

Training Subsidy Program Guidelines

Program Year: April 1st to March 31st

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 the ongoing professional training in support of their performing careers. You must be actively performing or pursuing work in performance and/or choreography to receive reimbursement.

Program Limits

\$500 - Professional Artist Annual Limit
\$400 - Emerging Professional Artist Annual Limit

Please Note:

\$20 Minimum Monthly Reimbursement
(ie. submitted receipts total at least \$40)

Applicable Training Forms

- Drop-ins: All forms of dance, as well as Pilates, yoga, and other active body conditioning, will qualify so long as the cost is \$5 or more per class *up to the monthly limit of \$100*. Private classes are considered drop-ins (not class cards).
- Class Cards/Sessions for 5 classes or more will be reimbursed to 50% of the cost *up to the monthly limit of \$100*.
- Gym & Studio membership will be reimbursed to 50% of the monthly cost *up to the monthly limit of \$100 – rehearsal hours are not applicable*. If you are requesting monthly reimbursement of your gym membership, we require a breakdown of the activities you undertook within the month that contributed to your dance training, you can submit this in a word document.
- Workshops/Intensives will be reimbursed to 50% of the cost *up to, but not exceeding, the annual limit for the membership level*. A workshop is an engaged learning opportunity that is over 4 hours and up to a few days in length (2 hour choreography workshops are instead reimbursed as a class)
- 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

- International Classes & Workshops
- Passive Body Work: massage, cranial-sacral work, physiotherapy, etc.
- Teacher Training courses, pre-professional programs, conference fees, etc.

Application Process

- CADA/West membership must be current.
- Attach a photocopy of all receipts submitted. *Please keep originals for your tax accounts.*
- Fill out the form with all required information otherwise it will be returned to you– *pay careful attention to the headings of each section.*
- Receipts **MUST** include: your name, the date, address of business, cost and a break down description of training undertaken (ie. Class card, single class, private lesson).
- TSP is for training within CANADA only.
- Receipts may pre-date the submission date (10th of each calendar month) by two months. Receipts past this cut off will not be reimbursed. (ie. May 10th deadline only accepts receipts for March & April, no earlier)
- If you have a request for reimbursement beyond the guidelines (special training, surpass the monthly limit, etc.), please include a letter outlining your request and supporting reasons.

Application forms must arrive on the 10th of the month @ 11:59pm TSP cheques will be available by the 20th of the month

Applications are to be completed online only.

This program is made possible through the generous support of:

