

Financial Support for School Board Cultural Committees

Financial support and resources for integrating culture in the schools

Over the last few years, the development of the concept of culture in schools has led to the establishment of cultural committees within school boards. Aware of the fundamental role that these committees can play in ensuring the integration of the cultural dimension in schools, the Ministère de l'Éducation, du Loisir et du Sport (MELS) supports the establishment and operation of these committees.

This document contains information and a form that school board cultural committees may use for applying for financial support to establish a new cultural committee, or operate an existing one. Only applications submitted on this form will be accepted.

The maximum amount of financial support for the 2011-2012 school year is \$4000.

Important Information

1. The evaluation committee will only consider requests using the application form for financial support.
2. The deadline for filing an application for financial support is **May 1, 2011**.
3. The form must be e-mailed to the following address:

politique-culturelle@mels.gouv.qc.ca.

Please enter "School Board Cultural Committee" in the subject line of your e-mail.

It is essential that the required signatures appear on the form. We suggest that, after signing the form, you scan it and then e-mail it to the address indicated above. You may also fax the first page of the form to the attention of Diane Forget at 418-643-0056.

Objectives, Mandate and Composition of Cultural Committees

Objectives

The main objectives of a school board cultural committee are to foster the cultural life of the schools under the board's jurisdiction and to implement measures to promote the integration of a cultural dimension into all these schools.

Mandate

To set up a structure that is representative of the educational community and cultural milieu in the area under the school board's jurisdiction and to act under the auspices of the school board.

To provide the school board with a cultural policy adopted by the commissioners and provide for its implementation by developing an action plan.

To determine and implement measures to promote [integration of the cultural dimension](#) into the schools' educational projects.

To promote the section of the MELS Web site devoted to the Culture-Education agreement that provides information on the various measures and resources available to teachers.

To guide and support schools that want to organize activities for Cultural Activities Month at School or submit artistic and cultural projects for the Essor Recognition Awards.

To encourage the schools to draw on the *Culture in the Schools* program to invite artists and writers to their schools or to organize cultural outings.

To guide and support schools in preparing cultural outings: making reservations, organizing transportation, fundraising, planning cultural activities, using the services of cultural disseminators or organizations, etc.

Composition

The members of a school board cultural committee may come from the educational community and the cultural milieu. It is recommended, however, that the cultural committee include at least one teacher, one school board administrator and one person from the cultural milieu.

More specifically, this committee may include:

Representatives from the educational community: school board and school administrators, governing board members, special education staff, school life facilitators, education consultants, teachers from Arts Education and other subject areas, etc.

Representatives from the cultural milieu: cultural facilitators from municipalities or museums, local or regional cultural disseminators, artists, writers, recreation technicians, library representatives.

Information and Documents Required

When a school board cultural committee applies to MELS for financial support, the person designated by the school board must provide the following information and documents, as indicated on **the Application Form for Financial Support for School Board Cultural Committees**.

- A list of committee members.
- A copy of the latest version of the school board's cultural policy. If the policy is currently in the development stage, include a list of the committee members responsible for drawing it up and the date on which it is slated to be adopted. A [model guide](#) is available to help school board cultural committees develop a new cultural policy.
- A description of how the school board cultural committee is structured in order to build and maintain a partnership network with the schools under the school board's jurisdiction.
- A list of the cultural organizations with which the committee has agreements or with which it collaborates regularly, and a description of the nature of the partnership.
- A list or brief description of the agreements or collaborative arrangements that the committee has made with municipal services.

- The action plan for the 2011-2012 school year.
- A report on how any financial support granted for the 2010-2011 school year was used.
- A detailed report on the actions carried out by an existing cultural committee during the current school year.

Eligible expenses

- Office expenses (stationery, printing, postage, office work, etc.)
 - Travel expenses for members of the cultural committee
 - Substitution costs
 - Costs associated with advertising a cultural event (press conference, newspaper articles, etc.)
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Evaluation Process for Applications for Financial Support

Evaluation of applications for financial support

- The evaluation committee examines the applications and determines the amount of financial support that will be granted. This committee is composed of representatives from the Ministère de l'Éducation, du Loisir et du Sport (MELS), the Ministère de la Culture, des Communications et de la Condition féminine, the education community and the Association québécoise des comités culturels scolaires.

Eligibility criteria

Applications will be evaluated based on the following criteria:

- compliance with the rules governing applications for financial support
- compliance with the rules governing eligible expenses
- suitability of the structure of the school board's cultural committee to build and maintain a partnership network with the schools under the board's jurisdiction
- diversity of the constituencies represented by the members of the cultural committee
- collaboration by the committee with its educational, cultural and municipal partners, in keeping with the objectives and mandate of a school board cultural committee
- presentation of a full account of the actions carried out by the cultural committee during the current school year
- presentation of an action plan, in keeping with the objectives and mandate of a school board cultural committee

Special provisions

The decisions rendered by MELS based on the recommendations of the application evaluation committee are final.

Allocation of financial support

Basic lump sums

- **An amount of up to \$1000** to a new school board cultural committee that plans to adopt a cultural policy during the upcoming school year
- **An amount of up to \$3000** to an existing committee with a cultural policy and that:

- has created a partnership network with:
 - the schools under the jurisdiction of its school board (an amount of up to **\$500**)
 - cultural and municipal organizations (an amount of up to **\$800**)
- submits a detailed report on the actions it has taken during the current school year (an amount of up to **\$1000**); **these actions must be in keeping with the objectives and mandate of a school board cultural committee**
- proposes, for the upcoming year, an action plan in keeping with the objectives and mandates of school board cultural committees (an amount of up to **\$700**)

Additional lump sums

An additional amount of up to **\$1000** may be allocated to an existing committee distinguished by the exceptional nature of:

- its cultural policy (e.g. broad scope)
- its action plan promoting the integration of the cultural dimension into the schools (e.g. originality, extensiveness)
- the impact of its activities (e.g. significant impact)
- its partnership networks involving school cultural committees or educational and cultural partners (e.g. wide diversity)
- the support from its school board (e.g. investment in human, financial or material resources)

“Exceptional nature” is understood to mean characteristics that could, for example, become models for other cultural committees to follow.

The amount of financial support will be adjusted each year based on available resources.