

**Cultural Workshops at School Component
Project Submission Form**

Name of school board:
Name of school:
School code:
Anticipated date of project:

Section 1

To be completed by the school principal

Answer the following statements

All the artists, writers and cultural organizations involved in the projects described in this form have already been contacted, are available on the dates indicated and are listed in the *Répertoire des ressources culture-éducation*.

Yes No

At least one teacher will be present throughout the workshops offered by the cultural resources.

Yes No

The workshops will be given to a group of no more than 35 students.

Yes No

Given that all of the projects presented here could be refused, the projects are listed in order of priority.

Yes No

Signature

School principal:

Signature:

Date (year-month-day):

Section 2

To be completed by the person responsible for the project (Copy this section for each project.)

A – Description of the project

Title of project:
Name of school:
Anticipated date of project:

Person responsible for the project

Name:	Position:
Email:	Telephone (office):

Cultural Resource

Name	Position	Number of days present

Cultural workshops

A cultural workshop is a meeting between a group of students and a cultural resource. Groups are limited to a maximum of 35 students.

Number of cultural workshops:

Number of students participating

Students who participate in more than one cultural workshop must be counted at each workshop. For example, if the same 35 students participate in two different cultural workshops as part of a project, the number of participants will be given as 70.

Preschool and elementary education				Secondary education			Adult education
Preschool	Cycle One	Cycle Two	Cycle Three	Cycle One	Cycle Two	Vocational training	

Preparation, implementation and transfer-of-learning phases

Brief description of steps to be taken with the students during each phase

Section 2 (Cont.)

B – Calculator

(The totals will be calculated automatically when the form is completed on-screen.)

Title of project:
Name of school:
Anticipated date of project:

	Eligible expenses ¹	Ineligible expenses including taxes (if applicable)												
A Professional fees for the cultural resource														
B Transportation for the cultural resource														
C Meals for the cultural resource														
D Lodging for the cultural resource														
E Costs related to the purchase of perishable or non-reusable materials and rental of equipment by the cultural resource (as set out in the <i>Répertoire de ressources culture-éducation</i>)														
F Stipend for the cultural resource at the end of the project (A+B+C+D+E)														
G Costs related to the purchase of perishable or non-reusable materials and rental of equipment by the school If applicable (specify):														
H Purchase of books for writers' workshops														
<table border="1"> <thead> <tr> <th>Title</th> <th>Quantity</th> <th>Price (not including the GST)</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Title	Quantity	Price (not including the GST)											
Title	Quantity	Price (not including the GST)												
I Total eligible expenses (A+B+C+D+E+G+H)														
J Preparation and administration costs (maximum 15% of I)														
K Maximum financial assistance (I + J)														
L Other expenses If applicable (specify):														

¹ The amounts must be in accordance with the administrative rules of the [Culture in the Schools](#) program and exclude any taxes. If the artist or writer is required to pay taxes, these must be given in the column for ineligible expenses. They will subsequently be assumed by the school.