Nova Scotia
Film Development
Corporation

**PROFESSIONAL DEVELOPMENT ASSISTANCE
GUIDELINES AND APPLICATION**

Contact:

**Program Administrator
Nova Scotia Film Development Corporation
1724 Granville Street
Halifax, Nova Scotia
B3J 1X5**

**Telephone: (902) 424-7177
Fax: (902) 424-0617**

**e-mail: novascotia.film@ns.sympatico.ca
website: www.film.ns.ca**

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PROFESSIONAL DEVELOPMENT ASSISTANCE

A. Objectives

To assist Nova Scotian producers of film, television and new media to advance their career development through attendance at skills development seminars, workshops, and industry-related programs.

B. Eligible Applicants

Applications will be considered from **Nova Scotia producers** with:

- at least one on-air/screen production credit in the film, television and new media industry; or

- a television project for which there is a broadcast development deal or a feature film project that has received development funding from the Corporation or feature film funding agencies such as Telefilm Canada or the Harold Greenberg Fund.

Applicants must be Nova Scotia residents with demonstrated financial need. For definition of Nova Scotia resident, see "Eligible Applicants" (page 2 of *General Program Guidelines of the Nova Scotia Film Development Corporation*).

C. Eligible Programs

The Corporation will consider applications for skills development seminars, workshops, and industry-related programs at recognized training institutions, such as the National Screen Institute, the Canadian Film Centre, and the Centre for Media Professionals.

D. Financing

The Corporation shall assist eligible applicants with the costs of attendance at skills development programs where there is a demonstrated potential for fulfilling policy objectives. Funding from other agencies may be accessed, but the applicant must pay personally a minimum of 25% of the actual expenditures.

Funds shall be provided per applicant for up to 50% of eligible costs, to a **maximum of $3,000**. 50% of the approved contribution shall be advanced prior to the commencement of the program and the remaining 50% of the contribution shall be advanced after receipt by the Corporation of the professional development claim as outlined below in Section G. **The maximum professional development assistance available to a production company is $3,000 per fiscal year.**

E. Eligible Costs

The following will be considered eligible costs:

- Transportation (including economy class airfare and ground transportation)

- Vehicle fuel costs (provincial government mileage rate @ $0.3885/km)
- Accommodation
- Per diem for meals and incidentals of $50 per day in Canada and $75 per day outside of Canada (in Canadian funds)
- Registration fees

F.   Application Process

(1)   A detailed application form must be submitted prior to attending the program, including objectives for the proposed professional development and a budget showing all related costs and sources of support. Credit card expense reports are not admissible as receipts.

(2)   Applicants must demonstrate the appropriateness of the program for which assistance is requested to their professional career and to the development of their overall business objectives.

(3)   Decisions will be made based on the eligibility of applications, the experience of the applicant, and the potential benefits or opportunities afforded by the program to the applicant's career and business development. Priority will be given to Nova Scotian producers with projects supported by the Corporation's equity or development funds.

(4)   Applicants must provide details on the training program and the credentials of the training organization.

G.   Reporting

Upon return from the program, the applicant must provide the Corporation with copies of all eligible receipts and a completed report (see attached form) on the extent to which the original objectives were met and the value of the program to the filmmaker. **If your business is an HST registrant, the final cost report must be net of HST**. Professional development claims must be submitted within three months of completion of the program. Claims submitted after this date will not be accepted.

Professional Development Assistance
Application Form

<u>Applicant</u>:

1.   Name: _____

2.   Company: _____

3.   Address: _____

_____

4.   Telephone: _____   Fax: _____

5.   Email: _____

<u>Event</u>:

1.   Name of program: _____

2.   Organizing institution: _____

3.   Event dates: _____

4.   Scheduled travel dates: _____

<u>Please attach the following information</u>:

1.   A detailed budget outlining estimated expenditures for:

      a)   Transportation
      b)   Accommodations
      c)   Per diems for meals and incidentals
      d)   Registrations

2.   Demonstrated financial need (Please list all sources of funding and amounts, including letters of commitment).

3.   A corporate resume and list of production credits. References are required for applicants who have no prior dealings with the Corporation.

4.   A description of the applicant's business plan and the goals and objectives of the program and the appropriateness of the program to the career/overall professional objectives.

5.   Details on the training program and the credentials of the training organization.

_____   _____
Signature of Applicant   Title

_____   _____
Print Name   Date

Professional Development Assistance
Report Form

Company: _____   Representative: _____

Program attended: _____   Dates: _____

A. Please rank the effectiveness of this program on a 1-5 (low-high) scale:

	1	2	3	4	5
1. Assisting in the development of your career goals	☐	☐	☐	☐	☐
2. Assisting in the development of your company's business goals	☐	☐	☐	☐	☐

B. What other specific goals were you able to achieve by attending this program?

_____

_____

_____

_____

C. Please explain how your attendance at this program met the objectives identified in section 4 of the Professional Development Assistance Application Form.

_____

_____

_____

_____

If extra space is required for any of the above requested information, or should you wish to provide additional information, please attach additional sheets.

_____   _____
Signature of Applicant   Title

_____   _____
Print Name   Date