

# PERFORMING ARTS PROGRAM

## Internships

---

### 2018 Application Guidelines

#### METCALF FOUNDATION

The George Cedric Metcalf Charitable Foundation's mission is to enhance the effectiveness of people and organizations working together to help Canadians imagine and build a just, healthy, and creative society.

#### We focus our efforts on three areas:

- improving economic livelihoods for low-income people in Toronto;
- building a low-carbon, resource efficient, and resilient Canada; and
- leveraging opportunities for new approaches and shared learning in the performing arts.

Our work is grounded in the belief that change happens when we share hopeful visions of the future, work and learn collectively, think broadly in pursuit of comprehensive solutions, and take a meaningful role in the decisions that affect our lives.

We believe that non-profit organizations play a critical role as catalysts who animate and facilitate lasting change. They create space for people to connect, communicate, and participate. We are interested in organizations that are deliberately engaging communities in their work and developing new strategies and collaborations.

#### We encourage success by:

- supporting dynamic leadership — celebrating, developing, and strengthening leaders who are contributing to positive change;
- nurturing new ideas and practices — exploring and developing innovative approaches to tackling tough problems and seizing opportunities; and
- fostering integrated thinking — creating opportunities for ongoing dialogue, collaborative learning, and reflection to build new knowledge and inform action.

In our work, we aim to be clear, open, reflective, and responsive. We actively seek to learn from our experiences with funded projects and from our ongoing exploration of issues and ideas. We expect our grant-making practices to evolve as we strive to realize the full potential of our commitment and resources.

## PERFORMING ARTS PROGRAM

Our Performing Arts Program aims to leverage opportunities for new approaches and shared learning in the performing arts. One measure of the Foundation's success in imagining and building a just, healthy, and creative society is the degree to which it enables the performing arts sector to thrive. Metcalf's Performing Arts interventions meet this ambition through programs that serve the dynamic interplay between **art, people, and resources**. Our funding programs align with our long-standing commitment to advance pragmatic approaches in support of bold visions. They are:

[Staging Change](#)

[Leading and Learning](#)

[Performing Arts Internships](#) (information and application follow)

## INTERNSHIPS

*The Internships program invests in the sector by increasing the number of better-positioned cultural leaders and arts workers who advance the field through gainful and sustainable employment.*

The performing arts are collaborative and labour intensive. It takes a myriad of highly trained people – artists, producers, administrators, craftspeople, technicians, and facility staff – to make a professional performance possible. The people in the performing arts, whether onstage or off, are its most crucial resource. They are creative, committed individuals striving to create and produce in a complex, challenging environment.

Cultural leaders and arts workers realize their career ambitions in a number of ways, from formal training on a dedicated path to transitions within the arts sector itself. Regardless of the trajectory, what remains clear is the need for high-level, mentor-driven learning by and within the field in order to achieve success.

The Metcalf Foundation wants to strengthen the performing arts by supporting paid internships for artists, administrators, and production staff. The Foundation will support the creation of internship opportunities for administrators, choreographers, composers, conductors, curators, designers, directors, playwrights, and production staff.

The internships are designed to encourage the sharing of the rich experience and specialized knowledge that exists throughout the sector. Individuals who complete internships should have more knowledge, better skills, broader work experience, and useful contacts – all of which will help them gain meaningful and sustainable employment while making a strong professional contribution to the performing arts.

The program also encourages arts companies to reaffirm their commitment to the future by providing formal opportunities for mentoring and training. We hope organizations will realize opportunities to foster leadership and respond to skill shortages in critical areas.

## Funding Limits

Grants will be made for an intern's salary and statutory benefits, **to a maximum of \$32,000** for a full-time, twelve-month internship. Organizations may contribute more to the salary if they wish.

*Please note:*

- For internships that are part-time or of shorter duration, this amount must be pro-rated based on the following maximums: \$2,666/month or \$615/week. For questions regarding an hourly rate, please contact the Performing Arts Program Director.
- Funds granted from this program may only be used for an intern's salary and statutory benefits (CPP and EI costs). No other costs, including mentoring costs or fees, external professional development, or administrative overhead, are eligible for this grant.

## Eligibility

Applicants to this program **must**:

- be professional theatre, dance, music, or opera companies;
- be based in and active within Ontario;
- have a minimum of three years' of organizational/production history;
- have a current, valid charitable registration from the Canada Revenue Agency; and
- identify the intern in the application.

*Please note:*

- Organizations may apply individually or in partnership with others.
- Internships must be a minimum of eight weeks in duration.
- Internships must take place in the province of Ontario.
- Internships funded in Round 1 must be completed by December 31, 2019, and in Round 2, by March 31, 2020.
- Co-op work terms, or any other component of an intern's educational degree, are not eligible for funding.

## Application Deadlines

Deadlines for 2018 are:

	Round 1	Round 2
application	<b>April 11, 2:00pm</b>	<b>October 10, 2:00pm</b>
grant notification	June 22	December 20

The Foundation is unable to consider late or incomplete applications for funding. Electronic copies **must be received at the Foundation** by the time and date listed above.

## Application Requirements

Prospective applicants are encouraged to contact the Performing Arts Program Director to discuss their proposals in advance; new applicants or those who last applied more than two years ago are encouraged to arrange an in-person meeting with the Director, the mentor, and the intern.

There are **six** components to a complete application:

1. Metcalf Foundation cover sheet,
2. letters,
3. application text,
4. budgets,
5. video submission, and
6. attachments.

Please use no smaller than 11 point type.

### 1. Metcalf Foundation cover sheet

Download at <http://metcalffoundation.com/downloads/>

### 2. Letters – maximum 1 page each

- A. Intern letter – explaining career goals and what he or she believes can be learned from the specific mentor or organization
- B. Mentor letter – why this intern has been identified, why you believe the internship would be a valuable training opportunity, and the possible effects of the internship for the individual or the sector

NB. The Foundation places significant importance on hearing the individual voice, perspective, and motivation of the intern and mentor; we want to understand his or her passion for this opportunity.

### 3. Application Text – maximum 5 pages total (with a suggested length for each section)

- A. **Brief** introduction to the company's work **½ page**
- B. Detailed description of the proposed internship: **3 – 4 pages**
  1. intern's analysis of his/her existing and desired skill sets in relation to her/his career goals
  2. work plan showing the skills development and activities the intern will undertake in order to close the gap between existing and desired skill sets
  3. opportunities for external professional development relevant to the intern's needs
- C. Brief bio of the intern **less than ½ page**
- D. Brief bio(s) of the mentor(s), trainer(s), and/or supervisor(s) **less than ½ page**
- E. Measures the company and intern will use to evaluate the progress and effectiveness of the placement in supporting the intern's learning goals **less than ½ page**

#### 4. Budgets

- A.** Expenses and revenues for proposed internship. Revenues (Metcalf grant + organization contribution, if applicable) must equal Expenses (Intern salary + CPP/EI + professional development costs, if applicable). **Do not include** in-kind revenues and expenses, only actual numbers
- B.** Organization's current operating budget

#### 5. Video Submission

Create a one-minute mp-4 video in which the intern and mentor respond to the following question: **As a result of this internship, what do you hope will change for the intern and how can the mentor help?** Introduce yourselves to begin (first names only needed), and then engage in this question through **a conversation**, not direct address to the camera that repeats what is already written in your application. Make sure the sound is clear and avoid visual clutter.

#### 6. Attachments

- A.** Intern's résumé
- B.** Organization's most recent audited financial statements

Applications are to be submitted in **electronic form only**. Please email [one pdf file](mailto:hdunford@metcalffoundation.com) with all written materials to [hdunford@metcalffoundation.com](mailto:hdunford@metcalffoundation.com) by the date and time listed. Send the video as an mp4 file. If possible, videos should be no more than 10MB in size.

### Application Resources

The online version of this document contains active links to each of these resources.

- list of past Performing Arts Internships grants (Grants database)
- webinar about applying to this program (recorded during live session)
- pointers for your video submission

### Assessment of Applications

Applications will be reviewed by the Foundation's Board and staff, assisted by an advisory panel from the performing arts community. Funding decisions will be made by the Board of the Foundation and decisions are final.

Reviewers will want to understand how this investment will make a tangible difference for the intern and the professional development needs of the discipline. The strongest applications:

- have a natural, strong match between the intern and organization;
- demonstrate meaningful career development for interns;
- provide evidence of increased responsibility through the course of the internship;
- propose exciting professional development opportunities to complement the work plan; and
- possess a rigorous evaluation process that serves both the intern and the organization.