



nunavut film development corporation  
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# INDUSTRY DEVELOPMENT AND TRAINING FUND

## 1. WHAT IS THE 'INDUSTRY DEVELOPMENT AND TRAINING FUND'

The 'Industry Development and Training Fund' is an initiative by Nunavut Film to provide opportunities for those in the film, television and digital media production industry to obtain training at a professional level.

Application to the Program is open to industry associations, production companies, or individuals seeking to improve the professional development and training of their members, employees, or in the case of an individual, themselves.

## 2. PURPOSE

The purpose of the program is to provide opportunities for applicants to receive training and professional development from established industry professionals.

## 3. DEFINITIONS

A few select terms have been defined for the purposes of these guidelines. Applicants should refer to the definitions in Appendix A.

## 4. APPLICANT ELIGIBILITY

### 4.1 Industry Association as applicant

To be eligible for assistance the Industry Association must:

- ☐ be a non-profit organization incorporated in Nunavut;
- ☐ be primarily an association representing the interests of members of the Nunavut film, television, and digital media industry;
- ☐ have a membership with a majority of Nunavut Residents as voting members.

### 4.2 Production Company as applicant

To be eligible for assistance the Production Company must:

- ☐ be a company incorporated or a sole proprietorship/limited partnership registered pursuant to the laws of Canada or the Territory of Nunavut whose primary activity is developing and producing film, television and/or digital media content;
- ☐ have a head office in Nunavut;

- be majority owned by residents of Nunavut
- If a 'non-profit' production company the applicant must have a head office in Nunavut and have a majority of its voting members resident in Nunavut

#### 4.3 Individual as applicant

To be eligible for assistance the Individual must:

- be a resident of Nunavut;
- have demonstrated a minimum two year commitment to the film, television and/or digital media industry as (but not limited to) a technician, director, producer, actor, writer, animator, or other creative head (eg. wardrobe designer, production designer);
- have no less than two production credits on film, television and/or digital media production.

## 5. ELIGIBILITY CRITERIA

#### 5.1 Industry Association or Production Company as applicant

Industry Associations or production companies may apply to conduct workshops or a specialized training/development initiative under this Program under the following criteria:

- Each workshop/initiative must have a minimum enrollment of six (6) eligible participants;
- Each workshop/initiative must involve a minimum of 35 hours of training;
- Workshop trainers/mentors must have a strong resume in the field for which they are providing training and/or mentorship and be recognized in the industry, either nationally or internationally, as an expert in the field.

Eligible activities/training under this Program include (but are not limited to) the following:

- Script Development
- Acting
- Directing
- Editing
- Animation
- Cinematography
- Sound
- Producing/Production Management
- Post-production
- Technical Training (electrical/lighting/props/set decoration/data wrangling etc.)
- Management and Administration (including accounting)

Nunavut Film Development Corporation reserves the right to amalgamate different but related proposals to obtain increased benefit at a lower cost.

Eligible costs include:

- Airfares, fees, per diem and accommodation for trainer/mentor
  - Airfares, fees, per diem and accommodation for trainees
  - Rental of third party equipment for workshops/initiatives
  - Rental of third party space to deliver workshops/initiatives
  - Development and preparation of training materials
  - Administration, management, and co-ordination fees to a maximum of 15% of the budget.
  - Honourariums or payments to participants are not eligible costs for production company applications.
  - Honourariums for participants up to a maximum of \$500 are eligible costs for industry association applicants.

## 5.2 For Individuals as applicants

- Individual applicants may apply to attend a workshop/course or may choose to propose a selfdirected training plan that involves the applicant receiving training as an apprentice. (For example, working as an apprentice to a location sound technician or re-recording engineer on a film; working alongside of an established director, editor, or cinematographer on a production or working in the accounting department of a production). Trainers/mentors must have a strong resume in the field for which they are providing training and/or mentorship and be recognized in the industry, either nationally or internationally, as an expert in the field.

Eligible activities/training under this Program include (but are not limited to) the following:

- Script Development
- Acting
- Directing
- Editing
- Animation
- Cinematography
- Sound
- Producing/Production Management
- Post-production
- Technical Training (electrical/lighting/props/set decoration/data wrangling etc.)
- Management and Administration (including accounting)

Attendance at markets or festivals is not eligible under this program.

Eligible Costs include:

- Airfares, per diem, and accommodations
- Workshop attendance/participation fees
- Mentorship honorariums
- Purchase/rental of course materials (if required)

## 6. NUNAVUT FILM CONTRIBUTION

### 6.1 For Industry Association as applicant:

Nunavut Film will contribute up to \$10,000 or 65% of the cost, whichever is less.

### 6.2 For Production Company as applicant:

Nunavut Film will contribute up to \$10,000 or 50% of the cost, whichever is less.

### 6.3 For Individual as applicant:

Nunavut Film will contribute up to \$5,000 or 75% of the cost, whichever is less.

## 7. APPLICATION PROCESS

Applications will be accepted on a first come first serve basis. There are no application deadlines. Applications may be downloaded from the website [www.nunavutfilm.ca](http://www.nunavutfilm.ca) or picked up at the Nunavut Film office in Iqaluit.

The applicant will be required to provide Nunavut Film with a completed and signed application form together with the 'Supporting Documentation' required.

## 8. APPLICATION ASSESSMENT

- All applications will be assessed for eligibility and completeness. Incomplete applications will be rejected.
- Complete applications will be reviewed by a selection committee consisting of four individuals: the CEO of Nunavut Film, together with two qualified independent film and television professionals and one qualified resident of Nunavut, operating at arm's length.
- Because Nunavut Film is a territorial-wide organization, regional representation will be considered in the selection process.

Applicants will be notified of Nunavut Film's decision via email. Recipients will be forwarded a Contribution Agreement for review and execution in a timely fashion.

An applicant cannot be guaranteed success even if its application substantially meets the eligibility and assessment criteria. The decision making process is fair, explicit and without conflict of interest. Nunavut Film reserves the right to commit less than the amount requested or to reject application.

The unsuccessful applicant may appeal the decision of Nunavut Film, in writing, no later than 30 days following the date that the applicant receives notification of the decision (for more information see the Film, Television and Digital Media Development Contribution Policy posted on the website: [www.nunavutfilm.ca](http://www.nunavutfilm.ca)).

## 9. PAYMENT OF FUNDS

Applicants selected to receive financing under this program will receive confirmation of the award by email. The successful applicant will then enter into a Contribution Agreement with Nunavut Film who will advance the funding, by way of grant, pursuant to the drawdown conditions outlined in this Agreement including:

- an Initial Advance (75%) paid upon execution of a Contribution Agreement with Nunavut Film and receipt of satisfactory evidence that the applicant has met any outstanding drawdown conditions; and
- a Final Advance (25%, or less in the event that the total commitment is not fully spent) paid upon receipt and acceptance of the following:
  - written report on all activities, number of participants and their evaluation of the event
  - final accounting of costs and the corresponding financing structure,

Other conditions may apply and, if applicable, will be outlined in the Contribution Agreement with Nunavut Film.

Any funds not fully spent at the end of the Agreement's term will be deemed a surplus repayable to the Government of Nunavut.

Nunavut Film and/or The Government of Nunavut may, upon request in writing, inspect and audit the records of the recipient of funding under the Industry Development and Training Fund.

Questions?

Please visit the website at: [www.nunavutfilm.ca](http://www.nunavutfilm.ca),

or contact [info@nunavutfilm.ca](mailto:info@nunavutfilm.ca)



# APPENDIX A

## INDUSTRY DEVELOPMENT AND TRAINING FUND

### DEFINITIONS

Appropriate for or accessible to one who is inexperienced in the film, television and/or digital media industry.

Resident of Nunavut

A 'resident of Nunavut' is a Canadian Citizen or Permanent Resident who is:

- a person resident in Nunavut and in possession of a valid Nunavut Health Card number or a corporation with at least 51 per cent of its members being persons resident in Nunavut and in possession of a Nunavut Health Card number.