

# YOUTH 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 Youth Theatre Training Program (supported by funding from the Ontario Arts Council) is one of the many training opportunities provided by our organization, and has been responsible for providing hundreds of youth with quality theatre training opportunities since its inception.

### PURPOSE

**The Youth Theatre Training Program** is to expose young people, from wide-ranging backgrounds, to the many and diverse skills involved in creating theatre, by making quality arts programming/training available and accessible. The YTTP supports programs anywhere in Ontario which deliver accessible training to young people (age 14 – 21) in theatrical skills such as:

- Technical production & design
- Theatre administration & producing
- Performance skills & play creation

### GOALS OF THE PROGRAM

The purpose of the YTTP is to expose young people to the many and diverse skills involved in creating theatre and to provide access to professional theatre training which might not otherwise be available in the host community. To that end, Theatre Ontario has identified the following goals:

1. Providing opportunities for youth with reduced access because of race, culture, class, gender, (dis)ability and/or region as well as youth in underserved communities.
2. Extending the provincial reach of the program by encouraging theatre training programs in communities beyond downtown Toronto.
3. Encouraging ethnic diversity in both trainers and youth.
4. Expanding the range of training activity by encouraging training in theatre skills in non-performance areas.
5. Providing an open and accessible admission process so that all interested youth in the community may have an opportunity to be considered to participate.

This program is funded by the Ontario Arts Council, an agency of the Government of Ontario. The **maximum grant available is \$7,500** and the **average amount granted is \$3,600**.

### ELIGIBILITY

#### Applicant Eligibility

Applicants and professional artists proposed for the project must be Canadian citizens or permanent residents living in Ontario a minimum of 8 months of the year.

- Professional trainers receiving funding from the Youth Theatre Training Program may not receive direct funding from other Ontario Arts Council programs for their training hours.
- Trainers who are already on full-time salary or on contract with the company for duties that might reasonably be seen to coincide with activities to be funded by the YTTP grant, are ineligible.



- Participants must be between the ages of 14 and 21 and be legal residents or visitors to Canada.
- Projects must emphasize practical training in theatrical skills.
- The applicant, participants, and professional artists proposed for the project must be Canadian citizens or be permanent residents and reside in Ontario (must have resided here for at least one year).

## NOT ELIGIBLE

- Projects charging tuition fees are ineligible.
  - YTTP grants are for the express purpose of providing fees (or partial fees) to professional theatre artists working in the capacity of trainers with the youth. This does not include the cost of materials, venues, transportation, production values or administrative support.
- Professional trainers receiving funding from the Youth Theatre Training Program cannot receive direct funding from other Ontario Arts Council programs for their training hours.
- Youth participants cannot be compensated using YTTP funds
- Trainers who are already on full-time salary cannot be funded by the YTTP grant
- Remuneration to youth participants is ineligible.
- The committee cannot consider proposals requiring retroactive funding.
- Administration and project coordination will not be funded by YTTP funds

## Commitment to Equity in the Arts

The Youth Theatre Training Program, funded by The OAC and Theatre Ontario, is committed to ensuring equitable access for all Ontarian youths, 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.

## Application Eligibility

- Theatre Ontario recognizes the cultural and geographical diversity that exists in Ontario and welcomes applications from all Ontarians.
- Projects must emphasize practical training in theatrical skills such as:
  - Technical production and design
  - Theatre administration and producing
  - Performance skills and play creation
- Projects must be completed within 12 months of the grant being awarded (including the completion of final reports)
- Projects that are ineligible include:
  - Projects charging tuition fees
  - Applications asking for direct remuneration to youth participants
  - Projects requiring retroactive funding
  - Only one application per funding or calendar year is possible. Repeat funding for annual training projects is possible, but not guaranteed, to a maximum of 3 consecutive years. Repeat funding will only be considered after completion and full reporting on any previous grant has been received. If reporting deadlines are not met throughout the original funding period, the applicants will not be eligible to apply for repeat funding.

**Please note:** The Youth Theatre Training Program provides funding to those providing training for youth. Grants will not be given to projects focused solely on staging a production with a youth cast. If you have any questions about the distinction between training hours and rehearsal hours, please contact Raeburn Ferguson, Professional Theatre and Education Manager at 416-408-4556 x.12.

## APPLICATION GUIDELINES

### ANNUAL DEADLINES

**March 1** for projects after June 1 [decisions made by early May]  
**September 15** for projects after January 1 [decisions made by early December]  
**Applications must be received by 5 pm of the deadline day.**  
**Late or incomplete applications will not be considered.**



Eligible applications will be submitted to the Youth Theatre Training Committee of Theatre Ontario which serves as a jury to determine grant allocations. The grants are then approved by the Board of Theatre Ontario.

Application Checklist:

PLEASE SUBMIT PAGES IN THE FOLLOWING ORDER, USING INDICATED HEADLINES

If you are unable to submit any of the required pages, contact Raeburn Ferguson, Professional Theatre and Education Manager at Theatre Ontario: (416) 408-4556 x 12.

NOTE: The Project Coordinator and the Head of Training may be the same person or two different people. The Project Coordinator should be the person with signing authority who can fulfill the terms and conditions of the grant. The Head of Training is the person who sets the training schedule, picks the trainers, and oversees the work with the participants.

- Application Form (available on Theatre Ontario website)  
Including names and contact information for 3 references, plus Project Coordinator's signature, agreeing to the terms and conditions of the grant program. First time applicants must provide 3 letters of reference, not just their contact information.

Please send the following with your application form. **Each section should be on its own, separate page, with all pages (including completed application form) combined into a single PDF document.** If you are unable to include the budget in this PDF, you may attach it separately as an Excel document.

- Project Description – from Project Coordinator (maximum two pages)  
Describe the details of the training project and why you have initiated it. How is it important to you and your organization? What is the benefit to the youth involved and the community in which it takes place? What are the desired outcomes of the program? What are you doing? Why here? Why now?
- Training Vision Statement – from head of Training (maximum one page)  
Describe your philosophy of training youth and how you have arrived at it. Is this program modeled on other successful training programs offered elsewhere? If not, how is it unique? Why did you choose these trainers and this particular focus for the training?

Note: If the outcome of the training program includes performance, describe how this supports your training approach.

- Youth Participants (maximum one page)  
Describe the youth participants you hope to attract to your project and how you will attract them. Include age range, total number of participants, from what sources you will draw them, how you will do the outreach, and how participants will be selected.
- Schedule of Activities  
Who is doing what when? Specify dates, times, focus of training sessions (ie. What subject or discipline), and instructors present. Please provide total number of hours of training, plus total hours for each instructor.
- List of Artistic Training Personnel and their Training Focus (maximum one page per trainer)  
For each trainer to be funded, a one-page resume or short bio that demonstrates the trainer's professional status and suitability for the project must be included.
- Budget  
Please submit a complete list of project expenses and show all sources of support which will cover those expenses. Please identify the specific training personnel costs to be covered by the YTTP program.

Submit your application via email to:  
Raeburn Ferguson, Professional Theatre & Education Manager  
[programs@theatreontario.org](mailto:programs@theatreontario.org)

If you are unable to submit your application via email for any reason, please contact Raeburn to make alternate arrangements.



## EVALUATION

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

### 1. Training Merit, Impact and Intended Outcome

- the vision behind the project
- the caliber of training provided and format within which the training is delivered
- the professional artistic capabilities of those involved
- the benefit of the training and activities to the participants
- the clarity of the desired outcomes of the training

### 2. Regional and Community Relevance

- the benefit of the project and activities to the community generally
- the extent to which the project provides training that is both needed and unavailable in the area
- the comprehensiveness of the plan to reach intended participants

### 3. Viability

- the quality of the administrative and coordination planning
- the financial viability of the project
- the extent of support, both financial and practical, from other sources
- the liabilities that may risk the success of the project

## RECOMMENDATIONS

- Recommendation offers must be accepted within 48 hours and agreements and additional documents signed and returned within 30 days.
- Any changes to the project as described in the application must be approved by the YTTP Committee before they are implemented or the funding may be withdrawn.
- If it is not possible to confirm all the trainers at the time of application, contact the Professional Theatre and Education Manager at Theatre Ontario to discuss the particulars of your situation.
- Any appeals related to the grant must be made in writing to Theatre Ontario within 15 days of notification. The appeal must be based on significant new information that substantially changes the nature of the original application.

## RECIPIENT 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 materials.

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

The wording for this acknowledgement is as follows:

“This project was made possible, in part, through the Youth Theatre Training Program of Theatre Ontario, funded by the Ontario Arts Council, an agency of the Government of Ontario”

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. Safe Programming Requirements from the Ontario Arts Council

If you, your co-applicant, your collective, or your organization is engaged in direct delivery of programming to vulnerable members of society, you must obtain a vulnerable sector screening, for each person involved in the program, before beginning your activity. This means all Youth Theatre Training Program grant recipients must ensure that a vulnerable sector screening is obtained for every adult who is working directly with the youth. Vulnerable members of society are defined in the Criminal Records Act as persons who, because of age, disability, or other circumstances, whether temporary or permanent, are:

- In a position of dependence on others, or
- Are otherwise at a greater risk than the general population or being harmed by a person in a position of authority or trust relative to them.

You may be asked to produce a certified criminal record check or vulnerable sector check by schools, community organizations and the Ontario Arts Council. You should have this document in your possession at all times when working in schools and in communities. Depending on where you live, a certified criminal record check or vulnerable sector check may take several weeks to process.

Contact your local police department or the Royal Canadian Mounted Police to start this process. For more information about Protecting Vulnerable People, please click on the following link: <http://www.arts.on.ca/grants/general-granting-information/guide-to-operating-programs/safe-programming-requirements>

## 3. Project Reports

Successful applicants will be required to submit a final report, including financial statements, on completion of the project. 20% of total funding is held back until all required information is received. If the final report is not received within 30 days of completion of the program, the final payment will be forfeit and the money will be returned to the program funds. If reporting requirements are unfulfilled Theatre Ontario may require you to repay the grant and you will be ineligible to re-apply to the program.

Please note that final reports and any images and/or promotional materials may be used by Theatre Ontario to create promotional materials for the Youth Theatre Training Program and may be published online on the Theatre Ontario website and/or blog. It is the responsibility of the applicant to have participants complete photo release forms.

