



DTRC Grant Application Guidelines for Career Exploration, Retraining, and Subsistence Grants (FTS-I and FTS-II)

Please inform DTRC's Membership Manager of your intention to apply at least one month prior to a grant deadline.

Introduction

While application procedures vary depending on the grant, there are some general policies which are in place to ensure that all applications are treated fairly, consistently and efficiently.

All staff and regional representatives are under an obligation of confidentiality and are not permitted to release any information pertaining to our members to anyone without written or verbal consent.

First Steps

1. Familiarize yourself with the types of grants available to members.
2. Check your eligibility regarding the grant for which you would like to apply.
Most DTRC grants have criteria regarding age, length of membership, and duration of performance career.
3. Call or e-mail the DTRC to inform us of your intention to apply and to receive more information about the grants and your eligibility.

Deadline policy

Applications for **Career Exploration Grants** are accepted throughout the year. Applications must be received at least 4 weeks prior to the start of your course or apprenticeship.

Applications for **Retraining and Subsistence Grants (FTS-I and FTS-II)** are accepted three times per year: **October 1, February 1, and June 1**

To ensure there is sufficient time to process applications the deadlines apply to studies beginning three months after the deadline

- October 1st for studies beginning in January (the winter term)
- February 1st for studies beginning in May (the spring term)
- June 1st for studies beginning in September (the fall term)

Applications by mail or courier must be postmarked on or before the grant deadline. When the deadline falls on a weekend or statutory holiday, the deadline will be extended to the next business day.

Emailed or hand delivered applications must be received at the DTRC office by 5:00 pm on the day of the deadline. Emailed applications must be delivered in one complete electronic file, please do not email your application in several different attachments.

Please contact the DTRC if you have questions regarding deadlines and program start dates.

How Applications Are Assessed

Career Exploration Grant applications are assessed by the DTRC Executive Director and Membership Manager.

Retraining and Subsistence Grant (FTS-I and FTS-II) applications are assessed by the DTRC Executive Director and Membership Manager and are also sent to a Career Advisor. Two letters of support are also required (detailed below).

Career Advisor

The Career Advisor is chosen by the DTRC as an expert in the field you wish to pursue, but someone not associated with the training institution where you wish to study. Your name is not revealed to the Career Advisor – so please minimize where your name appears within your application and do not include it as a header or footer.

In evaluating the applications, the Career Advisor is asked to consider the following:

- a) That the retraining plan is clear and appropriate to meet your career goals.
- b) That the course of study, as well as the training institution or apprenticeship, is adequate to prepare you for your chosen career.

Your application must include enough information for the Career Advisor to assess. Please include all information that you feel is pertinent and include a full description of your program and school. If you are studying at a private studio or apprenticeship, instructor biographies are also required. If you are studying at a university or college, instructor biographies are generally not necessary.

Letters of Support

Retraining and Subsistence Grant (FTS-I and FTS-II) applications require two letters of support before an application can be approved. The letters must be from professionals for whom you have worked as a professional dancer/interpreter. Within each letter the professional must describe how long they have known you, in what respect, and whether or not they feel that you are capable of following your proposed retraining plan. The letters of support should be submitted with your grant application by the deadline.

Completing Your Application

Read the complete application thoroughly, noting the support material required.

1. Provide documentation to confirm eligibility.
 - Length of membership in good-standing is confirmed by the DTRC.
 - Date of birth is required to confirm age of applicant.
 - Curriculum Vitae with dates of performances must be provided. Applicants must provide a CV that clearly indicates the number of months spent performing, creating and rehearsing for each performance.
2. Answer the Career Plan questions on a separate document. Please address all questions clearly and thoroughly and ensure that your answers meet the minimum page length requirement.
3. Complete the Financial Form that pertains to your grant request. **An application without a balanced budget will not be processed.** The budget must show that the entire retraining plan can be financed. For example, if a member is pursuing a four year program, the budget must account for the full four years.
4. Applications for subsistence grants must confirm full-time studies. The DTRC defines full-time studies as a minimum of 30 hours per week, for a minimum of four consecutive weeks, spent in class, under professional instruction, along with time spent on required readings and assignments. Supervised practicums may also be considered. Confirmation of full-time studies must be included within letter of acceptance/confirmation of enrollment.
5. Confirmation of enrollment must be received before an application can be approved. If confirmation of enrollment is unavailable at time of application, an explanation is required and enrollment must be confirmed before grant can be awarded.
6. Double-check that your application is complete. Provide all the necessary information and support material with your application. Incomplete applications will not be processed.

When Can You Expect To Hear About Your Grant?

1. You will receive confirmation that your application has been received within one week of its arrival.
2. For Career Exploration Grant applications, if all details are supplied, you will be notified regarding the results of your application within 4 weeks. Once approved, a grant contract agreement will be sent to you.
3. For Retraining and Subsistence Grant (FTS-I and FTS-II) applications, if all details are supplied, you will be notified regarding the results of your application within 8-10 weeks. The DTRC must receive formal approval from your Career Advisor in order to approve your application. Once approved, a grant contract agreement will be sent to you.

Payments and Reimbursements

Payments and reimbursements can only be issued after an application has been approved and the signed grant contract agreement has been returned. No retroactive payments will be issued for studies beginning prior to grant deadline.

You may receive your Career Exploration and Retraining Grant funding in one of two ways:

1. Submit receipts for reimbursement.
Receipts must clearly indicate what they are for and that the amount being requested has been paid in full. Along with your receipts, please submit a note which summarizes the enclosed receipts, states the amount expected to be reimbursed and confirms your current mailing address.
2. Have your training institution invoice the DTRC directly.
If you would like the DTRC to pay your institution directly, they must invoice the DTRC. A “sponsorship” letter can be provided to the institution upon request.

Eligible retraining expenses:

- Tuition and mandatory student fees. Health and dental plan fees are not eligible.
- Travel expenses to retraining institution, if institution is located more than 100 km from the applicant’s home. Day to day travel expenses are considered as part of subsistence.
- Required materials and supplies. Materials considered as capital expenses are not eligible.
- Accommodation expenses, if studies occur outside of applicant’s region.
- Per diems and/or food expenses are not eligible.
- Childcare is not eligible.

Subsistence payments are issued per month as outlined within the terms and conditions of your grant. They are normally sent out one to two weeks before the beginning of the month in which they are to be used. Please do not deposit the cheque before the date that appears on it. If you do not receive your cheque within the first week of the month it is to be used, please contact the DTRC.

Taxes

You will be required to declare grant funding as income when filing your income tax return as no tax is deducted from your cheques (so, it is a good idea to budget accordingly). We require your Social Insurance Number for your T4A tax slip. T4As are issued in February.

Please get in touch with the DTRC today to learn more about your grant options.

1-800-667-0851 www.dtrc.ca membership@dtrc.ca