

# CREATIVE BC

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## **RESPECTFUL WORKPLACE, DIVERSITY AND GENDER PARITY FUND GUIDELINES 2018-2019**

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#### WHAT IS THE RESPECTFUL WORKPLACE, DIVERSITY AND GENDER PARITY FUND?

On June 15, 2018 the Ministry of Tourism, Arts and Culture, announced a grant program to address diversity, gender parity and anti-harassment in the creative industries. The Respectful Workplace, Diversity and Gender Parity Fund (**RWF**) is intended to support training initiatives and projects that create and maintain fair, inclusive and safe work environments.

#### WHAT IS A RESPECTFUL WORKPLACE?

Respectful workplaces display integrity and professionalism, practice fairness and understanding, demonstrate respect for individual rights and differences and encourages accountability for one's actions. Respectful workplaces are free of discrimination based on sexual orientation, gender identity, physical characteristics, mental ability or ancestry.

#### ELIGIBLE APPLICANT

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

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

All associations must be BC based, non-profit organizations must be incorporated under the Society Act, and unions must have a head office in BC, or a head office in Canada with a chapter in BC.

#### ELIGIBLE PROJECTS

Eligible projects include but are not limited to training, education, workshops and the creation of toolkits that promote safety, diversity and equity in the creative industries.

100% of the copyright of any toolkit created through the **RWF** should remain with the applicant.

Creative BC welcomes cross sector collaboration. Projects should include a qualified facilitator in either human resources, labour and employment, compliance-management systems (CMS) or any other expertise that aligns with the intentions of the program.

Please note, all contractors associated with **RWF** projects must have a respectful workplace policy that ensures an environment free of bullying and harassment.

Eligible projects include:

- Designing best practices for a respectful workplace;
- Gap analysis of current anti-harassment policies;
- Sensitivity training for staff, board and or members;
- Research and development of diversity strategies; and
- Creating educational materials that develop skills and foster inclusivity.

## **APPLICATIONS**

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

- What is the project concept?
- Who is the target audience?
- Who will benefit from the project?
- What do you hope to achieve?

Applications will be reviewed on a first come first serve basis. Processing time for submissions is approximately 6-8 weeks. Applicants should ensure that their application material clearly conveys the strengths of their project with respect to the intentions of the program.

## **FINANCIAL PARTICIPATION**

The maximum an applicant can receive per application is \$15,000. Applicants can apply more than once for separate initiatives or projects. No matching funds or outside investment will be required at the time of application; Creative BC may make up 100% of the budget based on eligible costs.

## **ELIGIBLE COSTS**

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

- Research and preparation of content;
- Labour and personnel;
- Design and development;
- Circulation of content;
- 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 (i.e. accommodation, air fare, per diem) or salary for permanent staff; and
- Corporate overhead and administrative expenses not associated with the project.

## **APPLICATION PROCEDURE**

The application deadline is Friday, October 19<sup>th</sup>, 2018.

Applicants must submit a completed online application and budget, together with the required support documentation. Applications must be received by October 19<sup>th</sup>, 2018.

### **CHECKLIST:**

- Completed Application Form;
- Project Proposal (no more than 4 pages);
- Budget (and corresponding finance plan should the budget exceed \$15,000);
- Production Schedule (Timeline);
- One-page applicant profile (including mandate); and
- Third Party/Contractor 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.