



## CULTURAL INDUSTRIES TRAINING FUND (CITF) GUIDELINES AND APPLICATION

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### Submission tips

- Use only 8.5 x 11 paper and number all pages.
- Do not staple or bind the application.
- It will be photocopied: ensure pictures and graphics will show well.
- Do not highlight text. This is not legible or sometimes makes the text illegible.
- Do not submit original documents.
- If support material is web-based, use specific links and provide an explanation of the relevant material.
- Emailed applications should be sent as only one file, unless there is more than one format. Example: Only 1 Word document, and/or 1 PDF document, and/or 1 Excel document. Clearly name files: i.e.
  - 'YourLastName'\_CITF\_Budget
  - 'YourLastName'\_CITF\_Description
  - 'YourLastName'\_CITF\_AppForm

### To discuss your project, or to submit an application:

Mail: Ross Burnet, Arts Advisor, CITF  
Arts Section  
Tourism and Culture, Government of Yukon  
Whitehorse, Yukon Y1A 2C6

Email: [artsfund@gov.yk.ca](mailto:artsfund@gov.yk.ca)

Phone: 867-667-8789

Fax: 1-800-661-0408 (e. 8789)

# Application guidelines

## Objective

The objective of this fund is to provide training and career enhancement opportunities for Yukon workers in the cultural or creative industries that will enhance people's abilities to work in the sector and advance the creative sector as an economic force in the Yukon.

## Outcomes

The cultural or creative industries can be defined as the "for profit" component of the cultural sector. The fund is intended to address the following outcomes:

- Increased economic and commercial potential of the cultural sector
- A larger forum for Yukon cultural industry products
- More globally competitive cultural industries
- More skilled and diversified cultural labour force
- Increased use of technology and new media

## Preparing your application

Read these guidelines carefully to ensure that your proposal supports the goals of the fund and that the project is eligible. If you have questions, please contact the arts advisor.

### *Step one*

Research the training opportunity or project and determine whether it meets the objective and outcomes of the fund described above. Determine who will benefit and how the training will lead to greater employability or economic opportunities of the Yukon's cultural industry. Research the basic logistics and costs of the opportunity.

### *Step two*

Determine which industry sector applies to the project.

- Screen arts: film, video and digital media
- Visual arts and crafts
- Writing and publishing
- Music and sound recording
- Performing arts
- Cultural labour force

Contact the arts advisor to discuss your project. If eligible, the advisor will put you in touch with a sector representative about your project. This is to ensure the project makes sense in the sector. Your project may involve more than one sector. If this is the case, you may need to speak to more than one sector representative before you submit it. After the applications are submitted, the sector representatives meet to assess the projects.

### *Step three*

Fill out the **Fund Application - Part A** completely. Fill out the **Project Budget - Part B**. If you would like assistance developing your application, contact the arts advisor.

### *Step four*

Include relevant supporting documents such as:

- the applicant's résumé, or the résumés of people who will be taking the training;
- confirmation letters from proposed mentors;
- résumés of mentors;
- mentorship training plans, if relevant, with curriculum, timelines and schedule;
- acceptance letters from courses or training to which you have applied;
- letters from other people in the sector showing a demand for the training or project;
- contextual information to help the committee understand why the opportunity or project is significant. Even though your sector representative will be a part of the assessment, the committee as a whole has to decide on the best projects given limited funding.

### *Step five*

Submit the application. Intake deadlines:

- March 15, May 15, September 15, January 15

Applications to be received or post-marked by 4:30pm PST on the deadline date. If the date is a weekend or holiday, the deadline extends to 4:30pm PST on the next business day.

## Assessment process

After you submit your application, the committee assesses the applications by looking for the following:

- Does the project improve the cultural industry (employment or commercial ability) in the appropriate sector?
- Does the project meet a training need in the sector?
- Would the project be better served by a different funding program? (Advanced Artist Award, Arts Fund, Enterprise Trade Fund, Culture Quest, Filmmakers Fund, Sound Recording programs, etc.)
- Does the project meet the objective and outcomes of CITF?
- Is the application complete and self-explanatory?
- Does the applicant have the experience to carry out the project?
- Are the credentials of trainers of a relevant and professional nature?
- Is the applicant's contribution or other funding sufficient to the project?
- Is the budget realistic? Are there any ineligible expenses?

Results of assessment will be communicated directly to applicants within 3 weeks of the intake.

## Sector training descriptions

### *Screen arts: film, video and digital media*

- Skills related to occupations conventionally associated with the film and video industries including, but not limited to: film craft development (writing, directing, editing), producing, production crew including technical and artistic or design occupations, acting, management and coordination;
- Industry-specific marketing and promotion;
- Training in design, production, access to market and dissemination of other digital arts such as animation, electronic games, web-based applications, media interactivity and convergence, mobile devices, etc.;
- Training for maintenance and servicing of associated technologies.

### *Visual arts and crafts*

- Training related to acquiring specific knowledge and skills about techniques including, but not limited to: framing, preparatory work, conservation, etc., which are tied to employability, occupational improvement, or other economic gain;
- Reproduction/commercial product development.

### *Writing and publishing*

- Skills related to occupations conventionally associated with the publishing industry including, but not limited to: preparing drafts, editing, adapting, illustrating, etc.;
- Industry-specific marketing and promotion.

### *Music and sound recording*

- Skills related to occupations conventionally associated with the recording industry including, but not limited to: producing, recording, engineering, sound design, mixing, etc.;
- Industry-specific marketing and promotion;
- Training in design, production, and dissemination of commercial sound arts other than music such as spoken word, drama, documentary, etc.

### *Performing arts*

- Skills related to the live presentation of dance, music, and theatre including financial, technical, design, and performance supportive of the commercial presentation of the performing arts.

### Cultural labour force

- Arts administration, management, promotion and marketing, artistic, and technical occupations specific to commercial or business applications of artistic or cultural promotion, development, production, or presentation;
- Supportive and facilitative occupations and services specific to commercial applications of the arts (i.e. accounting for film production, entertainment law, piano tuning, health and safety, etc.);
- Training for identified gap skills or services not covered by another sector.

## **CITF guidelines**

### *1. Eligible applicants*

- Applicants must have lived in Yukon for one continuous year prior to applying.
- Individuals, commercial and non-for-profit organizations may apply.
- Permanent employees of the Yukon and federal governments are not eligible for funding under this agreement for projects that pertain to their regular employment.

### *2. Funding scope*

- Training and projects must support the CITF objectives.
- Training and projects must relate to the development of the cultural and creative sectors targeted by the CITF.
- Only one project per applicant per year may be awarded.
- The CITF will focus on the needs of working professional artists and cultural workers. Entry level training will only be considered if the applicant can demonstrate that the training will result in immediate job or business opportunities.
- Support will not be provided for:
  - the purpose of obtaining a university degree;
  - casual or recreational training courses;
  - artistic development pursuits. These are better suited for other programs of support to Yukon artists (i.e. Advanced Artist Award, Culture Quest, Yukon Filmmakers Fund, etc.).
- Funding preference will be given to projects that:
  - Require less than \$5,000 for individual training and less than \$8,000 for group training;
  - Will benefit more than one individual or organization;
  - Demonstrate potential improvements in employment opportunities or business growth;
  - Increase the cultural economy opportunities for First Nation artists and cultural workers.

### *3. Expenses*

- Eligible expenses may include but are not limited to:
  - Course fees or instructor/mentor fees;
  - Consumable materials related to the training project;
  - Rental of facilities to support the training project;
  - Disability related support;
  - Childcare needed as a result of the opportunity;
  - GST;
  - Travel expenses, including per diems where applicable. (CITF will support \$50/day/eligible recipient towards per diem expenses. (Receipts not required for per diems.) If using a private vehicle for travel, recipients can budget actual gas expenses (receipts required). A per km rate is not eligible.)
- Ineligible expenses may include but are not limited to:
  - Orientation or training in specific procedures or practices that are usually conducted in the course of an employer's business;
  - Costs already supported through other federal or territorial programs;
  - Conference registration fees, unless they are conditional to attending an official workshop or training that meets the CITF objectives;
  - Annual general meeting costs;
  - Student fees or union dues;
  - Purchase of software, equipment, or capital items;
  - Wages, subsistence, or other remuneration for the trainee/applicant;
  - Training which takes place prior to the application deadline;
  - International travel will normally not be funded. However, if the applicant can show that the training cannot be acquired within Canada, the application will be considered by the committee.

#### 4. Recipient records and financial responsibilities

- Transfer payment agreements between the Government of Yukon and successful applicants outline the terms of funding, payment schedule and reporting requirements. The schedule for payment is in accordance with Yukon Government Transfer Payment Policy.
- Registered societies must be in compliance with the *Societies Act* whenever an invoice is submitted.
- The Government of Yukon collects information from successful applicants on the objectives achieved as a result of the Cultural Industries Training Fund and prepares annual reports with aggregate information to be submitted as a part of the annual budgeting process. The information collected and reported includes quantitative statistics (e.g. attendance, number of venues) and qualitative feedback and evaluation.
- Applicants will be required to submit supporting documentation for all expenses. Original documents are preferred but clear copies are acceptable.
- Project or training funds will be released at a rate of 90% upon signing a Transfer Payment Agreement and submission of an invoice, and 10% upon submission of a completed final report including all documentation and an invoice for the remaining amount of a project grant.
- Fund recipients are responsible for completion of their projects. Should a fund recipient withdraw from an approved training project for any reason, then all remaining CITF funds shall be returned to the fund.

#### 5. The final report

The final 10% of the CITF grant will not be paid until a complete final report has been received by the arts advisor. The report includes:

- How the training project transpired (the facts of what and when);
- The impacts of the training as related to the CITF mandate (impressions, insights, lessons, relevant contacts, new views, acquired skills, opportunities);
- Original invoices and receipts from the project (if originals are required for the Canada Revenue Agency, clear copies are acceptable);
- Itemized list of all receipts;
- An expense report listing all expenses and revenues of the project accompanied by an explanation if they differ greatly from the budget that formed part of the application; and,
- An invoice for the balance of funding payable.

Failure to meet these reporting requirements may result in the applicant being required to reimburse the CITF for any or all amounts advanced. Applicants cannot apply for CITF if there is an outstanding report due from a previous project.



Applicants must also submit “Project Budget – Part B”.

Project name: \_\_\_\_\_

<b>Applicant information (organization or individual)</b>				
Applicant name				
Address			Community	Postal code
Phone	Cell	Fax	Email	
<b>Contact person (if different from above)</b>				
Contact name				
Address			Community	Postal code
Phone	Cell	Fax	Email	
<b>Training project details</b>				
Provide a short (25 word) summary of your training project.				
Which cultural industries sector can best support and inform your proposal? (See page 3)				
<input type="checkbox"/> Cultural labour force		<input type="checkbox"/> Writing and publishing		<input type="checkbox"/> Film, video and digital media
<input type="checkbox"/> Music and sound recording		<input type="checkbox"/> Performing arts		<input type="checkbox"/> Visual arts and crafts
<b>Who will be providing the training?</b>				
Organization			Contact name	
Address			Community	Postal code
Phone	Cell	Fax	Email	
<b>When and where will the training take place?</b>				
Start date	End date	Location		
YYYY/MM/DD	YYYY/MM/DD			

Provide a detailed description of your training project (who, what, when, where, how).

What is the sector-based rationale for the training (why)?

What are the benefits of the training to the participants and the sector from a business or economic view?

How are the candidates/participants qualified to receive the training?

Indicate how this project will address one or more of the CITF outcomes:

- Increased economic and commercial potential of the cultural sector
- A larger forum for Yukon cultural industry products
- More globally competitive cultural industries
- More skilled and diversified cultural labour force
- Increased use of technology and new media

### Budget details

Use the **Project Budget – Part B** to prepare a detailed budget for your training project. Upon completion of your training you will be required to provide supporting documents for all your revenues and expenses.

How much funding you are applying for: \_\_\_\_\_

How much you are contributing (min. 10% cash): \_\_\_\_\_

### Declaration

I have lived in the Yukon for at least one continuous year as of the date below. I am submitting this application for the purpose of obtaining financial assistance from the Government of Yukon. The statements herein and in all further submissions in regard to this application are, to the best of my knowledge, true and correct. I submit that, to the best of my knowledge, all aspects of this proposed project will be in compliance with existing municipal, territorial and federal codes, guidelines and laws. I agree to allow representatives of the Government of Yukon access to the site and premises of the project described in this application, to inspect the books and records, to make inquiries and credit checks, and to obtain all pertinent information necessary to evaluate this application. I understand that all or part of this application may be made available to the public in accordance with the *Access to Information and Protection of Privacy Act*. I declare that I owe no debts to the Government of Yukon.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Personal information on this application is collected for the purpose of administering the Cultural Industries Training Fund program in accordance with the Yukon Government Transfers Policy. Questions about the collection or use of this information can be directed to the ATIPP Coordinator, Department of Tourism and Culture, Box 2703, Whitehorse, Yukon, Y1A 2C6, (867) 393-6460.

### Checklist:

- Completed Fund Application – Part A
- Completed Project Budget – Part B
- Relevant supporting documents (see page 2)
- You have signed the application



