

CREATIVE BC

EXPORT TRAINING INITIATIVES GUIDELINES 2018-2019

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WHAT IS THE EXPORT TRAINING INITIATIVES PROGRAM?

Export Training Initiatives provides support to industry groups and organizations to develop and deliver training sessions and workshops for their member companies on export readiness and entering the international marketplace. Industry groups and organizations can access up to a maximum of \$7.5K per training session or workshop. Industry groups and organizations are expected to leverage additional support in addition to Creative BC support for the training sessions and workshops.

ELIGIBLE APPLICANTS

Eligible applicants are industry associations or not-for-profit organizations in one of the following creative industries:

- Motion picture;
- Music and sound recording;
- Interactive and digital media; and
- Book and magazine publishing.

ELIGIBLE INITIATIVES

Eligible initiatives include training sessions and workshops on export readiness and entering the international marketplace for the creative sector. All initiatives are to be completed by March 31, 2019.

Training sessions and workshops must be delivered by a third party expert with experience in building international connections, and helping businesses capitalize on shared opportunities and take advantage of existing and new global networks.

APPLICATIONS

Applicants must submit a completed online application form, together with the required support documents, budget and Event Proposal. The Event Proposal should answer the following questions:

- What is the export training initiative that is being conducted?
- How will your membership benefit from the initiative?
- How does the initiative fit the mandate of the program?
- What do you hope to achieve?

Applications will be reviewed on a first come, first serve basis. Applicants should ensure that their application material clearly conveys the benefit of the export training initiative proposed with respect to the program guidelines.

FINANCIAL PARTICIPATION

The maximum an applicant can receive per initiative is \$7,500. Applicants can successfully receive funding up to three times in the year for separate initiatives. The maximum any one organization can receive from this fund is \$22,500. Creative BC may make up to 50% of the budget based on eligible costs. If over 50% of the budget is requested from Creative BC, the organization will need to provide a detailed explanation for the request.

ELIGIBLE COSTS

Eligible Costs include costs directly related to the initiative, such as:

- Labour and personnel;
- Site costs;
- Technical and administrative expenses directly associated with the project; and
- Marketing and promotion.

Ineligible Costs include:

- Purchase of equipment not essential to the project;
- Travel costs for permanent applicant staff (i.e. accommodation, air fare, per diem); and
- Corporate overhead and administrative expenses not associated with the project.

APPLICATION PROCEDURE

The application deadline is **Tuesday, December 12th, 2018.**

Applicants must submit a completed online application and budget, together with the required support documentation. Applications must be received by **5:00pm on December 12th, 2018.**

CHECKLIST:

- Completed Application Form;
- Project Plan;
- Budget (and corresponding finance plan);
- Production Schedule (Timeline);
- One-page applicant profile (including mandate); and
- Third Party/Contractor Corporate Profile, Bio or CV.

ADVANCE OF FUNDS

Successful applicants will enter into an agreement with Creative BC (the “Agreement”). The Advance is non- recoupable (except as noted below under Forfeiture and Default and within the Agreement) and will be released over two drawdowns, one upon signing the contract, the second upon completion of the project, a final written report and a final cost report. Creative BC reserves the right to reduce the commitment amount based on the final cost report.

FORFEITURE AND DEFAULT

A completion date is noted on the Agreement by which all deliverables will be submitted. Should the successful applicant not provide all materials by this date, the successful applicant may forfeit any outstanding drawdown amounts and the commitment will be reduced.

Should a successful applicant be placed in Default according to the terms of the Agreement, this limits the applicant individual or company, its principals and any parent or subsidiary companies from accessing further funding from Creative BC.

FOR MORE INFORMATION

Please contact:

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