

# Training Subsidy Program Guidelines

**Program Year: April 1<sup>st</sup> to March 31<sup>st</sup>**

This program is available to CADA/BC members in the **Professional Artist** and **Emerging Professional Artist** categories only. It is intended to aid these members in financing the burden of professional training. CADA/BC **must** have a current Dance CV or Resume on file for each member who submits an application for reimbursement.

## PROGRAM STRUCTURE

**Professional Artist: \$500 Annual Limit**  
**Emerging Pro. Artist: \$400 Annual Limit**

**\$100 Reimbursement Limit/calendar month**  
**(\$20 minimum monthly reimbursement)**

## APPLICABLE TRAINING FORMS

- \* 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.
- \* **Class Cards** for 5 classes or more will be reimbursed to 50% of the card cost.
- \* **Gym & Studio membership** will be reimbursed to 50% of the monthly cost with proof of attendance at classes or training activities undertaken to pursue dance contracts.
- \* **Workshops/Intensives** will be reimbursed for 50% of the cost *up to, but not exceeding, the annual limit for the membership level.* (CADA/BC workshops are not applicable as they are already subsidized)
- \* **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.

### Inapplicable Training Forms:

- \* Passive Body Work: massage, cranial-sacral work, physiotherapy, etc.

*This program is made possible through the generous support of both*



BC Chapter

## APPLICATION PROCESS

- \* Attach a photocopy of all receipts submitted. *(please keep originals for your tax accounts)*
- \* Fill out the form – pay careful attention to the headings of each section and the subsidy amount!
  - **Limited to training undertaken in Canada.**
  - If you have receipts for training outside of the province of British Columbia please indicate where the training took place.
- If you have a special request for reimbursement beyond the guidelines (surpass the monthly limit, etc.) **PLEASE** include a letter outlining your request and supporting reasons.
- A TSP application may be made each calendar month. **Each TSP application allows for receipts pre-dating the submission by 2 months.** Receipts past this cut off shall not be reimbursed!

**Application forms must be submitted by the 10th of every month**

*(if the 10th falls on a weekend, the deadline will be extended to the following Monday)*

Application forms may be mailed or delivered in person to  
CADA/BC  
7th floor 677 Davie St.  
Vancouver, BC V6B 2G6

submitted by fax: 604-893-8870  
OR emailed as a scanned image....

***Please do not hesitate to contact the CADA/BC office with any questions you may have!***

Phone: 604-606-6414  
Email: bcchapter@cadadance.org



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