

# Training Subsidy Program Guidelines

## Application Process

**Program Year: April 1<sup>st</sup> to March 31<sup>st</sup>**

This program is available to CADA/West members in the **Professional Artist** and **Emerging Professional Artist** categories only. *It is intended to aid these members in financing their ongoing professional dance training in support of their performing careers in terms of daily maintenance to attend dance class.* You must be actively performing or pursuing work in performance and/or choreography to receive reimbursement.

**Teacher Training Workshops, training outside of Canada and body work are not eligible for reimbursement.**

### Program Limits

\$500 - Professional Artist Annual Limit

\$400 - Emerging Professional Artist Annual Limit

**MINIMUM Monthly Reimbursement is \$20, your receipts submitted most total at least \$40.**

- You must be a **current member** of CADA/West to apply.
- Your form must be completed in full. Incomplete forms will be returned to you without reimbursement.
- **Include a photocopy** of all receipts submitted. *Keep originals for your income tax.*
- **Your Receipts MUST include: Your name, the date, address of business, class cost and a list of training taken (ie. Ballet, Modern or Pilates & Class card, single class, private lesson).**
- **Receipt Deadlines:** Receipts are due on the 10<sup>th</sup> of the month at 5pm. Receipts may pre-date the submission deadline by two months. Receipts older than this are not eligible.  
**For Example: A January 10<sup>th</sup> Submission Date only accepts receipts from November, December and up to January 10<sup>th</sup>.**

## Applicable Training Forms

- **Drop-in Classes:** One time class visits constitute as a **drop-in**. All forms of dance, Pilates, yoga, and other active body conditioning, qualify so long as the cost is \$5 or more per class. Private sessions are drop-ins. You receive up to \$100 reimbursement per month in this category.
- **Class Cards/Sessions:** 5 classes or more constitute as a Class Card. You receive 50% of the cost in reimbursement up to \$100 per month in this category.
- **Gym & Studio membership:** We require a written paragraph in your first month of submission explaining how this activity contributes to your dance training. You receive 50% of the cost up to \$100 per month in this category.
- **Workshops/Intensives.** A workshop is a minim of 4 hours per day and 1 or more consecutive days in a row. You receive 50% of the cost of the workshop up to your annual limit of \$400 - \$500 based on your membership level.
- **Special training** undertaken to pursue dance contracts may be eligible for reimbursement (voice, theatre, martial arts, etc.). **Please include a short letter** outlining how the training is applicable to your professional employment as a dance artist. No more than \$200 worth of subsidy will be awarded annually for special training.

## Non-applicable Training Forms

- Training outside of Canada
- Passive Body Work: massage, cranial-sacral work, physiotherapy, etc.
- Teacher Training courses, pre-professional programs, conference fees, etc.

**Application forms must arrive on the 10<sup>th</sup> of the month @ 5pm**

TSP cheques will be available by the 20<sup>th</sup> of the month

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Please do not hesitate to contact the CADA/West office with any questions you may have!

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Email: [office@cadawest.org](mailto:office@cadawest.org)