



Preparation document Call for projects 2027-2028

Caravansérail Artist-Run Center, Rimouski
DEADLINE: October 26, 2025 (11:59 pm)

CENTRE
D'ARTISTES

PREPARATION DOCUMENT FOR WRITTEN APPLICATION

HOW TO DOWNLOAD THIS DOCUMENT

In order to use this document to prepare your submission, you must first download it in the desired format (File Menu - Download). You will then be able to open and modify it with your usual word processing software (Google Doc, Microsoft Word, etc.)

If you have any questions, difficulties or other concerns using this document, do not hesitate to contact our team:

communication@caravanserail.org
(418) 722-0846

IDENTIFICATION

Caravansérail's programming focuses primarily on solo exhibitions produced without curators. This orientation can be explained by two main reasons. First, we operate on a shoestring budget. Also, there are very few opportunities for emerging artists to exhibit solo across Quebec. We want to maintain this specificity.

However, it happens that Caravansérail chooses to deviate from this orientation to present a duo or trio exhibition, or even for a project supervised by a curator. In this case, **everyone involved must meet the eligibility criteria for the programming stream(s)** to which they wish to apply. They must also be ready to collaborate more actively with the Caravansérail team to ensure the additional funding that such a project requires.

If you wish to submit a project with more than one artist and/or with a curator:

- Select a person who will be the primary contact for your group
- Complete the *Identification* and *Contact info* sections with this person's information
- Add the contacts of other people involved when asked at the end of the *Contact info* section
- Include in your project description a justification of the relevance of the proposed collaboration

LAST NAME *

FIRST NAME *

PRONOUNS

Please indicate the pronouns you would like our team to use to refer to you (ex: she/her, he/him, they/them, she/they, etc.) If possible, write your pronouns in English and French.

SELF-IDENTIFICATION

Through many internal and external processes and initiatives, Caravansérail is working on untangling prejudices, oppression factors and barriers in accessibility that continuously favor white, straight and cisgender artists (to only name these privileges). We wish to be implicated in this ongoing process in the arts community and society at large. We, therefore, are inviting artists who are part of marginalized and underrepresented groups to self-identify below if they wish to do so. Similarly, we encourage artists from privileged groups to self-identify.

CONTACT INFO

CITY WHERE YOU LIVE*

PROVINCE *

ADMINISTRATIVE REGION *

POSTAL CODE *

PHONE NUMBER *

EMAIL *

WEBSITE

@INSTAGRAM

OTHER SOCIAL MEDIA & WEBSITES

If you wish for the jury to engage with your other social media profiles (ex: Facebook, Vimeo) or other websites (ex: the website for a project, etc.), please link them here.

Don't include links to audio or visual support for your application (portfolio), it will be requested later in the form.

OTHER PEOPLE INVOLVED *

Does your project involve people other than you (duo or trio exhibition, curator, etc.)?

- Yes
- No

OTHER PEOPLE INVOLVED - DETAILS

If you answered Yes to the previous question, please list others involved in your project below. For each of them, indicate:

- First and last name
- Role in the exhibition project (artist, curator, etc.)
- City, province, region, postal code
- E-mail
- Website, Instagram (if applicable)

Also, you can add each person's information to the *Pronouns*, *Self-Identification*, and *Other social media or websites* sections above.

Please attach the resume of each person involved when requested, in the following section

CAREER PATH

ELIGIBLE PROGRAMMING STREAM(S) *

Please check **all programming streams for which you are eligible**. To learn more about your eligibility to the different programs, please consult the Caravansérail website:

caravanserail.org/pages/call-for-projects

- First Solo Show
- Emerging
- Lower St. Lawrence

ARTIST CV *

PDF, 3 pages maximum

Please attach a resume listing your artistic experiences.

FIRST PROFESSIONAL EXPERIENCE

Answer the following if you are applying for the Emerging stream: The eligibility criteria for the Emerging programming require that the artist submitting their application have accumulated, at the time of submission, a maximum of 10 years of professional experience as an artist in Quebec. Caravansérail defines a professional experience through the presentation of the artist's work by/in a recognized location or organization, accompanied by an artist fee that meets industry standards. Please indicate below, referring to your artist CV, your first professional experience.

PROJECT PROPOSAL

Caravansérail wishes to make the process of applying as accessible as possible. Therefore, we accept project proposals in two formats:

- a written proposal, as is usual in similar call for projects
- a video of a maximum duration of 10 minutes, in which you present your work and project

CHOICE OF FORMAT *

Please indicate your choice of format below.

- Written proposal
- Video proposal

ARTIST STATEMENT *

+/- 250 words

Describe, in general terms, the questions, issues, mediums, materials, praxis, etc. your practice focuses on generally.

PROJECT DESCRIPTION - CHOICE OF FORMAT *

Two methods are available for you to integrate your project description into this proposal. You can upload a written document in PDF format, or write a text directly into this form. How do you wish to proceed?

- Type the text directly into the form
- Upload a PDF document

PROJECT DESCRIPTION *

+/- 500 words

Present your exhibition project to the selection committee, highlighting the aspects that you consider the most important to fully understand your intentions.

To help you with the writing, if need be, we have shared some prompts in the FAQ published on the Caravansérail website here: caravanserail.org/pages/call-for-projects

PORTFOLIO

To support your application, you must submit a portfolio (audio/visual support) presenting recent works, preparatory experimentations for this project, sketches, plans, etc.

Your portfolio must include:

- A descriptive list of the works included in your portfolio (PDF)

For each photo or video document in your portfolio, please indicate the applicable information among the following: title, year, materials/medium, dimensions, location/context of the documentation, collection, photo credit.

If you feel it is necessary for comprehension and the information isn't included anywhere else in your application, you can add a very succinct description of the work in your descriptive list (1-2 simple sentences).

- A maximum of 15 images, plans or sketches

and/or

- A maximum of 3 links to audio/video documentation online

Important note about the portfolio:

The easiest format for our committee to engage with is a portfolio in which all of the elements (descriptive list, photos, video/audio links) are integrated into a single PDF file. However, in the interest of accessibility, it is also possible to upload each element separately into this form.

PORTFOLIO - ATTACHMENT(S) *

Please attach still documents and photo files (JPG, PNG, PDF) below.

You should have at least 1 file to submit here, i.e. the descriptive list of works (PDF).

Please limit all attachments to your proposal to a total of 100 MB.

PORTFOLIO - VIDEO(S) *

Do you wish to add links to video or audio documents online?

Please keep in mind that, due to the large number of applications we receive, the jury can only spend about 10 minutes evaluating your portfolio. If the attached videos total more than 10 minutes, we strongly encourage you to indicate moments you wish for the committee to focus on, integrating time frames (ex: 2:00-4:30 min) into your description of the works.

- Yes
- No

PORTFOLIO - LINK 1 *

If you answered Yes to the previous question, Please include below the address where your audio or video document is hosted. Viewing or listening must not require any downloads by members of the committee.

PASSWORD - LINK 1

If applicable, provide the password needed to access the document linked above.

PORTFOLIO - LINK 2

Please include below the address where your audio or video document is hosted. Viewing or listening must not require any downloads by members of the committee.

PASSWORD - LINK 2

If applicable, provide the password needed to access the document linked above.

PORTFOLIO - LINK 3

Please include below the address where your audio or video document is hosted. Viewing or listening must not require any downloads by members of the committee.

PASSWORD - LINK 3

If applicable, provide the password needed to access the document linked above.

TO KNOW YOU MORE

The following questions aim to help Caravansérail better reach emerging artists and Lower St. Lawrence artists. We also want to find out more about what concerns you. Your answers to these questions will not be transmitted to the selection committee and will not be taken into account in the evaluation of your application.

NEWSLETTER SUBSCRIPTION *

By checking the box below, I give permission to the Caravansérail team to subscribe my email to the Centre's newsletter.

- Yes
- No

INFORMATION SOURCE

Where did you see Caravansérail's call for exhibition proposals? Choose one option from the following.

- Facebook
- Instagram
- Caravansérail's newsletter
- Caravansérail's website
- Réseau art actuel (RCAAQ)
- Repaire
- Culture Bas-Saint-Laurent
- Other - Specify below

SOURCE SPECIFICATION

If you answered Other to the previous question, where did you see Caravansérail's call for exhibition proposals?

NUMBER OF APPLICATIONS

Indicate if you are submitting a project for the first time as part of our annual program. If not, specify the number of retries.

- First time
- Second time
- Third time
- Fourth time
- Fifth time or more

PROFESSIONAL NEEDS

What services would be most relevant to help you advance your artistic practice? You can select more than one option.

- Training and workshops
- Exhibition opportunities
- Residencies
- Networking with other artists
- Personalized feedback and advice
- Develop your online visibility
- Job experience
- Other - Specify below

BESOINS - PRÉCISION

If you answered Other to the previous question, please list below the professional needs you have that are not part of the choices in the previous question.

MEDIA

What media do you consult most frequently to keep up to date with news from the visual arts world? You can select more than one option.

- Instagram
- Facebook
- Tik Tok
- LinkedIn
- X (Twitter)
- YouTube
- Newsletter
- Websites
- Specialized journals (ex.: Esse, Espace, Vie des arts, etc.)
- National newspapers (ex.: Le Devoir, La Presse, etc.)
- Local and regional newspapers
- Radio
- Television

MEDIA - PRECISION

If you wish, add details regarding your answers to the previous question: which accounts or organizations do you particularly follow on social networks? What media do you read regularly? Do certain radio or television programs provide you with more information on visual arts news?

EXPECTATIONS

What are your expectations of an artist-run center like Caravansérail, which is specifically dedicated to emerging artists and artists living in the Lower St. Lawrence region?

INTERESTS IN GETTING INVOLVED

An artist-run center functions thanks to the involvement of its members and communities. Are you interested in getting involved with Caravansérail? If yes, in what way(s)? You can select more than one option.

- Serve on the board of directors
- Take part in a working committee
- Volunteer at events
- Take part in a selection committee
- Donate time and services (ex.: translation, technical assistance, gardening, etc.)
- Other - Specify below

INTERESTS IN GETTING INVOLVED - PRECISION

If you wish, add details regarding your answers to the previous question.

CONTACT AND SUPPORT

If you have questions, difficulties or any other inquiries while preparing your application or filling in the form, don't hesitate to contact our team:

communication@caravanserail.org
(418) 722-0846

It will be our pleasure to help you and discuss alternative application methods with you if necessary. Caravansérail wishes to make its application process as accessible as possible.