# School Application Process – NEW

This guide explains how to **select an artist** and **apply for an ArtistsInspire School Grant** using the updated grants system.

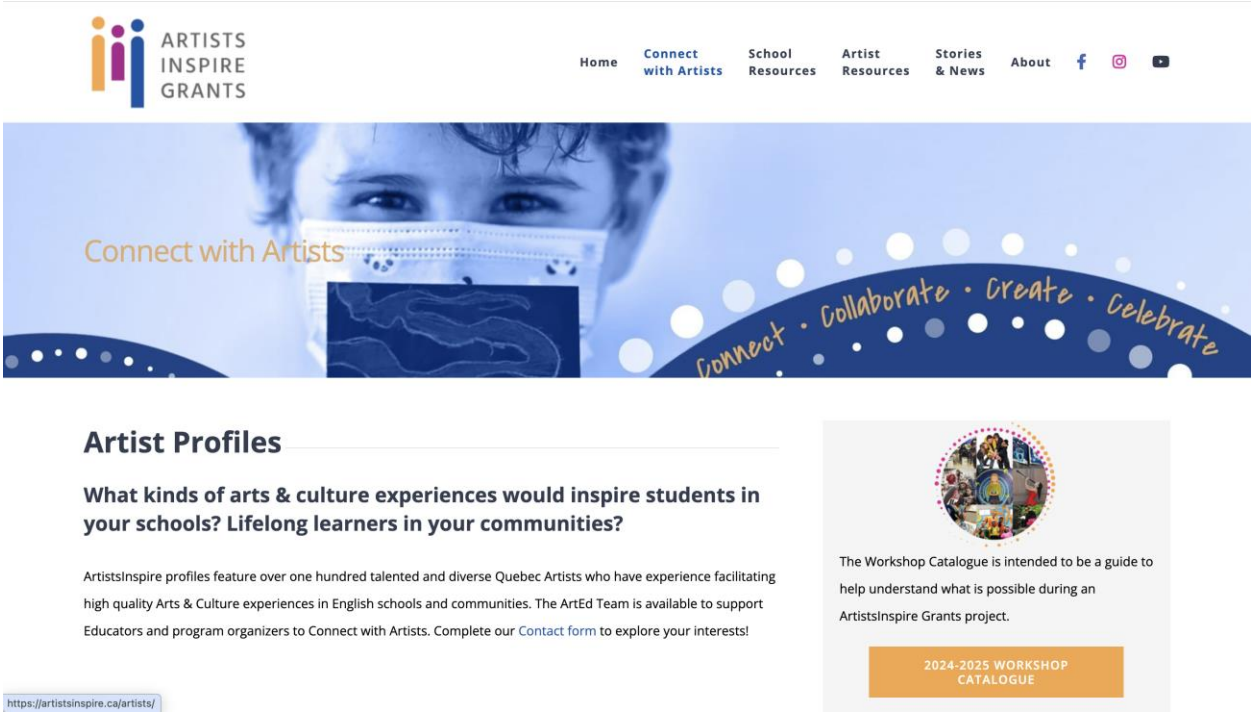
## Step 1 - Access the Artist Directory

https://artistsinspire.ca/artists/

You can access the Artist Catalogue by clicking on **"Connect with Artists"** in the website menu.

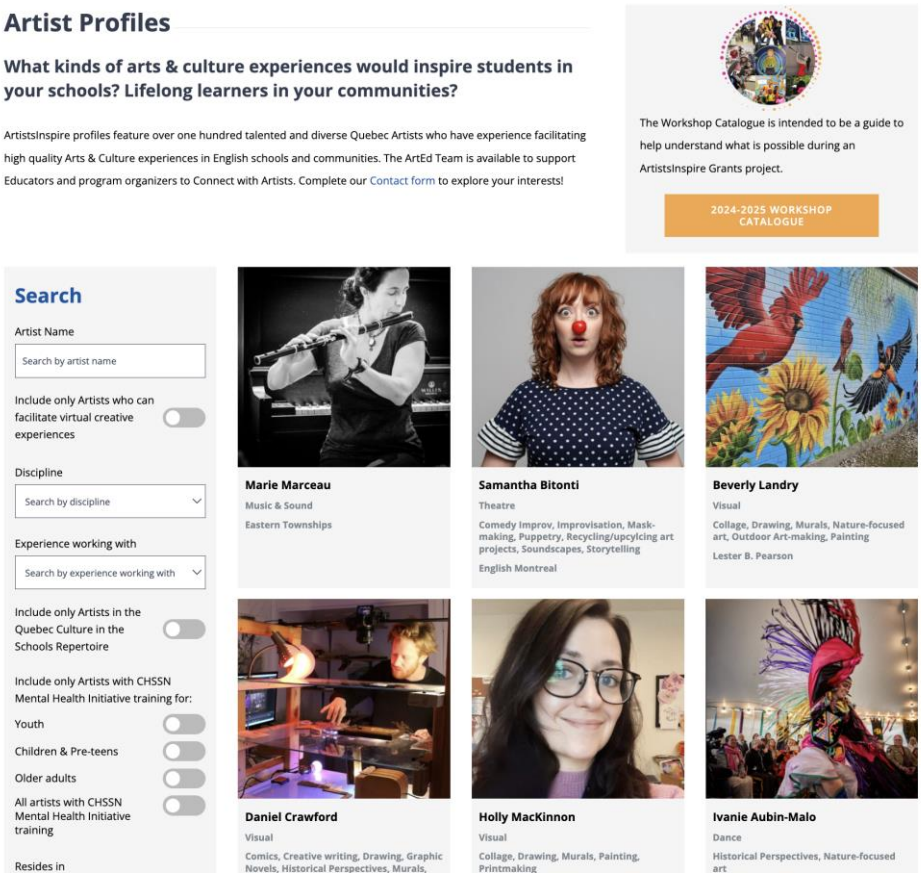
### What you'll find on the Artist Profiles page:

- Artist contact information
- Websites and social media links
- Search filters (by grade level, themes, workshop type, etc.)



# Step 2: Search and Select an Artist

- Use the **search filters** or browse artist profile cards.
- Click on an artist's profile to view their full details.



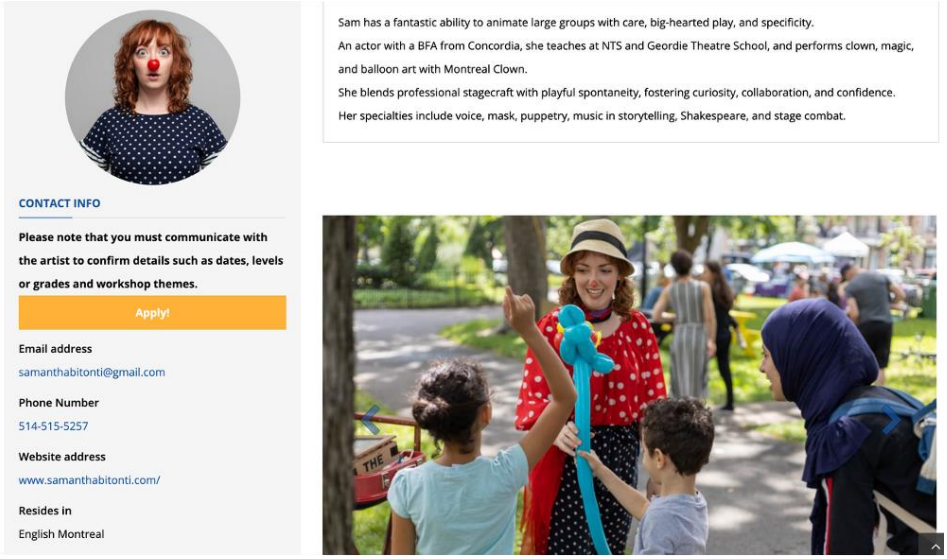

## NEW FOR ArtistsInspire

- You can now **apply for the grant directly from the artist's profile**.
- This links the selected artist automatically to your application.
- This replaces the old membership portal and eliminates password issues.

**⚠REMINDER**

Confirm all project details with the artist **before filling out the form** to avoid errors or resubmissions.

Click **“Apply”** when ready.

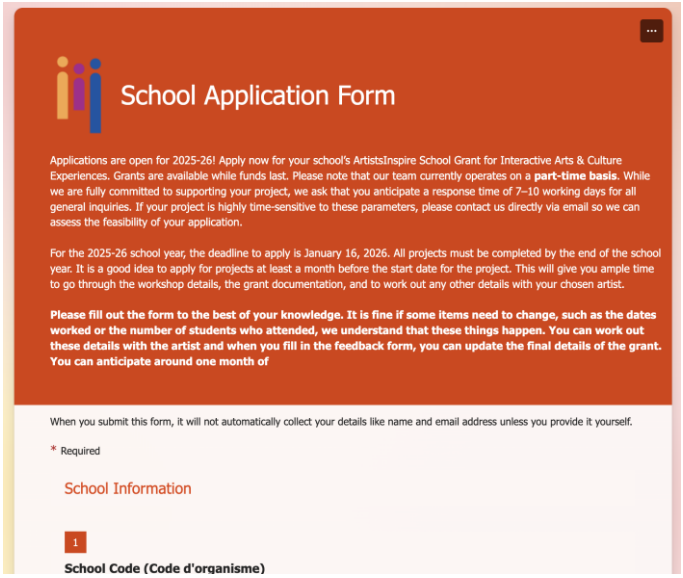



## Step 3 - Complete the School Application Form

- Clicking **“Apply”** opens the **School Application Form**.

**⚠REMINDER**

Confirm all project details with the artist **before filling out the form** to avoid errors or resubmissions.




# Step 4 - Find Your School Code (Code d'organisme)

You must enter your school's **6-digit Code d'organisme**.

## How to find it:

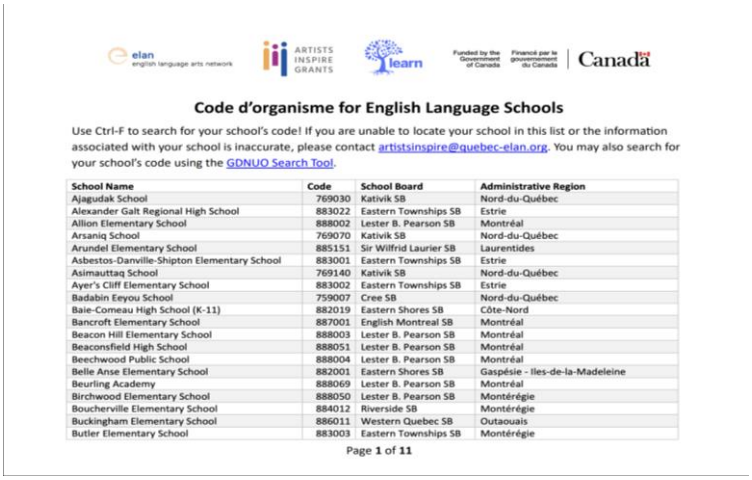
- Use the provided **school code PDF , or**
- You may also search for your school's code using the GDNUO Search Tool (French only).
    - *On the website:* The school code appears in the **left column** next to the map.

elan english language arts network

ARTISTS INSPIRE GRANTS

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## Code d'organisme for English Language Schools

Use Ctrl-F to search for your school's code! If you are unable to locate your school in this list or the information associated with your school is inaccurate, please contact artistsinspire@quebec-elan.org. You may also search for your school's code using the GDNUO Search Tool.

| School Name | Code | School Board | Administrative Region |
|---|---|---|---|
| Ajagudak School | 769030 | Kativik SB | Nord-du-Québec |
| Alexander Galt Regional High School | 883022 | Eastern Townships SB | Estrie |
| Allion Elementary School | 888002 | Lester B. Pearson SB | Montréal |
| Arsaniq School | 769070 | Kativik SB | Nord-du-Québec |
| Arundel Elementary School | 885151 | Sir Wilfrid Laurier SB | Laurentides |
| Asbestos-Danville-Shipton Elementary School | 883001 | Eastern Townships SB | Estrie |
| Asimauttaq School | 769140 | Kativik SB | Nord-du-Québec |
| Ayer's Cliff Elementary School | 883002 | Eastern Townships SB | Estrie |
| Badabin Eeyou School | 759007 | Cree SB | Nord-du-Québec |
| Baie-Comeau High School (K-11) | 882019 | Eastern Shores SB | Côte-Nord |
| Bancroft Elementary School | 887001 | English Montreal SB | Montréal |
| Beacon Hill Elementary School | 888003 | Lester B. Pearson SB | Montréal |
| Beaconsfield High School | 888051 | Lester B. Pearson SB | Montréal |
| Beechwood Public School | 888004 | Lester B. Pearson SB | Montréal |
| Belle Anse Elementary School | 882001 | Eastern Shores SB | Gaspésie - Iles-de-la-Madeleine |
| Beurling Academy | 888069 | Lester B. Pearson SB | Montréal |
| Birchwood Elementary School | 888050 | Lester B. Pearson SB | Montérégie |
| Boucherville Elementary School | 884012 | Riverside SB | Montérégie |
| Buckingham Elementary School | 886011 | Western Quebec SB | Outaouais |
| Butler Elementary School | 883003 | Eastern Townships SB | Montérégie |

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Québec GDUNO Nous joindre

Accueil > Recherche > Recherche avancée

Recherche | Créer un fichier d'exploitation | Consulter un rapport prédéfini

26 février 2026 11h22

## Recherche d'un organisme

Recherche avancée | Recherche par proximité | Recherche par nom | Recherche par municipalité | Recherche de centre de services scolaire / commission scolaire

Ce formulaire fait des mises à jour sans rechargement de la page.

**L'ensemble des critères sont optionnels. Pour rechercher un organisme scolaire, sélectionnez les critères de recherche qui vous intéressent, puis cliquez sur le bouton « Rechercher ».**

### Critères de recherche.

Nom d'organisme : École secondaire Westmount

Code postal : Rayon de la recherche : 1

Critères additionnels - Données géographiques et code d'organisme

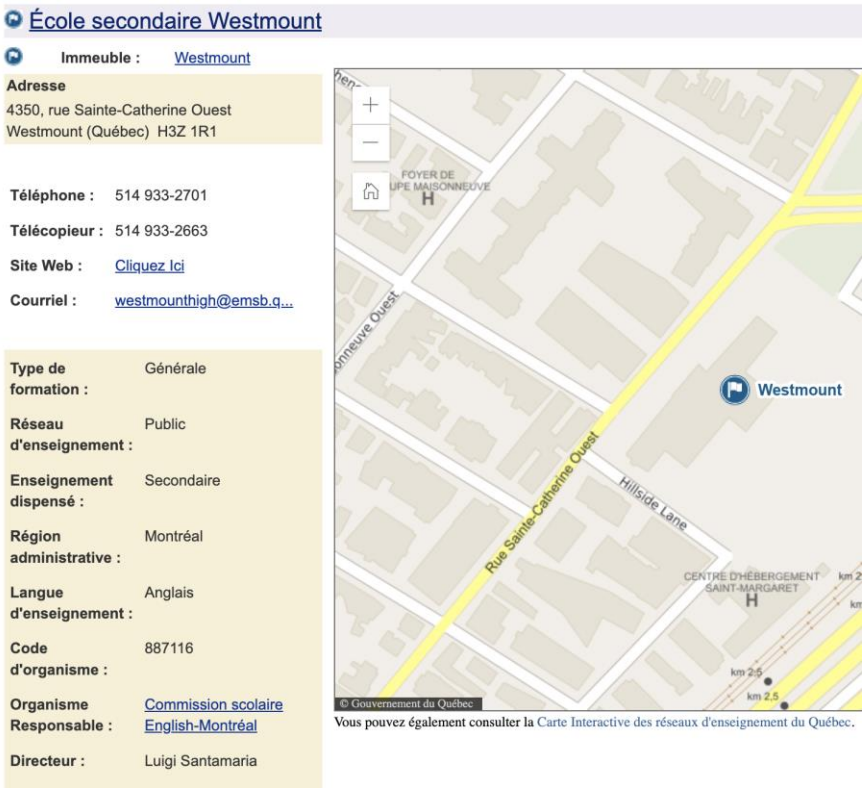
Ordre d'enseignement d'appartenance : TOUS

Aucun critère additionnel

Rechercher | Effacer | Importer les critères



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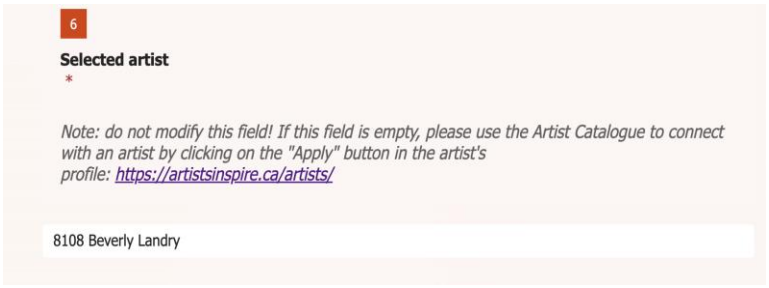

## What to do next

- Copy the 6-digit code
- Paste it into **Question 1** of the application form
- Enter your contact details and your **school principal's contact information**

# Step 5 - Question 4 – Selected Artist

⚠️ **Do not edit this field.**

- This field is **auto populated** when you apply through an artist's profile.
- If the field is empty, you must return to the Artist Catalogue and click **"Apply"** from the artist profile.
- Auto-population reduces errors and saves time.




## Step 6 - Select the Event Format

Choose one:

- **In-Person**
- **Virtual**
- **Hybrid**

## Step 7 - Select the Event Type and Describe It

Choose **one** of the following:

- **Workshop**
- **Workshop AND One-Day Event**

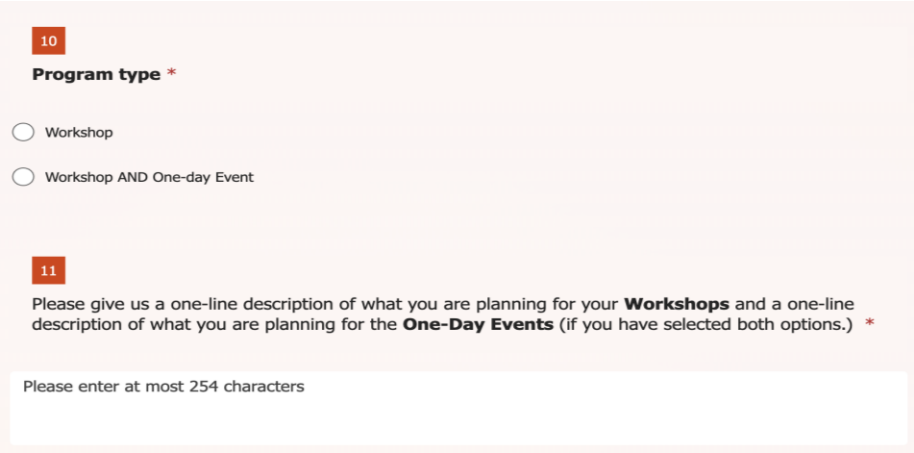
### Key differences:

| Workshops | One-Day Events |
|---|---|
| • Smaller group<br>• In-class learning | • Larger audience<br>• Performance-based rather than instructional |

### Description requirement:

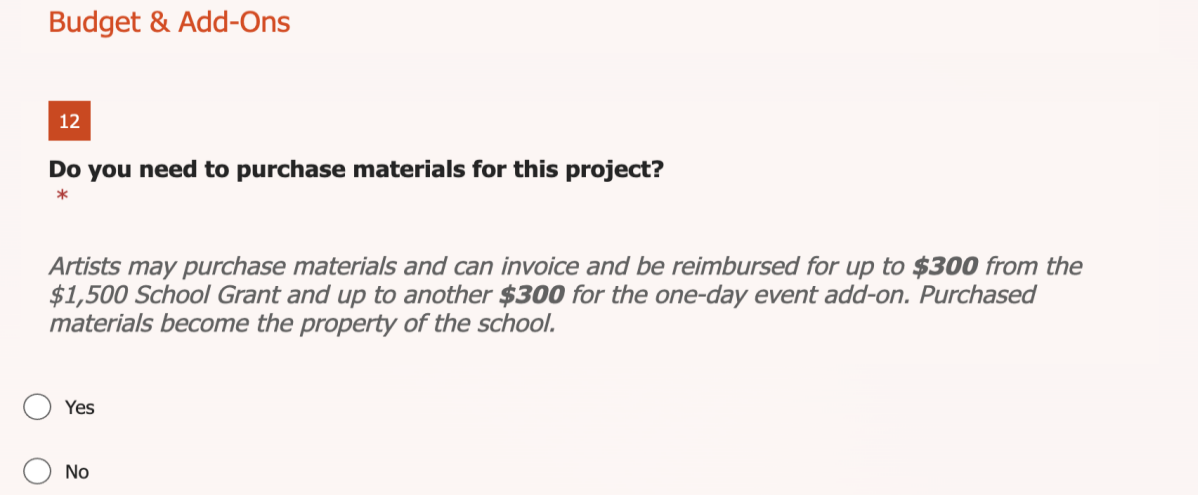
- Clearly describe the activities you will deliver.
- This helps verify **eligibility**.

- Applications with **ineligible activities may be declined**.



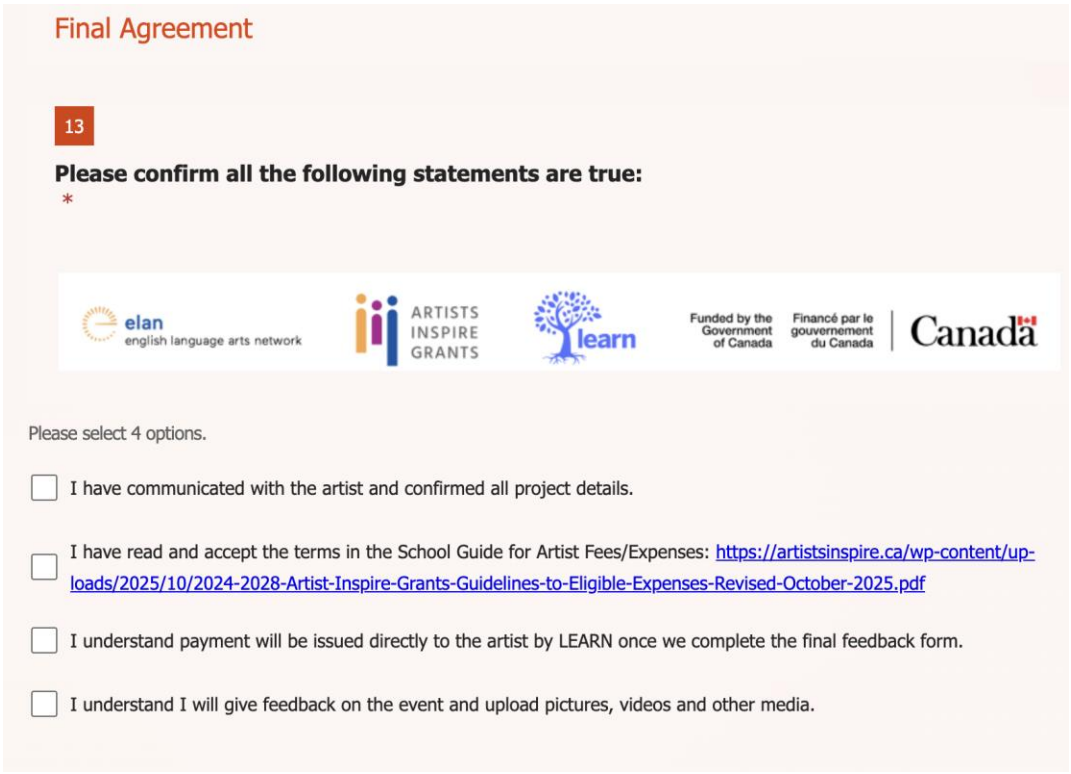

## Step 8 - Q9 – Budget and Add-Ons

Indicate whether **resources or materials** are required.




## Step 9: Q10 – Final Agreements

1. Review and confirm all required checkboxes.
2. Click **“Submit”** once the form is complete.




# Final Confirmation

- If the form is submitted correctly, you will receive a **confirmation response and email**.

