

**Culture in the Schools Program 2004-2005  
Workshops with artists and writers**

**LETTER  
OF AGREEMENT**

To be signed by the artist or writer and the school  
after project approval by the evaluation committee

Forms are available at the following web site: <http://www.mcc.gouv.qc.ca>

Double-click here for the procedure to be followed

Consult the program for more information on the eligible expenses and the conditions established by the ministère de la Culture et des Communications and the ministère de l'Éducation.

Under the Culture in the Schools Program and after approval by the school board or the ministère de la Culture et des Communications and the ministère de l'Éducation, the services of:

NAME: \_\_\_\_\_

GST No. (where applicable): \_\_\_\_\_ and QST No. (where applicable): \_\_\_\_\_

Address: \_\_\_\_\_

and (2nd person, where applicable) \_\_\_\_\_

are engaged by the school (if there is more than one school involved, enclose a list of the schools and indicate the participating classes)

of the school board

to give artistic or literary workshops under the terms and conditions stipulated herein:

Total number of days	Dates	Total number of workshops	Total number of students

It is understood that a working day consists of three one-hour periods per day if the artist or writer meets with three different groups, or two two-hour periods if he meets with two groups. Each workshop is given to one group at a time.

A Professional fees	B Transportation	C Accommodation	D Specialized material	E Subtotal	F Taxes	G Total
One person: \$325 /day Two people: \$650 /day	\$0.36 /km or car rental or public transportation costs for trips of over 50 km (one way) between the place of residence and the school	\$100 /day for accommodation, if needed	Only when the need is indicated in the Directory	A + B + C + D	E x 0,15025  GST and QST when the artist or writer is subject to the tax	E + F Payable to the artist or the writer on the last day of the workshop
	+	+	+	=	+	=
				If necessary, Pay an advance of:		=
				Balance payable on the last day of the workshop		=



**Important:**

- Schools and school boards must comply with the fees and travel and accommodation allowances established for the program.
- Fees must be paid in full to the artist or writer, who administers them himself, no later than the last day of the activities.
- Where justified, the artist or writer may be paid an advance. The balance will be paid no later than the last day of the activity.
- Unless specified otherwise by the artist or the writer, the school board shall not withhold income tax at the time of the payment.
- Working hours exceeding those agreed on in this agreement shall be paid by the school. Indicate them here:

**Material required for the workshop with the artists (if any):**

- Basic material provided by the school:
  
- Specialized material (purchase or rental by the artist) when the need is indicated in the Directory. Specify the nature and the cost:

**Sending of books to the schools for the workshops with writers**

The books are sent only for subsidized workshops.

Allow the Union des écrivaines et écrivains québécois (UNEQ) at least four weeks to order and send the books. The UNEQ is authorized by the MCC and the MEQ to refuse book delivery if it considers that students will not have enough time to read the books before the workshops.

Indicate the titles of the works to be sent to the school:

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**Copyright**

As provided in the Copyright Act, students are the sole holders of copyright for work created by them during the workshop. The artists or writers are the sole holders of copyright for work they create for the workshops.

**Respect for the program and its terms and conditions**

Those signing agree to respect the program requirements, which they have familiarized themselves with, and the terms and conditions stipulated herein.

**Cancellation of the agreement**

In the event that one of the parties does not comply with the requirements of the program or agreement, the other party shall have the right to cancel the agreement. If this is the case, the party must do so in writing.

**Signature of the parties**

Name of artist or writer		Name of school principal	
Signature	Signature	Date	
Telephone	Ext.	Signature of project coordinator	Position
Fax		Telephone	Ext.
E-mail		Fax	
Date		E-mail	

**School street address:**

**School postal address:**

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Sign two copies of the agreement.

One signed copy is kept by the artist or writer, the other by the school.

The school sends a copy of the signed letter of agreement to the school board.

The writers send a copy of the signed letter to UNEQ to confirm book orders:

UNEQ, 3492, avenue Laval, Montréal H2X 3C8, telephone : (514) 849-8540, fax: (514) 849-6239, E-mail: [ecrivez@uneq.qc.ca](mailto:ecrivez@uneq.qc.ca)

