

## CULTURE IN THE SCHOOLS PROGRAM TEACHERS' GUIDE

### Procedure for schools to obtain support from professional cultural resources under the program

A project may be initiated by a cycle team or school team or a professional cultural partner.

The school and the cultural partner act together to carry out the project.

The application for financial support must, however, be made by the school.

#### WORKSHOPS WITH ARTISTS OR WRITERS

The professional artists and writers the school works with to carry out the project are chosen from the resource directory, *Répertoire de ressources culture-éducation*.<sup>1</sup> All the workshops presented in the directory have been selected by committees set up specifically for the purpose.

With the **artists**, the students take part in practical creative workshops that give them the opportunity to share the creative process and means of expression of the guest artist.

With the **writers**, the students have an opportunity to discuss creative writing, research, language, literature and other aspects of the writing life. They may also take part in writing workshops.

The workshops are based on active participation by the students. They are not shows, lectures, classes or demonstrations.

Connections with the Québec Education Program are made by the members of the cycle team or school team. It is important to bring them out clearly in the application for financial support so that the project selection committee is aware of the project's pertinence to the projected learning.

#### 1. How to proceed

The person responsible for carrying out the project in the school **communicates directly** with the artist or writer listed in the *Répertoire de ressources culture-éducation* to discuss the project, the place of the workshop in the project, the content, the duration, the procedure and the costs involved (transportation, accommodations and special materials where needed). The conditions of the program regarding the honoraria and other sums should be verified.

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1. The *Répertoire de ressources culture-éducation* is available on the Web site of the Ministère de la Culture et des Communications at <[www.mcc.gouv.qc.ca](http://www.mcc.gouv.qc.ca)>.

**It is mandatory that the arrangements be made *before* submission of the project.** This is essential in order to be sure that the artist or writer is available and to plan the activities and calculate the budget.

### **Essential questions to ask the artist or writer:**

(Make sure to have at hand all the necessary information contained in the document *Fees for the use of professional resources in the field of culture* and the letter of agreement.)

- Is he or she registered for the GST and QST? (If so, the school pays the taxes on the total of the honoraria and expenses.)
- Does the workshop require renting or buying special equipment or materials whose costs must be included in the budget?
- Is the artist or writer eligible for a transportation and/or accommodation allowance? If so, the costs must be established and the program conditions checked.

If the person has a right to such allowances, **the school may not change the amounts.**

It should be noted that **allowances are paid directly to the artist or writer**, who is responsible for managing them. They are covered by the program (except for the taxes). It is important that they be included in the application.

The school transmits **five copies** of the project to the school board, which integrates the activity of the artist or writer into its program.

## **2. Refusal of a project**

The first thing to do if you receive a refusal is to **notify the artist or writer** so that he or she can free the dates that were reserved for you.

Ask for the reason for the refusal. Was it a lack of resources or were there elements missing in your application?

## **3. Acceptance of a project and confirmation of financial support**

If your project is accepted, notify the artist or writer immediately and prepare to sign the letter of agreement.

## **4. Agreement**

Signing an agreement is mandatory. It prevents misunderstandings and commits the two parties to respect the objectives and conditions of the program.

Fill out **two copies** of the letter of agreement and send them to the artist or writer, who must sign them and return them to be signed by you and the school principal. **The signature of the school principal is mandatory.**

Send the artist or writer one of the two copies signed by both parties.

## **5. Preparation**

As part of the project, the teacher prepares the students for the workshop (see point 8, Writers: specific conditions) and takes part in carrying out the activities, for example, by making connections with other elements of the Education Program.

## **6. The presence of the artist or writer at the school**

There is no limit to the amount of time the artist or writer may spend at the school. He or she may meet with the same students several times in order to carry out a project. However, this does not mean that he or she takes the place of any teacher in the school.

## **7. Payment**

Check with the school administration to make sure that a cheque in full payment of the honoraria and expenses will be ready on **the last day of the activities** (the share required of the partner plus the monies from the Culture in the Schools program).

**Important:** Do not wait until the artist or writer arrives to inform him or her of some administrative requirement, such as the need to provide an invoice in order for the school administration to pay the honoraria and expenses.

The conditions and honoraria of the Culture in the Schools program respect the professional status of the artists and writers. Schools are expected to do likewise.

### **Calculation of honoraria and expenses**

#### **Honoraria**

The honoraria of the artists and writers are \$325 per person per day of workshop activities. This covers the administrative costs of the artist or writer as well as the costs involved in preparing for the workshops (preparation time and materials, telephone calls, photocopies, slides, etc.). The honoraria are fixed and may not be increased or reduced.

#### **Accommodation costs**

When the artists or writers must stay overnight away from home, they receive a daily allowance of \$100 for the cost of meals and lodging. The amount of this

allowance may be increased for artists or writers visiting the municipalities of Québec and Montréal, or when the context justifies an increase.

The daily allowance also applies when an artist or writer must spend the night before a workshop away from home.

The cost of meals is not covered when writers or artists do not have to stay overnight away from home.

### **Transportation costs**

When an artist or writer must stay overnight away from home, the program will reimburse the cost of a rental car or public transportation, or expenses related to the use of his or her own car at the rate provided by the school board.

Otherwise, transportation expenses are allowable only for travel involving distances of more than 50 kilometres between the residence of the artist or writer and the school (round trip of 100 km).

### **Workshop costs**

#### **Artists**

The school provides the basic materials for the workshops.

#### **Writers**

When the school confirms the holding of the activity, the writer should communicate with the Quebec Writers' Federation (QWF), which sees that some of the writer's books are sent to the school, using resources provided by the Ministère de la Culture et des Communications of Québec. These costs are not charged to the school.

### **Taxes**

If the artist or writer is registered for the GST and QST, the taxes must be calculated on the total allowable costs. The school pays the taxes as invoiced by the artist or writer.

## **8. Writers: specific conditions**

### **Books to be sent to the schools**

See that the QWF is given at least **four weeks** before the workshop to order and send the books, so as to give the students time to read them before the workshop.

The QWF has been authorized by the ministries involved to refuse to send any books if the date of the order is too close to that of the workshop.

When the letter of agreement has been signed by both parties, the writer sends one copy to the QWF to confirm that the books are to be delivered to the school.

Only books used for workshops subsidized under the program may be sent to the schools. The signature of the school principal confirms that the application for funding has been accepted.

The ministries concerned authorize the QWF to bill the school for any books it has received to which it had no right and to strike from the Répertoire de ressources culture-éducation the name of any writer who provides false information to the QWF.

### **Maximum number of days of workshops**

As a result of comments made by writers participating in the program, it has been decided to set the maximum number of days of workshops at 35 per writer in a school year. This means that if the writer you have chosen has already reached the limit of allowable days, you may have to choose another writer instead.

## **CULTURAL EXCURSIONS**

### **Cultural venues**

Schools may be reimbursed for the cost of chartered transportation for students participating in educational activities designed for school groups at cultural venues such as museums, exhibition centres, heritage interpretation sites, film and video festivals, etc.

Consult the Répertoire de ressources culture-éducation or contact the regional offices of the Ministère de la Culture et des Communications or the Ministère de l'Éducation for a list of cultural organizations that are eligible for purposes of this program.

**The program does not cover the cost of admission to cultural institutions.**

### **Performing arts**

Schools may be reimbursed for the cost of chartered transportation for students attending performances by companies recognized by the Ministère de la Culture et des Communications and the Conseil des arts et des lettres du Québec.

Consult the Répertoire de ressources culture-éducation or contact the regional offices of the Ministère de la Culture et des Communications or the Ministère de l'Éducation for a list of cultural organizations that are eligible for purposes of this program.

**The program does not cover the cost of tickets to performances.**

Good luck!