

**ESSENTIAL INFORMATION GUIDE  
COVID-19 EMERGENCY RELIEF FUND – TELEFILM ALLOCATION**

**PHASE 2 – AUDIOVISUAL TRAINING AND DEVELOPMENT PROGRAM  
(the “Relief Fund for Training and Development”)**

**1. If I received financing from Telefilm Canada (“Telefilm”), Canadian Heritage or any other organization under Phase 1 of Canadian Heritage’s COVID-19 Emergency Support Fund for Cultural, Heritage and Sport Organizations (the “PCH Emergency Fund”), am I eligible to receive additional financing under this Relief Fund for Training and Development?**

No. Emergency funds under this program are reserved for companies that have not already received financing under Phase 1 of the PCH Emergency Fund, regardless of whether these funds were allocated by Telefilm, the Canada Media Fund, the Canada Arts Council, Canadian Heritage or any other organization.

**2. If I received funding from governmental sources other than the PCH Emergency Fund, may I still apply for funding under the Relief Fund for Training and Development?**

Yes. A company may be eligible under this program, regardless of whether it has received funding from other Government of Canada COVID-19 initiatives (e.g. Canada Emergency Wage Subsidy). However, the funding received from Telefilm under this program must not be used to cover the same costs as those of the funds received from these other initiatives (i.e. no “double-dipping” of funding to cover the same expenses).

**3. Can I apply to more than one institution for funding under Phase 2 of the PCH Emergency Fund?**

No. Companies who apply for funding under the Relief Fund for Training and Development may not apply for emergency funds under Phase 2 of the PCH Emergency Fund to Canadian Heritage or other organizations, such as the Canada Media Fund and the Canada Council for the Arts.

**4. If I provide training and development activities as an unincorporated business (i.e. a sole proprietorship), am I still eligible to receive funds under the Relief Fund for Training and Development?**

No. Telefilm may only distribute emergency funds to organizations with a distinct legal entity from that of their owners, for example business corporations and other not-for-profit corporations.

**5. What companies are eligible for financing under the Relief Fund for Training and Development?**

In order to be eligible for funding under the Relief Fund for Training and Development, companies must meet all the criteria under the program guidelines.

In particular, companies must be able to attest an actual or projected 25% negative financial impact due to the COVID-19 pandemic and that they are in need for funding to ensure continuity of operations and to protect jobs.

Companies must also meet the specific eligibility criteria of either the Training and Development Activities Stream or the Training School Stream and intend to continue to meet such criteria for the foreseeable future, as such criteria are described in the program guidelines.

**6. I am uncertain whether I should apply under the Training and Development Activities Stream or the Training School Stream. Could you provide some insight?**

The **Training and Development Activities Stream** is designed for not-for-profit organizations that offer significant and comprehensive training and development activities that, among other things, take place over a certain period (i.e. one-day workshops, seminars or events are insufficient) and require a substantial financial and human resources commitment, as well as a participant enrolment or selection process. Eligible applicants under this stream could include film festivals, audiovisual production cooperatives, artist-run centres, centres of excellence and other similar organizations.

The **Training School Stream** is designed for not-for-profit training schools for film and television that have a sole focus on providing formal training programs and initiatives for audiovisual professionals. Such schools must also meet certain other criteria, including securing funding in part through the donations or grants of public and private organizations that are related to the audiovisual industry, and having physical facilities and infrastructures that are dedicated to the school.

**7. Are there any types of organizations that are not eligible under either the Training and Development Activities Stream and the Training School Stream?**

The following types of organizations are not eligible applicants under either stream of the program: traditional academic institutions such as universities, colleges and CEGEPs, other for-profit educational institutions, as well as unions and guilds.

**8. How do I assess the “25% negative financial impact”?**

The corporate group is responsible of assessing, in a reasonable manner, the negative financial impact of the COVID-19 pandemic on all of the companies that are part of it.

In general, financial projections can be used to calculate the financial impact.

The financial impact of at least 25% can be related to revenues, costs or a combination of both. It can be evaluated over a short period (for example, 3 months or 6 months and up to 12 months).

The comparison period could include the period preceding the one subject to financial projections or a comparable period. Use your usual accounting method for calculations. You can use the cash method or the accrual method, but you have to use the same approach throughout.

A similar approach should be used by applicants under the Training School Stream in order to determine the total amount of the incurred and projected negative financial impact of the COVID-19 pandemic for the period of March to December 2020.

**9. How will Telefilm ensure that funding is used in accordance with the objectives of the Relief Fund for Training and Development?**

All applicant companies are required to complete and sign an Attestation (available on the Fund's [webpage](#)) under which they attest to a projected 25% negative financial impact due to the COVID-19 pandemic and that they are in need for funding to ensure continuity of operations and to protect jobs and further, that they will use the funds for business continuity, additional costs relating to the suspension of operations and to support workers.

Telefilm reserves the right to conduct audits to validate and ensure that these funds were used in accordance with the program guidelines.

**10. How do I apply to the Relief Fund for Training and Development?**

In order to apply for funding under the program, an applicant must have or create a Dialogue account. Dialogue is an electronic platform that is accessible from all electronic devices and that centralizes all tasks and communications related to the application process. For more information on how to create a Dialogue account or to navigate the platform, please refer to the [Dialogue User Guide](#).

Please note that our teams will need to verify your company's registration to the Dialogue platform. As a result, you will be asked to provide certain corporate documents of your company (i.e. a certificate of incorporation and a list of senior managers and directors), as well as a fully completed and signed certificate of authorization (a template will be provided). Lastly, the identity of the individual that will act as the administrator of your company's Dialogue account will need to be verified using an electronic form that will be sent to you by email.

**11. If I provide various training and development activities through one or more companies, may I submit an application for emergency funds for each one of these activities or companies?**

No. Applicants must submit a single application for all training and development activities that are provided by members of its corporate group (i.e. the applicant and its related parties), regardless of the company to which such activities are related.

**12. Why are there only three weeks to apply for the financing?**

Telefilm's priority is to get funding out as fast as possible in order to support all recipients who are in urgent need of financial support. We also want to ensure that this does not significantly delay financing decisions in our regular programs.

The application process is simple and fast.

**13. Will applications be considered on a first come, first served basis?**

Yes, but only for the Training and Development Activities Stream. Given the funding available, financing under this stream will be attributed on a first come, first served basis, until the available funding is exhausted or the closing date of the program, whichever comes first.

**14. What is the turnaround time from submitting an application to receiving funds?**

Telefilm's team is processing the applications as they come in, including contracting and disbursement of monies. Complete applications from eligible applicants should be processed quickly. Given the funds are allocated on a first come, first served basis, we encourage applicants to apply as soon as possible after the opening date and not wait until the end of the application period.

**15. How do you define the term "Regional Company" for the purposes of allocating the additional financial participation?**

Under the program guidelines, the term "Regional Company" is defined as a company whose head office is in any part of Canada that is more than 150 km by the shortest reasonable roadway route from Toronto or Montreal. Telefilm shall determine which applicants fall within that definition based on the head office address provided to Telefilm by the applicants in the program application form.

**16. How do you define the term "Underrepresented Groups" for the purposes of allocating the additional financial participation?**

Under the program guidelines, the term "Underrepresented Group" is defined as either one of the following groups: indigenous, LGBTQ2+, official language minority communities, persons with disabilities, racialized persons and women. Applicants will be asked to voluntarily disclose, in the program application form, whether their corporate group is composed of companies that are majority-owned and controlled by persons identifying as members of such groups.

**17. If my company meets the definition of more than one designated diversity group, for example a regional company that is majority-owned and controlled by women, may I receive a greater amount of additional financial participation?**

No. Eligible applicants may only receive a single additional contribution of \$11,000. Meeting the definition of more than one designated diversity group will not have the effect of increasing the additional contribution amount.

**18. How do you define "racialized persons" in the underrepresented groups?**

"Racialized persons" means people of colour and corresponds to the Government of Canada's description of 'visible minority' as non-Caucasian in race, or non-white in colour, and who are also not Indigenous. In addition, it refers to individuals of mixed racial background who also self-identify as persons of colour.<sup>1</sup>

**19. How do you define "person with a disability" in the underrepresented groups?**

"Person with a disability" means a person who lives with a long-term, persistent or recurring physical, mental, sensory, psychiatric or learning impairment, activity limitation or participation restriction. It also means a person who is regarded as having an impairment, limitation or restriction, whether their disability is visible or invisible to others.

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<sup>1</sup> Definition currently under review.



**20. What is the fiscal treatment of the financial participation of Telefilm under the Relief Fund for Training and Development?**

Telefilm's financial participation under the Relief Fund for Training and Development is a non-repayable contribution. **Please note that it may be taxable.** We recommend that you consult your tax advisors to determine the tax treatment applicable to the amounts you may receive.

**21. Will the funds be sent to the applicant by cheque or direct deposit?**

The allocations of relief funds will be disbursed in the form of electronic payments by direct deposit.