

# PROFESSIONAL THEATRE TRAINING PROGRAM



## Application Guidelines

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**Theatre Ontario** develops and supports theatre practitioners across the province, by providing resources, networking, training and advocacy. The Professional Theatre Training Program (funded by the Ontario Arts Council [OAC]) is one of the many training opportunities provided by our organization, and has been responsible for furthering the careers of over seven hundred theatre practitioners since its inception in 1972.

**The aim of the Professional Theatre Training Program is to provide funding to theatre professionals seeking a unique and flexible mentorship experience within a theatrical discipline other than performance.** PTTT grants are for the express purpose of providing subsistence allowance to professional theatre artists while working with a professional theatre mentor for the duration of their proposed mentorship. This program does not fund tuition fees or institutional training.

### ELIGIBILITY:

To be eligible for grant funding you must be a professional artist and Theatre Ontario follows the OAC's definition of a professional artist:

*The OAC defines a professional artist as someone who has developed skills through training or practice, is recognized by artists working in the same artistic tradition, has a history of public presentation or publication, seeks payment for their work and actively practises their art. Short breaks in artistic work history are allowed.*

Commitment to Equity in the Arts:

The Professional Theatre Training Program, funded by The OAC and Theatre Ontario, is committed to ensuring equitable access for all Ontarians, with particular emphasis on the following priority groups: artists of colour; Deaf artists and artists with disabilities; Francophone artists; Indigenous artists; new generation artists (18-30 year olds) and artists living in regions outside Toronto.

Applicant Eligibility:

- Applications must be Canadian citizens or permanent residents
- Applications must be current residents of Ontario and must have resided in the province for at least one year prior to the time of application
- Applicants must intend to pursue their careers primarily in Ontario
- Applicants must have proven ability and a demonstrated commitment to a career in theatre

Application Eligibility:

- It is the responsibility of the applicant to identify a mentor(s) and secure an appropriate training opportunity with them. The applicant and the mentor jointly determine the content of and the schedule of the mentorship program.
- The applicant may apply to be mentored by more than one mentor and at more than one institution, although this must be clearly linked to the applicants training goals and explained thoroughly in the application.
- Mentorship programs should take place in affiliation or on contract with a professional theatre company, festival, or cultural institution.
- Theatre Ontario encourages the mentorship to take place within Canada, however, mentorship opportunities with a reputable and qualified trainer outside of Canada may be considered if the applicant demonstrates that the opportunity is unique to their needs.

### APPLICATION PROCESS:

The PTTP has two annual deadlines:

- March 1<sup>st</sup> for projects beginning after April 15<sup>th</sup> and
- September 1<sup>st</sup> for projects beginning after October 31<sup>st</sup> Training programs must be completed within 12 months of the grant being awarded

	<b>First Funding Round</b>	<b>Second Funding Round</b>
Application Announcement	July	January
Application Deadline	September 1 <sup>st</sup>	March 1 <sup>st</sup>
Application Review	Late September	Late March
Application Funding Decisions	Early October	Early April

Eligible applications will be submitted to the Professional Theatre Training Program Committee of Theatre Ontario which serves as a jury to make recommendations for grant allocations. The recommendations are then approved by the Board of Theatre Ontario.

## **EVALUATION:**

The PTTP Committee evaluates the applications according to the following considerations:

1. Artistic Merit and Professional Opportunity
  - The environment within which the project will take place
  - Professional experience of the mentor
  - Skills of the mentee are well suited to the area of mentorship and the art form
2. Quality of Mentorship Relationship
  - A genuine interest from the mentor in advancing the career of the mentee
  - The fit between the experience of the mentor and the career goals of the mentee
  - Demonstrated regular communication, both formally and informally, between mentor and mentee
  - Nature of the partnership, putting the learning experience of the mentee first
3. Viability of the Training
  - The goals of the mentee are achievable in the timeframe presented
  - The funding amount requested is reasonable for the timeframe and professional level of the mentee
  - Projects worked on during the mentorship are secured and stable

## **RECIPIENT REQUIREMENTS:**

- Grant offers must be accepted within 2 business days and agreements signed and returned within 30 days
- Any changes to the training program must be submitted in writing to the Professional Theatre and Education Manager to be approved at the discretion of the selection committee. **Please note that these changes may result in a reduction or denial of funding.**
- All granting decisions are final and may not be appealed. An unsuccessful applicant may re-apply to a future deadline
- Grants are NOT retroactive and may not be applied to any portion of the mentorship that has taken place prior to approval of the grant

Those who receive funding must adhere to the following requirements:

1. Funding Acknowledgement



Projects receiving funding are required to acknowledge Theatre Ontario in all publicity and printed material attached to the project, a copy of which must be forwarded to Theatre Ontario. These materials would include relevant newsletters, programs, audition notices, brochures, and promotional material.

Failure to include this acknowledgement may adversely affect any subsequent applications for funding from Theatre Ontario.

The wording for acknowledgement is as follows:

“The services of [name of applicant] were made possible through Theatre Ontario’s Professional Theatre Training Program, funded by the Ontario Arts Council, an agency of the Government of Ontario”

*Theatre Ontario and Ontario Arts Council logos for promotional materials can be made available upon request.*

We also request that applicants share their mentorship experiences via social media platforms:

- On Facebook, please tag “Theatre Ontario” in any posts
- On Twitter, please use the handle @theatreontario

## 2. Project Reports

Successful applicants will be required to submit 2 or 3 reports, depending on the length of the training period. For projects 5 weeks or less, an initial and final report will be required. For projects more than 5 weeks, an initial, interim, and final report will be required.

Initial reports will be due one week prior to the beginning of the mentorship. Interim reports will be due on or around the halfway point of the mentorship. Final reports are due one week after the end of the mentorship. Exact dates will be outlined in the agreement with Theatre Ontario.

Reports will take the form of blog posts and may be published on the Theatre Ontario blog. Any information that the applicant does not wish to be published may be sent separately. Details on the format of the reports can be found in the agreement with Theatre Ontario.

## 3. Mentee Workshop Requirement

Successful applicants will be required to attend the workshop, *Getting the Most out of Your Mentorship* (offered twice during mentorship period). This event is part of a new initiative to help connect current and past mentees with each other, allowing for shared learning and networking opportunities before, during and after their mentorship programs.

## TO APPLY:

- Submit a complete e-application, with all required documents to Theatre Ontario **by 11:59pm of the deadline day**. Requests to submit a hard copy of your application must be sent to Raeburn Ferguson, Professional Theatre & Education Manager
- Late or incomplete applications will not be considered.

We encourage consultation from all individuals to discuss questions regarding your application. Theatre Ontario is happy to provide support to deaf or disabled persons who need assistance to complete an application. Persons with additional accessibility expenses related to realizing a project may apply for supplementary funds to cover some or all of these costs. For further information or assistance, contact Raeburn Ferguson, Professional Theatre & Education Manager at Theatre Ontario, 416-408-4556 x. 12 or [programs@theatreontario.org](mailto:programs@theatreontario.org)

## Application Checklist:

- Application Form (available on website)



ONTARIO ARTS COUNCIL  
CONSEIL DES ARTS DE L'ONTARIO

an Ontario government agency  
un organisme du gouvernement de l'Ontario

Signed by applicant and mentor(s). Also including names, titles, affiliation and phone number of references included in the application.

*Regarding Amount Requested: \$300-\$500 per week*

The subsistence allowance is defined as the minimum weekly amount needed to cover basic living expenses during the mentorship. The average allowance is \$400/week. The overall range of \$300-\$500 per week reflects the level of professional experience of the applicant, from \$300/week for emerging artists to \$500/week for senior artists with over 15 years of experience in the profession, and/or extenuating circumstances. Final determination of allocations and duration of subsidy are at the discretion of the jury.

*Regarding Travel Allowance:*

If travel away from normal place of residence is a requirement of the training, the applicant may include those travel costs. Please attach an itinerary with the least expensive means of travel available. Local transit is not eligible.

*Cover Letter and Proposal (3 pages maximum)*

Please answer the following questions in your cover letter and proposal:

- What makes the training program appropriate at this time?
- How will this training opportunity advance your career goals?
- How has your background prepared you for this training?
- If this is a change in career direction, please elaborate on why the change and how you have prepared for it.

*Letter from Mentor*

The mentor should include an outline of why they are interested in mentoring the applicant, how they see their role as a mentor and how they feel they can support the applicant in achieving their mentorship goals.

*Schedule of Training*

Please include a weekly breakdown of mentorship goals and projects.

*Professional Resume of the Applicant*

*Professional Resume of the Mentor*

*Two Letters of Reference for the Applicant (from reference outlined on application form)*

Reference letters may be included in the application or sent separately by the referees.

**Submit your application via email as a single PDF (in the order above), no larger than 10 MB to:**

Raeburn Ferguson, Professional Theatre & Education Manager

[programs@theatreontario.org](mailto:programs@theatreontario.org)

