: maximum of \$9 000

Eligible projects

- Training sessions with a reputed master in Québec or abroad ;
- Participation in specialized workshops taking place during seminars, symposia, festivals, biennales 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 (FQRSC) 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;
- 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, reputed master)
- Feasibility of the project and realism of the proposed budget.

Eligible expenses

- Living expenses up to a maximum of \$1700 per month;
- Expenses related to the project such as registration fees, the cost of the training session and materials;
- 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 not eligible.

The artist must be sure to provide the documents indicated in the *Contents of the file* section in the general information before

Registration deadlines

April 1, 2008

September 12, 2008

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.

Applicants who submit their applications to the Conseil's offices will receive a date acknowledgement of receipt.

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 artists and writers 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 10 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 are found in a specific document that includes the registration form, and is available from the Conseil and on its Web site.

Artists' groups are not eligible for these grants.

Registration deadline

April 1, 2008

Travel

Through travel grants, the Conseil wishes to enable artists and artists' groups to accept invitations from inside and outside Québec to participate in activities related to their artistic disciplines or career development.

In the case of travel in Québec, the destination must be more than 400 km from the artist's place of residence.

Eligibility criteria

Artists and artists' groups eligible for type A and type B grants may apply for travel grants.

The artist or artists' group must submit an attestation confirming the invitation to participate and indicating the host organization's financial contribution.

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

A new application may not be submitted in respect of a project that has been refused.

The Conseil may not award a travel grant in respect of projects eligible under another of its programs nor award a travel grant pertaining to expenses already supported by a program of another organization, e.g. the Ministère de la Culture et des Communications, the Ministère des Relations internationales, the Société de développement des entreprises culturelles, the Office franco-québécois pour la jeunesse, the Canada Council for the Arts.

Eligible projects

- Participate as a resource person in a conference, seminar, symposium or colloquium with an artistic event;
- Attend an event or a public presentation of his work in his capacity as an author or translator;
- Perform at a given venue;
- Attend the launching of a book or play of which the applicant is the author or translator.

Ineligible projects

- Residency projects;
- Give workshops;
- Participate in educational activities.

Amount of the grants

The artist determines the amount requested according to the destination. An artist may apply for one or more travel grants during a given year. However, he may not obtain more than three travel grants per year or a maximum of \$5 000.

The maximum amount of the travel expenses are determined according to the destination:

- Québec, Ontario, Maritimes: \$750
- Nord du Québec, other regions of Canada, the New England states: \$1 000
- Other regions of the United States, Europe, Mexico: \$2 000
- Africa, Asia, Oceania, Central and South America: \$2 500

However, the Conseil takes into account the travel costs assumed by an artist living in an outlying area who must travel more than 400 km to an international airport in Québec. An artist 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.

These expenses apply to each member of an artists' group insofar as they do not exceed the grant's total amount.

The Conseil may also cover the cost of shipping works of art and equipment up to a maximum of \$2 000.

Evaluation criteria

- Quality of the artistic work;
- Interest of the travel project in relation to the artist's career development or to the dissemination of his work;
- Quality of the host organization;
- Financial contribution of the host organization or other partners to the realization of the project;
- Feasibility of the project and realism of the proposed budget.

Registration

At any time.

The applicant must complete the *Travel Grant Application Form*.

Decision

The Conseil will inform in writing the artist or artists' group six weeks after the submission of the application.

Summary tables – Theatre

Type A grants

Section	Target clientele	Maximum amount of grants	Registration deadline
Research and creation	Artists and artists' groups	\$25 000	April 1, 2008 September 12, 2008
Commissioned works and residences	Artists and artists' groups	\$25 000	April 1, 2008 September 12, 2008
Development	Artists and artists' groups	\$9 000	April 1, 2008 September 12, 2008
Studios and studio-apartments	(details in the separate brochure)		
Travel	Artists and artists' groups	\$5 000 per year	At any time

Type B grants

Section	Target clientele	Maximum amount of grants	Registration deadline
Research and creation	Artists and artists' groups	\$20 000	April 1, 2008 September 12, 2008
Commissioned works and residences	Artists and artists' groups	\$20 000	April 1, 2008 September 12, 2008
Development	Artists and artists' groups	\$9 000	April 1, 2008 September 12, 2008
Studios and studio-apartments	(details in the separate brochure)		
Travel	Artists and artists' groups	\$5 000 per year	At any time

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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.