

Film Training Initiative Policy & Program Guidelines



Program Framework

1. Purpose

The purpose of the program is to assist Yukon residents to undertake a film production or post-production technical training course or program at a recognized post-secondary institution.

2. Objectives

- Development of domestic filmmakers' skills specifically in production and post-production, required for film projects in Yukon.
- To support the training and development of the local Yukon film industry.

3. Eligible Applicants

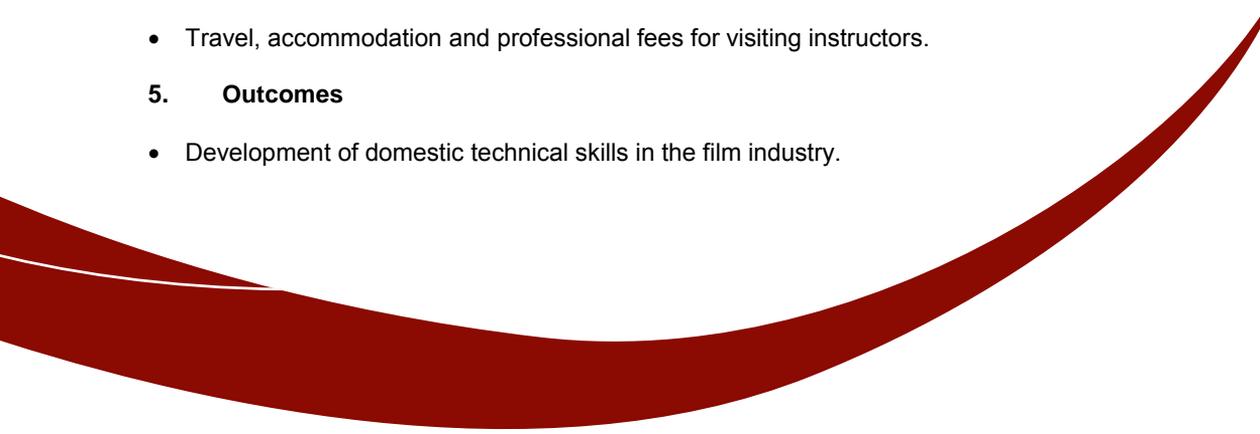
- An individual who is a Yukon resident.
- A registered Yukon non-profit society in good standing.

4. Eligible Projects & Activities

The following activities are eligible:

- Training courses in film production or post-production at a recognized post-secondary institution.
- Short term educational pursuits - such as workshops - and informal education - such as mentoring opportunities – for filmmakers are eligible for matching funds;
- Applies to tuition, required texts and consumable materials (not travel, accommodations, etc)
- Travel, accommodation and professional fees for visiting instructors.

5. Outcomes

- Development of domestic technical skills in the film industry.
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6. Funding / Contribution Levels

- Applicants from individuals are eligible for up to \$3,000 matching funds per person per year.
- Applicants must provide cash equity into the project and demonstrate how this will be applied to specific hard costs.
- The total contribution from all Government of Yukon sources in respect of the same training project may not equal more than 75% of the total project costs.

7. Intakes

Applications will be accepted on an on-going basis throughout the year, but application must be made prior to commencement of the training. Only one application at a time will be considered from an applicant.

Applications must be complete and include all necessary documentation at time of submission.

Processing of applications will be conducted as expeditiously as considerations of due diligence allow.

8. Assessment Criteria

Applications will first be screened on the basis of the following mandatory criteria:

- The applicant is an eligible applicant as described in Eligible Applicant above.
- The proposed activities comply with the criteria for eligible activities set out in Eligible Projects and Activities above.
- Any financial obligations to the Government of Yukon by the applicant must be in good standing.
- Where a non-profit society has received Film Training Initiative Funding for a course or workshop, individual applications for attendance at the same course or workshop will not be considered.

The criteria against which an application will be assessed will include:

- Written demonstration of how the training will achieve one or more of the stated objectives of the Film Training Incentive;
- Success of previous initiatives undertaken by the same applicant assisted by the Film Training Initiative or any other fund administered by the Department of Economic Development;
- The course or program must serve as a significant part of the person's training for a career in film; and
- The applicant must have demonstrated a commitment to a career in this field (such as significant recent course work and/or work experience).

Approval Authorities

9. Project Officers

- Project officers are the first point of contact for all applicants. They will be available year round and provide support and advice on the funding program. Each application will be assigned to a project officer who will work with clients to ensure that all the information has been provided for full project consideration.
- Since some projects may impact government operations, or the applicants are client groups of other YG departments, project officers may involve other departments. YG departments who have an interest in specific projects will be requested to verify information and provide their perspective on projects on an 'as-needed' basis.
- The project officers will be responsible for preparing an assessment of the application including a recommendation for approval/disapproval

10. Approval Authorities

The Manager, Media Development or the Assistant Deputy Minister will be the approval authority for applications within the Departmental signing authority of the Manager's or Assistant Deputy Minister's position. For applications above that signing authority, the approval authority will be the Minister of Economic Development.

Accountability Framework

11. Basic Reporting Requirements

Reporting requirements for funding recipients are intended to obtain information necessary to meet Government financial obligations while recognizing the costs that such reporting place upon recipients. Project financial reporting requirements will be relevant to the level of funding received and will not place unnecessary burdens on recipients. All funding recipients shall provide a final report recording:

- All expenditures for the project including a detailed list of expenditures supported by copies of paid receipts and invoices.
- Verification from the training institution that the applicant has participated in and successfully completed the training for which funding was applied for.

Yukon Media Development will conduct internal verifications on training initiatives that receive funding under this program.

12. Additional / Follow-up Reporting Requirements

Funding recipients shall:

- Maintain all related financial and performance information records for a minimum of three years following the completion of the training.
- Upon written request, and with appropriate notice, provide authorized representatives of the Yukon Government with access to relevant records for a minimum of three years following the completion of the training.
- Participate in interviews, focus groups, or other reasonable information gathering activities, in conjunction with a program evaluation of the Film Training Initiative.

Verification and evaluation reports shall be made public, within a reasonable time of completion, with the exception of any information protected under the Access to Information and Protection of Privacy Act.

13. Financial Procedures

Funds will be disbursed according to the following conditions:

- The funding must be used solely for the purposes described in the application, and approved by Yukon Media Development. If the funding is used for any other purpose or if there is a major change in the initiative the recipient may be required to return all the funds unless the new use of funds or the change is submitted in writing and approved by Yukon Media Development prior to the change.

- The assistance will be paid to the applicant in accordance with a payment schedule developed with the applicant but will not exceed 75% of the approved level of assistance until the training is complete. The 25% holdback will be paid upon receipt of the final report as stipulated in the agreement.
- Surplus funds (the excess of funding received by the proponent but not spent on an eligible activity) must be repaid in full to the Government of Yukon.
- Yukon Media Development may examine a recipient's financial and other records to ensure that the contribution is being, or was, used for its intended purpose.

For additional information, please contact:

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