

This form must be filled out using Adobe Reader or Acrobat Pro to work properly.

Schools Host an Artist or Writer Component Project Submission Form 2021-2022 Edition

School system: <input type="checkbox"/> Public <input type="checkbox"/> Private	
Name of school:	School code:
School board or school service centre:	
Cultural partner(s):	

A – Information about the project

Project title:
Project objective(s): <input type="checkbox"/> Visual arts <input type="checkbox"/> Performing arts <input type="checkbox"/> Literature
Project description (approximately 150 words):
Start date (year-month-day):
End date (year-month-day):
Number of weeks (consecutive or non-consecutive):

B – Work by the artist or writer

Description of recent professional works by the artist or writer* (indicating exhibition venues or publishing houses)
If necessary, the cultural organization confirms that the artists or writers taking part in the project have the status of professionals in their respective fields (according to the laws in effect). <input type="checkbox"/> Yes <input type="checkbox"/> No

Breakdown of the 20 hours spent at the school each week, including the time spent preparing the workshops

Artistic exploration work by the students (maximum 10 hours):
Personal creative work by the artist or writer (maximum 15 hours):

* Throughout the form, information must be provided for each artist or writer involved in the project.

C – Personal creative work by the artist or writer

Description of the personal creative work that the artist or writer will carry out during their residency at the school

Description of the artist or writer's overall creative approach **and** of their specific approach in their personal creative work

Description of the work to be produced by the end of the artist or writer's personal creative project

Description of the measures taken to ensure that as many students as possible have an opportunity to observe the creative process of the artist or the writer

D – Artistic exploration work by the students

Number of students involved in this part of the project							
Preschool and elementary education				Secondary education		Vocational training	Adult general education
Preschool	Cycle One	Cycle Two	Cycle Three	Cycle One	Cycle Two		

Description of the students' artistic exploration work

Description of the role played by the artist or writer in the students' artistic exploration work

Description of the role played by teachers in the preparation, implementation and transfer-of-learning phases

Description of the work to be produced by the students

E – Benefits

Expected benefits of the project for the students, the artist or writer, the teachers and the entire school or the community as a whole, if applicable

F – Participation by the artist or writer in a previous edition of this component

Over the past two years, did the artist or writer receive a grant(s) under the *Schools Host an Artist or Writer* component?

Yes No

If so, indicate how the current project contributes to the development of the artist or writer's professional career.

Were previous project(s) professionally exhibited or published?

Yes No

Is the current project taking place in the same school?

Yes No

Are the same students involved in this project?

Yes No

If so, indicate how the students' current art experiment is different from the one they did in a previous edition.

G – Financial assistance requested

Totals are calculated automatically when amounts are entered electronically.

The amounts entered must be in accordance with the administrative rules of the [Culture in the Schools program](#) and include any taxes. On lines A, B and C, the artist, writer or cultural organization subject to taxes must check the box provided for this purpose.

		Amount per week	Number of weeks	Total
A Fees for artist or writer 1 Name:	Subject to taxes <input type="checkbox"/> Yes <input type="checkbox"/> No	\$ 1000	X	=
B Fees for artist or writer 2, if applicable Name:	Subject to taxes <input type="checkbox"/> Yes <input type="checkbox"/> No	\$ 1000	X	=
C Fees for artist or writer 3, if applicable Name:	Subject to taxes <input type="checkbox"/> Yes <input type="checkbox"/> No	\$ 1000	X	=
D Total fees (A+B+C)				
E Lodging and travel expenses of the artist(s) or writer(s)*			X	=
F Expenses for the purchase or rental of materials used by the artist(s) or writer(s) or by the students*			X	=
G Fees related to the purchase of books*				
H Administrative charges incurred by the school or by the school board or school service centre*			X	=
I Administrative charges incurred by the cultural organization, if applicable*				
J Total of other expenses (E+F+G+H+I)				
K Ineligible expenses, if applicable Specify:				
L Total cost of the project (D+J+K)				
M Financial assistance requested (D + 75% of J)				
N Amount that must be assumed by the school (K + 25% of J)				

Note that, for public schools, the maximum amount that the Ministère can grant to fund a project is \$40 000. Financial support for private schools may have to be limited to \$10 000 depending on the amounts available in the overall budgetary envelope

* Educational and cultural partners may be asked to justify expenses in an additional document.

H – Signatures

Project title:

Cultural partner in charge of the project

Name:

Signature:

Date (year-month-day):

Person in charge of the project at the school

Name:

Signature:

Date (year-month-day):

School principal

Name:

Signature:

Date (year-month-day):

I – Consent

To showcase projects carried out under *Schools Host an Artist or Writer* and promote this component of the *Culture in the Schools* program, the Ministère de l'Éducation (MEQ) and the Ministère de la Culture et des Communications (MCC) may, with the authorization of the school administrations and cultural partners concerned, publish photos and descriptions of the projects selected.

You are free to grant or refuse permission to publicize a project. There will be no consequences should you refuse. By agreeing, you grant the ministries rights to publish the description of the project and any photos subsequently transmitted, free of charge and without any temporal or territorial limitations for the full duration of their use.

Yes No

- The school** and the **cultural partner(s)** grant the **MEQ** and its representatives as well as the **MCC** a non-exclusive, non-transferable and irrevocable copyright licence permitting them to publish a **description of their project**.
- The school** and the **cultural partner(s)** grant the **MEQ** and its representatives as well as the **MCC** a non-exclusive, non-transferable and irrevocable copyright licence permitting them to publish any **photos** subsequently received from the school or cultural partner(s). The **school** confirms that it has **parental consent** to do so and to publish **images of students or of their work**.