

ATLANTIC MENTORSHIP PROGRAM

2009-2010



PROGRAM DESCRIPTION

Funded by Telefilm Canada, Film Nova Scotia, New Brunswick Film and Newfoundland and Labrador Film Development Corporation, the Atlantic Mentorship Program provides emerging and mid-level production personnel in the Atlantic provinces with long-term, paid training opportunities in the film, television and interactive media sectors. Under the personal guidance of seasoned industry professionals, participants will develop their business, creative and administrative abilities, increase their potential for career advancement in the production sector and help foster the growth of Atlantic Canada's screen-based entertainment industry. On-the-job training will be provided by CFTPA mentor production companies based in the Atlantic region.



Telefilm Canada is a federal cultural agency dedicated to developing and

promoting the Canadian audiovisual industry. Telefilm provides financial support to the private sector to create distinctively Canadian productions that appeal to domestic and international audiences. The Corporation also administers the funding programs of the Canada Feature Film Fund, the Canadian Television Fund and the Canada New Media Fund. For more information about Telefilm, see the full webcast of our first annual general meeting, held on April 8, 2009, available at www.telefilm.gc.ca.



New Brunswick Film is the Province of New Brunswick agency

responsible for promoting and supporting the development of an economically viable and vibrant film and television production industry. New Brunswick Film provides services and support to the film and television industry in the province by providing financial assistance to New Brunswick residents to develop and produce film and television productions, and by increasing opportunities for New Brunswick residents working in the New Brunswick film and television industry for skills development, employment, creative expression, and international marketing of their film products.



Film Nova Scotia is a provincial Crown corporation reporting to the minister of Economic and Rural Development. The

Corporation provides a wide range of programs and services to build the capacity and competitiveness of the province's film, television and new media industry. The provincial film industry is the fourth largest in Canada, regularly exceeding \$100 million in economic activity annually.



The Newfoundland & Labrador Film Development Corporation's mandate is to promote the development of the

indigenous film and video industry in the province and to promote the province's film and television products and locations nationally and internationally. On a daily basis, the NLFDC facilitates and fosters the local industry. The NLFDC is the front line of the film industry to the public and, on behalf of Newfoundland and Labrador, to the nation and the world. As such it fields many requests and enquires concerning Newfoundland and Labrador as a shooting location. The NLFDC also advises and counsels local filmmakers, production companies and crew. It provides information concerning all aspects of the film industry including: its own programs and those of other local organizations, as well as information regarding national funders, broadcasters, and distributors. The NLFDC partners with local, regional and national organizations and sits on national committees.



The Canadian Film and Television Production Association is a non-profit trade association representing almost 400 Canadian production companies involved in television, film and interactive media. The CFTPA's National Mentorship Program (NMP) is Canada's launching pad for the next generation of film, television and interactive media production talent. Our interns train with the best independent producers in Canada in

every facet of production - from development to post, drama to documentary.

ATLANTIC MENTORSHIP PROGRAM | APPLICATION GUIDELINES

APPLICATION PROCESS

The application package must include **FOUR** (4) identical sets, and each set should contain the following documents:

The intern portion:

- Completed application form.
- Letter of intent describing how this award would help further your career in film and television in Canada
- Current resume
- At least two letters of reference from past employers or instructors

The mentor portion:

- Completed application form
- Letter of intent that describes in detail: why your company is interested in mentoring a intern, how your company would mentor a intern, and what the intern would accomplish during the placement with your company
- Name, title, and qualifications of the mentor(s)
- Detailed schedule of training for the intern broken down into a month-by-month schedule of training with attainable objectives
- Synopsis of production(s) the intern would be working on
- Proof of financing of the project(s) the intern would be working on

Send four (4) copies of the entire application package to the CFTPA NMP at its Ottawa office. Late, incomplete, faxed or emailed applications will not be accepted.

CFTPA-NMP
RE: Atlantic Mentorship Program
902-151 Slater St.
Ottawa, ON K1P 5H3

DEADLINE

The application must be received in the CFTPA office by **5:00 p.m. Eastern time on June 15, 2009.**

LENGTH OF PLACEMENTS

Placements are 26 weeks in duration. Please note that all placements must be completed by March 1, 2010.

ELIGIBILITY CRITERIA FOR INTERNS

- A Canadian citizen or a permanent resident who is legally entitled to work in Canada
- Must be a resident of New Brunswick, Newfoundland and Labrador, or Nova Scotia
- Cannot be enrolled in any full-time educational program
- Cannot be an employee, family member, or current CFTPA participant of the mentor company if the candidate is submitting a joint application with a mentor

ATLANTIC MENTORSHIP PROGRAM | APPLICATION GUIDELINES

ELIGIBILITY CRITERIA FOR MENTOR COMPANIES

- An eligible member of the Canadian Film and Television Production Association (CFTPA) at the time of application
- Must be based in New Brunswick, Newfoundland and Labrador, or Nova Scotia
- The mentor company will be responsible for providing career assistance, feedback, guidance and debriefing following completion of the placement
- A mentor applicant cannot be an employer, family member, or current CFTPA mentor of the participant with whom he/she is submitting a joint application

(For CFTPA membership information please contact the CFTPA's Ottawa office at 1-800-656-7440 ext. 231 or visit our website, www.cftpa.ca.)

PAYMENT OF FUNDS

Each intern receives a minimum of \$13,900 for his/her placement. The program contributes \$9,400, while the mentor company must contribute a minimum of \$4,500. Upon selection each mentor company must sign a contract with the CFTPA and the intern, outlining the requirements of the program, including reporting procedures and how funds will be dispersed. Each financial award is to be solely applied to the intern's stipend. The CFTPA contribution will be disbursed in three installments. Each installment will be given to the mentor upon submission of an invoice for the amount and the required supporting documentation (invoices, mid-term and final reports, final questionnaires and proof of payment for the intern's stipend.)

SELECTION PROCESS

There will be a total of three Selection Panels – one in each province - that will assess the respective applications of their province and award the placements, with the CFTPA-NMP staff to guide and monitor the decision-making process. These panels will be responsible for evaluating applications on their overall merit and the selection panel's decisions on the awarded placements will be final. Given the high number of applications and the limited resources available, some deserving applications may not be successful. All applications will be assessed against the program's goal to create meaningful placements that will ultimately help support emerging and mid-level producers' efforts in developing their producing skills. As such, the selection panel may consider a number of factors in order to make their decisions on applications. These factors may include, but are not limited to, the:

- Viability of the mentor-intern relationship (eg. shared goals and objectives; post-internship employment opportunities with the mentor company; financial contribution to the intern's stipend; demonstrated commitment to sharing expertise, and ability and experience in training)
- Clear internship objectives and skills development goals
- Strength of the proposed training schedule (eg. intern's job description; diversity of training; mentor supervision) vs. proposed intern's related education, professional goals, and work or volunteer experience
- Demonstrated commitment to the film, television and interactive production industry

Please note that applications that propose an employee of a company as an intern will not be accepted.

Also note that due to the limited number of placements available, each mentor company is eligible for a maximum of one (1) intern position.



ATLANTIC MENTORSHIP PROGRAM APPLICATION FORM

INTERN INFORMATION

Name: _____

Address: _____ City: _____ Province: _____

Phone number: _____ Cell number: _____

Email address: _____ Website: _____

Languages spoken and/or written: _____

Highest level of education completed: _____

MENTOR COMPANY INFORMATION

Company name (full corporate name): _____

Mentor name: _____ Position: _____

CFTPA membership number: _____ CFTPA membership category: _____

Address: _____ City: _____ Province: _____

Phone number: _____ Fax: _____

Email address: _____ Website: _____

PLACEMENT INFORMATION

Intern's intended title: _____

Start date (YY-MM-DD) : _____ End date: (YY-MM-DD) : _____

Remuneration: \$9,400 (Program Contribution) + \$ _____ (Mentor contribution: minimum \$4,500) = \$ _____



ATLANTIC MENTORSHIP PROGRAM APPLICATION FORM

Declaration

We certify that we have read and understood the eligibility criteria and program description. We hereby declare that the information we have provided is complete and accurate.

We, the undersigned, hereby authorize the CFTPA to discuss the contents of this application with Telefilm Canada, Film Nova Scotia, New Brunswick Film and Newfoundland and Labrador Film Development Corporation the auditor(s), legal counsel, financier(s) and any other person(s) or entity(s) connected with this application for the purposes of administering the Atlantic Mentorship Program.

Intern applicant: _____

Mentor applicant: _____

Print name: _____

Print name: _____

Date: _____

Date: _____

Please ensure that your application includes four (4) identical sets of the documents in the checklists below:

Intern documents:

- Completed application form
- Letter of intent describing how this award would help further your career in film and television in Canada
- Current resume
- At least two letters of reference from past employers or instructors

Mentor company documents:

- Completed application form
- Letter of intent that describes in detail: why your company is interested in mentoring an intern, how your company would mentor an intern, and what the intern would accomplish during the placement with your company
- Name, title, and qualifications of the mentor(s)
- Detailed schedule of training for the intern broken down into a month-by-month schedule of training with attainable objectives
- Synopsis of production(s) the intern would be working on
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