

Répertoire de ressources culture-éducation

Culture in the Schools program

Registration of writers

Deadline: **Friday, November 6, 2009**



Presentation

The [Répertoire de ressources culture-éducation](#)¹ is associated with the [Culture in the Schools](#)² program. Managed jointly by the Ministère de la Culture, des Communications et de la Condition féminine and the Ministère de l'Éducation, du Loisir et du Sport, this program encourages the setting up of activities of a cultural nature by teachers, artists, writers and professional cultural organizations in keeping with the spirit of the educational reform and of offering schools a window on the world. The program also supports the carrying out of regional projects related notably to the implementation of the cultural policy of a school board.

The writers selected following this call for candidacies will be listed in the *Répertoire de ressources culture-éducation*. This bilingual reference document brings together information on hundreds of artists, writers and cultural organizations prepared to offer activities of an artistic or cultural nature to young people at the pre-school, primary and secondary levels in the public and private schools of Québec. Available on the web site of the Ministère de la Culture, des Communications et de la Condition féminine, this Directory is an invaluable reference tool for teachers and school governing boards as well as for creators and cultural organizations.

Writers wishing to be listed in the Directory must submit their candidacy **by Friday, November 6, 2009 at the latest**. The appropriate forms are available on the web site of the Ministère de la Culture, des Communications et de la Condition féminine.

¹ <http://www.mcccf.gouv.qc.ca/rencontres>

² http://www.mels.gouv.qc.ca/sections/cultureEducation/plcal/index_en.asp

Objectives of the program

The *Culture in the Schools* program aims to:

- allow young people to meet, in their classroom, professional writers and to become acquainted with their creative universe;
- help young people develop a taste for reading and the desire to improve the quality of their oral and written expression, while introducing them to Québec authors;
- provide a complement to mother-tongue teaching or teaching a second language and encourage teachers to rely on literature and authors to enrich the content of the subjects taught at school;
- foster awareness among young people about the profession of writer while promoting the professions associated with the literature and culture fields;
- promote the taking into account of the cultural dimension in the life of the classroom and the school, in accordance with the Québec Education Program;
- offer students multiple opportunities to take part in cultural experiences that will impact their learning and that will allow them to develop their openness, their curiosity, their critical thinking and their sense of aesthetics;
- promote greater dialogue and consultation between the stakeholders of school and cultural circles, while taking into account the diversity of regional realities.

Eligibility conditions

Professional writers working in any one of the following literary genres are eligible:

- Children's literature
- Creative non-fiction
- Fiction
- Poetry
- Theatre
- Travel writing

Moreover, candidates must meet the following conditions:

- be a Canadian citizen or have a landed immigrant status and have resided in Québec for at least one year;
- have at least two books published³ with a certified publisher including one in the last seven years in the aforementioned categories;

³ A re-edition may be considered a new publication.

- or have at least five creative texts published in the last seven years by a professional publisher of books or magazines;
- or have at least one script for cinema or television produced by a producer recognized by the Conseil des arts et des lettres du Québec (CALQ) or the Société de développement des entreprises culturelles (SODEC), including one during the last seven years;
- or have at least one dramatic work published by a professional publisher or produced by a professional theatre company, including one during the last seven years.

Illustrators must register in the artists' section of the Directory and submit their file as part of the call for candidacies intended for artists.

The following persons are not eligible: authors of university studies and theses, tourist guides, exhibition catalogues, recipe books, instruction manuals, books dealing with personal development, texts published in community newspapers and newsletters of associations or organizations. Publications made and paid for by the author himself are not recognized for the purposes of the program.

Conditions for carrying out activities

- The teacher, or the person responsible for cultural activities in the school, gets directly in touch with a writer listed in the Directory to plan the meeting, discuss its content, duration, how it will unfold and to establish the costs thereof (transportation, accommodations and specialized material if necessary). The teacher also makes sure that relevant ties are established between the writer's approach and the teacher's objectives.
- Once the project has been approved and the financial assistance has been **confirmed**, the school signs a letter of understanding with the writer. This letter of understanding, which is prepared in duplicate (one copy intended for the writer and the other for the school), is very important in that it confirms the conditions of the verbal agreement reached between the writer and the school.
- The writer must then send to the Union des écrivaines et des écrivains québécois (UNEQ) a copy of this letter duly signed by the two parties, as proof of acceptance of the activity project. The UNEQ will then see to sending the school a certain number of the author's works prior to the holding of the activity.
- The teacher prepares the students for the meeting and offers assistance during the carrying out of the activities.
- The writer's length of stay in each school is not limited so as to allow for the preparation of long-term projects. The writer can meet with the same group several times to carry out a project. However, **in no way** does the writer take the place of the teacher during the carrying out of an activity project.

- The work day entails three 1-hour periods per day if the writer meet with three different groups or two 2-hour periods if the writer meets with two groups.
- Each workshop is given to only one group at a time. The number of students per group is limited to 35.

Professional fees and other fees

- The **professional fees** of writers are set at \$325 per person and per day of hosted activities. These fees are non-negotiable. This amount covers the administration and activity preparation costs (preparation time, preparatory materials, telephone, photocopies, slides, etc.).
- The refundable **transportation costs** are \$0.43 per kilometre traveled using a personal automobile. The actual public transit or vehicle rental costs may also be reimbursed. These costs are only eligible for trips of more than 16 kilometres, namely a minimum round-trip distance of 32 kilometres between the school and the main place of business or the place of residence of the writer.
- The following **meal expenses** will be reimbursed to the writer for a trip of less than 12 hours without a sleepover: breakfast (\$10.40), lunch (\$14.30), supper (\$21.55).
- A **daily indemnity** of \$146.25 covering living expenses (accommodations and meals) may be granted to a writer who makes a trip lasting more than 24 hours with a sleepover.
- The school provides the basic material for the carrying out of activities. Exceptionally, expenses to cover **specialized material** (equipment rental, non-reusable material, purchase of CDs or DVDs, etc.) used in the unfolding of the activities may be claimed, up to a maximum of \$100 per day of hosted activities. This specialized material **must be** specified at the appropriate spot on the writer's registration form.
- With the financial support of the Ministère de la Culture, des Communications et de la Condition féminine, the UNEQ sees to sending the school a certain number of the author's books. The associated expenses are not charged to the school.
- If the writer is required to collect the GST and the QST, the taxes must be calculated on the total eligible expenses.
- The school or school board is responsible for paying the writer for the professional fees and other expenses billed, including taxes. On the last day of activities, school authorities shall issue the writer a cheque for the full payment of all these expenses.

Writer's consent and Statement concerning copyright

As registration in the *Répertoire de ressources culture-éducation* is a prerequisite for taking part in the *Culture in the Schools* program, the writer must agree that his surname and given name, contact information, information on his professional career path and the proposed activities as well as a photograph of the writer or his work will appear in the Directory. For this purpose, the registration form contains a clause whereby the writer grants the Minister or her representatives a licence, free of charge, allowing them to reproduce, publish and convey by telecommunication or otherwise, as the case may be, the photograph of the writer or his work and the texts describing his activities. In addition, the writer must state that he is the copyright holder for any use made of these documents for the purposes of the program.

Selection of candidacies

Candidates and their activity projects are evaluated by a selection committee made up of competent individuals, from outside the public service, and chosen by the UNEQ for the Francophone committee, and by the Quebec Writers' Federation for the Anglophone committee, as well as by the Ministère de la Culture, des Communications et de la Condition féminine.

Writers must submit their candidacy by using the appropriate form and by making sure that they highlight their professional career path and their educational objectives. They must briefly describe the activities that they intend to carry out in the classroom. Candidates **must** append to their file five copies of two of their publications that will be used to host the meetings with the students.

The evaluation of each candidate will take into account:

- the quality of the language of the works submitted, particularly of those that will be the subject of a session with students;
- the material quality (illustration, printing) of the books and publications that will be distributed in schools;
- the plausibility of the work (works of fiction do not necessarily have to reflect reality, but they must at least propose a coherent system);
- pluralistic values: the work must develop critical thinking and represent subjects, situations and social issues adapted to the age and the level of study of students;
- the concordance of the proposed activities with the objectives of the *Culture in the Schools* program;
- the links between the content of the proposed activities and the suggested books;
- the dynamism of the exchange proposed with young people;

- the adequacy of the activities in relation to the age group for which they are intended.

The selection committee will make comments and recommendations to the Ministère de la Culture, des Communications et de la Condition féminine for each candidacy submitted. The selection committee's decisions are not subject to appeal. However, a writer whose candidacy is not retained can obtain information on his evaluation from the UNEQ.

Non-eligible activities

- activities that do not sufficiently call upon the participation of students;
- activities that are usually offered by a specialized teacher;
- identical activities presented both to the writers' selection committee and to the artists' selection committee.

Processing of files

Interested writers can obtain the registration form on the web site of the Ministère de la Culture, des Communications et de la Condition féminine, from the Department's [regional offices](#)⁴ or from the UNEQ.

Candidacy files must be sent to the UNEQ and must be postmarked no later than **November 6, 2009**. Candidates are also encouraged to send a copy of the electronic registration form by e-mail to the UNEQ.

The UNEQ will inform writers in writing of the decisions of the selection committee in the winter of 2010.

The registration of the chosen writers in the Directory is valid for the 2010-2011, 2011-2012 and 2012-2013 school years.

The *Répertoire de ressources culture-éducation* will be updated in the spring of 2010. It will be available on the Department's web site towards the month of August 2010.

<http://www.mcccf.gouv.qc.ca/rencontres>

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⁴ <http://www.mcccf.gouv.qc.ca/index.php?id=1011>