



## Professional Development Fund 2024-25 Guidelines

**OBJECTIVE:** The PROFESSIONAL DEVELOPMENT FUND is an industry-driven program designed to support the professional development of independent Manitoban\* writers, directors and creative service professionals with at least two years of experience in the screen-based industry.

*\* Canadian citizens or landed immigrants who have been living in Manitoba for at least 365 days. Proof of Manitoba residency may be required.*

### ELIGIBILITY CRITERIA:

- Applicants must be eligible OSM members (with Professional+ or Production Company memberships) in good standing\* **for a minimum of three months prior to applying for funds.** Membership must remain in good standing for one (1) year following an Access Funds award.
- Attendance of workshops, master classes or courses organized by established industry institutions outside of Manitoba.

*\* With a current membership and not in default.*

**OSM CONTRIBUTION:** The Professional Development Fund contribution covers 100% of the maximum total of the actual eligible costs up to the amount approved by the jury. The jury may choose to award less than the requested amount.

OSM members may be approved for funding from the Professional Development Fund *once* per fiscal year (April 1 – March 31) and the annual contribution across all Access Funds Programs (Access to Festivals, Access to Markets, Access to Professional Development) may not exceed \$3,000 per individual member, and \$6,000 per member production company. Note that contributions to individual writers, directors and producers cumulate towards the total production company cap. Contribution funds are non-transferrable.

**ELIGIBLE EXPENSES:** The OSM contribution covers eligible expenses to a *maximum of \$1,250 for North American* travel and *\$1,500 for international* travel through the Professional Development Fund:

- transportation to the event\*
- event registration
- ground transportation during event
- accommodation, up to a maximum of six (6) nights
- per diem, up to a maximum of six (6) days

*\*Please note that Air Miles, Aeroplan Points, WestJet Rewards or other credit card or airline rewards do NOT count toward your eligible expenses.*

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**COST TO MEMBERS:** A non-refundable application-processing fee of \$50.00 must be paid by cash, cheque, e-transfer or credit card when submitting the application.

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**APPLICATION DEADLINE:** The deadline is **monthly, on the first business day of each month.** Applications must be submitted **three weeks prior to the event.** Some exceptions may be made.

*It will then take approximately 21 business days to notify successful applications.*

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**SELECTION CRITERIA.** In reviewing applications, the jury will apply the following considerations to the selection process:

- The quality of the opportunity based on the by the reputation of the instructor, institution or company offering the training or mentorship;
- The readiness of the applicant to take advantage of the training at this point in their career;
- The priority of this type of training within the Manitoba industry.

**OSM JURY COMPOSITION:** Each jury is composed of three autonomous jurors drawn from a pool of representatives of cultural industry organizations. *All jury decisions are final.*

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#### **APPLICATION PROCESS:**

- 1 - Fill in and submit the Jotform application form available on the On Screen Manitoba website. Handwritten and hardcopy applications will not be accepted. It is the applicant's responsibility to ensure that their application package is detailed and complete. **Incomplete applications will not be processed.**
- 2 - The application-processing fee: \$50.00 is to be paid by cash, cheque, e-transfer or credit card. Application fees must be received before the application is reviewed. To make payment arrangements contact [robyn@onscreenmanitoba.com](mailto:robyn@onscreenmanitoba.com).
- 3 - Upon receipt of the application fee, applications are reviewed for completeness and eligibility before submission to the jury. On Screen Manitoba reserves the right to adjust the applicant's budget to ensure its accuracy according to the guidelines. **The jury may choose to award less than the requested amount.**
  - NOTE: In no case will an applicant be eligible for OSM support until any outstanding amounts in default have been repaid in full.
  - NOTE: Applications from applicants in default will not be accepted. *(DEFAULT POLICY: Applicants will be found in default if they do not disclose other government support received; do not satisfactorily meet their reporting requirements; do not carry out the project as proposed; or breach a material condition of the contribution agreement. Under On Screen Manitoba's default*

*policy, OSM will impose a penalty or cancel its contribution, and prohibit an Applicant from accessing On Screen Manitoba contribution funds.)*

- 4 - The applicant will receive the jury's decision within approximately 10 working days after the application has been sent to the jury.
- 5 - *Successful* applications will be processed within approximately 10 working days of the final decision by the jury. Upon signature of the Contribution Agreement, the member will receive the first installment (50%) of the amount approved by the jury.

The final installment of the Contribution will be based on the total of the actual eligible expenses, after approval of the final report. \*

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\* **REPORTING REQUIREMENTS:** Members are required to submit a **completed** final report via Jotform within 4 weeks after the event. Complete and accurate reporting ensures that OSM can meet our funders' reporting requirements. Incomplete final reports will not be accepted. Reports not filed within 3 months of the event may be subject to a \$100 late fee; reports not filed within 5 months of the event may be subject to a \$200 late fee. If we have not received your final report within 6 months of the event, OSM cannot guarantee that the contribution funding will still be available to you.

Final reports are kept confidential, but some information may be shared with our funders upon request. On Screen Manitoba's ability to secure funding for market development activities is dependent on our ability to report results back to our funders.

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**If you would like more information on the Access Funds, please contact Robyn Hasselstrom, Membership Services Liaison, at [robyn@onscreenmanitoba.com](mailto:robyn@onscreenmanitoba.com) or 204.927.5898**