



FINANCIAL SUPPORT FOR SCHOOL BOARD CULTURAL COMMITTEES

2008-2009

**Information Document
and
Application Form**

November 2007

Québec 

**Ministère de l'Éducation, du Loisir et du Sport
Ministère de la Culture, des Communications
et de la Condition féminine**

To apply for financial support for a school board cultural committee, please complete the form and e-mail it to the following address: politique-culturelle@mels.gouv.qc.ca

Be sure to write down “cultural committee” in the subject of your E-Mail.

We also request that you fax the first page of this form, including the required signatures, to 418-643-0056, to the attention of Claudine Hamel.

The deadline for filing an application for financial support is May 1, 2008.

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INTRODUCTION

Since the adoption of Québec's Cultural Policy in 1992, the Ministère de l'Éducation, du Loisir et du Sport (MELS) and the Ministère de la Culture, des Communications et de la Condition féminine (MCCCF) have fortified their partnership, strengthening relations between their departments and their respective milieux. These concerted efforts were and are still directed at raising awareness about the importance of schools as places of culture and about culture as a source of knowledge and learning.

In recent years, initiatives to develop the cultural concept in schools have led to the creation of cultural committees in the school system. Mindful of the crucial role these committees can play in integrating a cultural dimension into schools, the MELS strongly supports their creation and their work.

This document contains the information and application form required by a school board cultural committee to submit a request for financial support. Only those applications submitted on this form will be accepted.

FINANCIAL SUPPORT FOR SCHOOL BOARD CULTURAL COMMITTEES

Objectives of school board cultural committees

The main objectives of cultural committees are to establish a cultural policy for all the schools in the region, organize cultural activities in the school board and implement measures to promote the integration of a cultural dimension into all the schools.

1. Mandate of school board cultural committees

- Set up a structure representative of the community and operate under the auspices of a school board.
- Provide the school board with a cultural policy adopted by the commissioner’s committee. To do this, the committee will:
 - establish a cultural policy applicable to the entire school board
 - develop an action plan to implement this cultural policy
 - ensure its implementation, annual evaluation and, if applicable, its renewal
- Collaborate with school board committees in implementing means for promoting the integration of the cultural dimension into schools.
- Implement and support the organization of cultural activities for school board staff.
- Cooperate with the regional offices of the MELS and the MCCCCF in promoting and implementing the Culture in the Schools Program.
- Encourage school administrations in organizing cultural activities.
- Encourage educational institutions to include the cultural dimension in their educational projects.

- Encourage schools to take advantage of the Culture in the Schools Program to invite artists and writers to the schools or to organize cultural outings: reservations, transportation, fundraising, planning of cultural activities, use of services of cultural publicists or organizations.
- Promote the organization of activities for Arts and Culture Week in Québec Schools and the entry of cultural projects in the Essor Awards Contest, and support the schools in this process.

2. Applying for financial support

2.1 Information and documents required

When applying for financial support from the MELS, the school board official responsible for the application must provide the following information and documents:

- The list of its members
- A copy of its cultural policy or, if applicable, an update of it. If the policy is currently in development, include a list of committee members responsible for drawing it up and a timetable for its adoption.
- A list of partners in the cultural community and the municipality with whom the school board has collaboration agreements
 - * *What is the nature of the partnership?*
 - * *Is there an agreement between the school board and the partners?*
- The action plan for the next school year
- A report on the use of the financial support received for 2007-2008, if applicable
- A report on actions carried out by the cultural committee during the 2007-2008 school year, if applicable

2.2 Procedure

- The school board representative responsible for the application must fax the first page of this form to 418-643-0056 to the attention of Claudine Hamel.
- The cultural committee must also send a duly completed electronic version of the form to the following address: politique-culturelle@mels.gouv.qc.ca

Be sure to write down “cultural committee” in the subject of your E-Mail.

The deadline for filing an application for financial support is May 1, 2008.

- The MELS will notify the cultural committee of the application evaluation committee’s decision no later than September 30, 2008.

2.3 Eligible expenses

- Stationery, printing and photocopying expenses
- Expenses related to one or more meetings to promote awareness of the principles underlying the integration of a cultural dimension into schools
- Expenses related to one or more information meetings on the cultural activities or events to be held at both the regional and provincial levels over the course of the year
- Expenses related to hiring substitute teachers to allow the teachers involved to participate in researching, organizing and leading cultural outings or events at both the regional and provincial levels
- Expenses for secretarial or support staff involved in organizing outings
- Travel expenses for committee members

3. Evaluation process

3.1 Evaluation of applications for financial support

A committee made up of seven members will analyze the files and determine the amount of financial support to be granted. This committee will be made up of the following individuals:

- a representative from the MELS
- a representative from the MCCCCF
- a member of the board of directors of the Association québécoise des comités culturels scolaires
- two representatives of the administration staff of schools and school boards
- a representative from a regional office of the MELS
- a representative from a regional office of the MCCCCF

3.2 Evaluation criteria

The evaluation will take into account the following criteria:

- compliance with rules for presentation of an application for financial support
- compliance with the criteria for eligible expenses
- consistency between the anticipated actions and those set out in the Financial Support for Cultural Committees in the School System Information Document
- nature of the committee's collaboration with its educational, cultural and municipal partners

3.3 Special provisions

The application for financial support must be submitted by authorized personnel at the school board or by representatives of the school board cultural committee. However, the terms and references of the calculation will take into account the structure adopted by the committee in establishing partnerships with the schools. This structure could, for example, be composed of school cultural committees, or cultural agents could act as liaisons between the schools and the school board cultural committee.

The decisions rendered by the MELS, based on the recommendations of the committee evaluating applications for financial support, will be considered final.

3.4 Guidelines for allocating financial support

BASIC LUMP SUM
<p style="text-align: center;">\$1 000 to form a new school board cultural committee</p> <p style="text-align: center;">or</p> <p style="text-align: center;">\$1 500 for a committee already formed that has a cultural policy and oversees its implementation (the application must meet all the established criteria)</p> <p style="text-align: center;">+</p> <p style="text-align: center;">\$1 500 for a committee already formed that has established a partnership structure with the schools, cultural community and municipality</p>

Financial support will be adjusted each year according to the financial resources available.