

# ArtistsInspire

## Guide to Eligible Expenses

(Artist Fees, Materials & Travel)

ArtistsInspire, an ELAN ArtEd project, provides grants and support to English public elementary and secondary schools in Quebec for quality in-person and virtual Arts & Culture experiences with professional artists.


### Grant Options

Schools may apply for one of two:

- **\$1500 School Workshop Grant** – hands-on workshops.
- **\$1500 School Workshop Grant + \$1500 One Day Event add-on** – total value \$3000.

Each grant covers:

- Artist facilitation of arts & culture experiences.
- Artist fees for workshops and One Day Events.
- Materials (per guidelines).
- Pre-approved travel (for trips over 75 km one-way).

 **Note:** All grant fees/expenses are paid directly to the Artist by LEARN once the school submits the Feedback Form.

## Project Guidelines

- All activities in **English**, during **school hours**.
- Educators must be present.
- Clear planning between Artist & school contact is required (phone or video call before the project begins)

## Workshop Grant (minimum requirements)

- **2+ classes.**
- Each class: **2 x 1-hour sessions.**
- **6–10 hours total**, over at least 2 separate days.

## Workshop + One Day Event

- Meet workshop requirements above **PLUS:**
- One Day Event with **minimum 2 x 45-minute performances + 15-minute Artist Talks.**
- One Day Event must be on a **different day** than workshops.
- Represents a **full day of work** by the Artist.

## Workshops vs. One Day Events

## Workshops

Small groups (1–2 classes at a time)

Hands-on, creative process

Students create art

6–10 hours over 2+ days

Limited audience

## One Day Events

Large or small groups; as many students  
as possible

Showcase of Artist's professional  
practice

Students experience  
performance/installation + Artist Talk

Full-day event (min. 2 x 45 min + talks)

Broad audience (whole  
school/community)

## Artist Fees & Materials

- **Grant value:** \$1500 (workshops only) or \$3000 (with One Day Event).
- **Materials:**
  - Up to **\$300 per grant option** (incl. taxes).
  - Receipts required (submitted with invoice).

- Materials remain school property.
- Artists may reduce workshop hours to **6 (min.)** if materials are funded from the grant.

## Travel Expenses

### Day Travel

- **Local artists first.**
- Travel **>75 km one-way**: reimbursed at **\$0.61/km** (with pre-approval).
- Travel **<75 km one-way**: artist's responsibility.
- One Day Events with multiple artists: only the **ArtistsInspire workshop artist** may claim travel expenses.

### Overnight Travel (pre-approval required)

- Considered only when no local artist is available.
- ELAN may encourage multi-school tours.
- Eligible expenses (with receipts):
  - Mileage: \$0.61/km
  - Parking

- Meals: max \$69/day
  
- Long-distance transportation & accommodation (bus, train, plane, car rental, etc.)

## Examples of One Day Events

- **Music & Sound:** Concert, interactive performance with students
  
- **Dance:** Performance, choreographed work, cypher with students
  
- **Theatre:** Play by artist, play directed and performed with students
  
- **Visual Arts:** Live creation, mural, vernissage (must include artist's work)
  
- **Literary Arts:** Story readings, co-created work, comic jam
  
- **Film:** Screening of artist's film

**Note:** Schools must provide adequate space, teacher supervision, and (if applicable) projectors/speakers. Artists bring the necessary equipment.

## Cancellations

Snow/weather or unforeseeable cancellations will be reviewed case by case for possible compensation.