

# PERFORMING ARTS PROGRAM

## Internships

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[2023 Application Guidelines](#) Please note the increased grant limit in 2023.

### 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:

- supporting long-term strategies that create sustainable economic opportunities for low-income people and communities in Toronto;
- working at the intersection of climate, biodiversity, and sustainable livelihoods; and
- supporting individual leadership and organizational innovation 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 and charitable 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 grantmaking practices to evolve as we strive to realize the full potential of our commitment and resources.

## PERFORMING ARTS PROGRAM

Art is a transformative way of learning about ourselves and the world we live in. Artists challenge our assumptions and bear witness to our common humanity. The environment that enables the arts sector to achieve these impacts, however, is changing in unpredictable ways and faster than ever before.

Shifts in audience tastes and demographics, increased competition for audiences, limited new resource development opportunities, and the need for new leadership are just some of the challenges the sector faces today. In recent times, the impact of the COVID-19 pandemic has highlighted old – and revealed new – fault lines in the way the sector understands its impact, and responds to social justice issues and climate change.

Our multi-year strategic funding initiatives help organizations build the capacity to adapt and innovate. The Johanna Metcalf Prizes celebrate promising individuals who will lead the sector into the future. And our internships match emerging practitioners with exceptional mentors.

## INTERNSHIPS

*The Internships initiative 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 in artistic, administrative, and production roles including producers, administrators, choreographers, composers, conductors, curators, designers, directors, and playwrights. Other roles that are integral to the sector will also be considered.

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 more robust networks – 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 **NEW in 2023**

Grants will be made for an intern's salary and statutory benefits, **to a maximum of \$36,000 for a full-time, ten-month (43 week) internship**. Organizations may contribute more to the salary if they wish.

*Please note:*

- For internships that are part-time or of shorter duration, this maximum grant amount must be pro-rated based on the following maxima: \$3,600/month, \$837/week, or \$22/hour. Please note that we consider full-time to be a minimum of 37.5 hours per week.
- Organizations are not at a competitive advantage if they ask for less than the eligible maxima.
- 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.
- Organizations are expected to cover all costs related to external professional development activities and must show this in their budget.

## 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, 2024, and in Round 2, by March 31, 2025.
- Co-op work terms, or any other component of an intern's educational degree, are not eligible for funding.
- The Metcalf funded portion of an internship is only for periods of time that begin after the grant notification date (typically July 1 for Round 1 and January 1 for Round 2).

## Application Deadlines

Deadlines for 2023 are:

	Round 1	Round 2
application	<b>April 4, 2:00pm ET</b>	<b>October 3, 2:00pm ET</b>
grant notification	June 23	December 22

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 invited to contact the Performing Arts Program Director to discuss their proposals in advance. Due to the very competitive nature of this program, new applicants or those who last applied more than two years ago are strongly encouraged to arrange a meeting with the Program Director, the mentor, and the intern.

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

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

Please use no smaller than 11-point type.

### 1. Metcalf Foundation cover sheet

A fillable PDF cover sheet can be found at the end of this document or download a Word version at <http://metcalffoundation.com/downloads/>

### 2. Statements – maximum ½ page each

- A.** Intern statement – explain your career goals and what you believe can be learned from the specific mentor or organization
- B.** Mentor statement – why this intern has been identified, why you believe the internship would be a valuable training opportunity, and the impact of the internship on the individual and/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 their 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. Describe the following: 3 – 4 pages**
  - 1. intern’s analysis of their existing and desired skill sets in relation to their career goals in their own voice
  - 2. work plan showing the skills development and activities the intern will undertake in order to close the gap between their existing and desired skill sets
  - 3. opportunities for external professional development relevant to the intern’s goals
- 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 actuals. Clearly indicate how you are addressing CPP/EI employer and employee premiums. Our grant or your organization can cover both, or our grant can cover the employee’s portion only (while the host organization covers the employer’s portion.)

Clearly indicate if the internship structure is full-time. If part-time, provide details such as hours per week, hourly rate, and number of weeks.
- B. Organization’s current operating budget (condensed version, two-page maximum. Please do not submit CADAC forms).**

### 5. Video Submission

Create a short video, up to 90 seconds in length, in which the intern and mentor respond to the following question: **As a result of this internship, what do you, the intern, hope will change for you? For the mentor, how can you help?**

Introduce yourselves to begin (first names only needed). The intern should set the stage for the desired change and then both intern and mentor should engage in this question through **a conversation**. No need to address the camera directly nor to repeat what is already written in your application. Make sure the sound is clear and avoid visual clutter.

NB. As long as the pandemic continues and compels people to work remotely, we recommend recording your conversation on Skype, Zoom, Google Hangouts, FaceTime, or another videoconferencing application. If possible, avoid recording two separate videos as this will not show the interaction between mentor and intern.

## 6. Attachments

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

## 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)
- Pointers for your video submission
- Program Information Session recorded March 1, 2022
- Review the FAQs in the How to Apply section

## 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 mentor/organization;
- demonstrate meaningful career development for the intern;
- provide evidence of increased responsibility through the course of the internship;
- propose exciting professional development opportunities to fill a gap within, and/or complement, the work plan; and
- possess a rigorous evaluation process that serves the learning goals of the intern.

Applications are to be submitted in **electronic form only**.

Please email [one pdf file](#) with all written materials, as well as the video, to

**[hdundford@metcalffoundation.com](mailto:hdundford@metcalffoundation.com)** by the date and time listed.

If possible, please send the video in MP4 format that is no more than 10 MB in size.

# Performing Arts Internships

## APPLICATION COVER SHEET – PERFORMING ARTS PROGRAM

### Organization Information

\_\_\_\_\_  
Name of Organization

\_\_\_\_\_  
Contact Name

\_\_\_\_\_  
Position

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
City

\_\_\_\_\_  
Province

\_\_\_\_\_  
Postal Code

\_\_\_\_\_  
Telephone

\_\_\_\_\_  
E-Mail

\_\_\_\_\_  
Website

\_\_\_\_\_  
Charitable Registration Number

\_\_\_\_\_  
Organizational Revenue (from last audited statements)

### Intern Information

\_\_\_\_\_  
Intern Name

\_\_\_\_\_  
Intern's Mailing Address

\_\_\_\_\_  
City

\_\_\_\_\_  
Province

\_\_\_\_\_  
Postal Code

\_\_\_\_\_  
Telephone

\_\_\_\_\_  
E-Mail

### Application Information

\_\_\_\_\_  
Amount Requested

\_\_\_\_\_  
Area of Practice (eg. management, artistic direction, producing, technical direction, design, etc.)

\_\_\_\_\_  
Duration of Internship (specify months or weeks)

\_\_\_\_\_  
Internship Start Date and End Date (month, year)

Application Checklist – Please ensure all of the following are included in your application to us.

- 1. Metcalf Foundation cover sheet
- 2. Statements from intern and from mentor
- 3. Application text (in this order):
  - a. brief introduction to the company
  - b1. analysis of intern's existing & desired skill set
  - b2. work plan
  - b3. opportunities for external professional development
  - c. brief bio of the intern
  - d. brief bios of the mentor(s)/trainer(s)/supervisor(s)
  - e. measures to evaluate the progress & effectiveness of the placement
- 4. Two budgets – a. internship budget & b. organization's current operating budget
- 5. Video
- 6. Attachments – a. intern's resume & b. organization's audited financial statements

Please attach this form to your Performing Arts Internships application.