

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 2023-2024 Edition

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

### A – Information about the project

Project title:
Field(s) of practice (one per artist): <input type="checkbox"/> Visual arts <input type="checkbox"/> Drama <input type="checkbox"/> Dance <input type="checkbox"/> Music <input type="checkbox"/> Literature
Project description (approximately 200 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 applicable, 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

<b>Breakdown of the 20 hours spent at the school each week, including the time spent preparing the workshops</b>
Artistic exploration work by the students (maximum 15 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 to be produced by the artist or writer. In this section, the artist or writer must describe their personal creative work in concrete terms.

Description of the artist's or writer's general creative process AND their specific process in their personal creative work carried out at school. In this section, the artist or writer must clearly define their process and explain how their presence at the school will influence their creative process.

Description of the artist or writer's personal creative steps.

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		
Course(s) or subject(s) in which the students' work will be carried out:							
Description in concrete terms of the work to be produced by the students.							
Description of the pedagogical aims of the project. In this section, the teacher must explain what the students will learn throughout the project (subjects covered, competencies developed, elements of the Progression of Learning, etc.).							
Description of the steps 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.							

## 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 one or more grant(s) under the *Schools Host an Artist or Writer* component?

Yes  No

If over the past two years, the artist or writer received one or more grant(s) under the *Schools Host an Artist or Writer* component, is the current project taking place in the same school?

Yes  No

If the current project is taking place in the same school, are the same students involved in this project?

Yes  No

If the same students are involved in this project, 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	=
<b>D Total fees (A+B+C)</b>				
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*				
<b>J Total of other expenses (E+F+G+H+I)</b>				
K Ineligible expenses, if applicable Specify:				
<b>L Total cost of the project (D+J+K)</b>				
<b>M Financial assistance requested (D + 75% of J)</b>				
<b>N Amount that must be assumed by the school (K + 25% of J)</b>				

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 (Digital signatures are allowed.)

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**.

The form must be submitted using the Submission of application form link found at the bottom of [this page](#) once the submission period has opened.