



40 Larch Street, Unit 103, Sudbury, Ontario P3E 5M7  
Tel: 705.885.9889 Fax: 705.688.1351 www.cionorth.ca

## MAPPED

### Media Arts Production: Practiced, Employed, Developed

### M0-02: Program Guidelines

#### Submission and Program Guidelines

Media Arts Production: Practiced, Employed, Developed (MAPPED), is a program designed to provide assistance to media arts production companies to train and develop workers in the film and television industry. Through MAPPED, we seek to expand Northern Ontario's inventory of media arts production crew members, assist in offsetting deficiencies relating to access to Northern Ontario based crew, and provide increased opportunities for Northern Ontario's media arts production crew members to upgrade their skills and/or to diversify and expand their skillset.

Furthermore, through the development and implementation of verification mechanisms (developed and administered by CION), there will be the increased ability of industry stakeholders to track the impact of their investments, to assess the effectiveness of their support programs, and to ensure private sector contractual compliance.

#### Eligibility Criteria

1. Production Company:

To be eligible for the MAPPED initiative, applying production companies must meet the following set of criteria:

- Must have secured a minimum of 80% of their production budget.



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- Must submit application to CION a minimum of two weeks prior to the proposed start-date of a MAPPED trainee.
- Must have a credible production schedule, and financing scenario.
- If approved, must recognize CION and the MAPPED program in the credits of the completed production.
- Must complete 100% of production related activities for which the MAPPED trainee is being employed for in Northern Ontario (see attached map for eligible production guidelines).
- Must contribute a minimum of 50% of the MAPPED trainee's wages.
- CION's contribution will not exceed 25% of total paid gross wages for the chosen northern trainees. This can be increased to 50% if the applicant is not also receiving funding from the Northern Ontario Heritage Fund Corporation and/or other government funding.
- Must use MAPPED funding to train crew to advance their career.
- Must abide by all rules and regulations of the Ontario Employment Standards Act.
- The production company must outline the type of training the trainee will be given.
- The applying production company must be a Canadian corporation which is Canadian controlled.
- Upon receiving CION approval for MAPPED funding, it is then the applying organization's responsibility to recruit the appropriate candidates for the approved MAPPED positions.
- Production companies must employ a fair selection process for each position.
- Once the approved production company has selected a candidate, and before hiring, the approved production company must complete and submit the Candidate Verification Form as well as all required documents for pre-approval of the candidate. Upon approval by CION, the production company may officially hire the candidate.



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- Applying production companies must submit copies of any employment contract detailing salary/wages, job descriptions, and/or the contract that the production company enters with the MAPPED crew member.
- The production company must also affirm that the MAPPED trainee will be hired as an employee of the company and will be placed on the company's payroll, affirm that all obligations will be met as they relate to the Canada Revenue Agency, and the Employee Standards Act, and affirm that the MAPPED trainee will be covered, for the full duration of their employment, under the Workplace Safety Insurance Act. All mandatory employment related expenses must be deducted and remitted (i.e. income taxes, Canada Pension Plan contributions, and employment insurance premiums).
- Production companies are required to notify CION of any changes to the terms agreed upon between CION and the production company and/or between the production company and the MAPPED candidate prior to the end of their employment.
- The hired MAPPED trainee must have an opportunity to develop existing skills and/or garner new experience within the film industry.
- Applications demonstrating that placements facilitated through MAPPED offer opportunities to secure future employment for trainees within the film and television production industry will be rated higher.
- The production company must identify, per position, a supervisor, and the intended mode of supervision (Note: All trainees must be supervised daily by an onsite supervisor and there can be only one trainee per trainer).
- All production companies will be required to submit a final report that will include a summary of activities of the project.

#### 1. Hired MAPPED Crew:

Individuals seeking to participate in the MAPPED program must meet the following requirements:

- Candidate must be legally entitled to work in Canada.



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- Have lived in Northern Ontario for a minimum of 12 months and provide proof of residence (a copy of Ontario Driver's License; Copy of Notice of Assessment from previous calendar year, etc.).
- Be either a new or emerging<sup>1</sup> crew member.
- Must not be working on any other productions.
- Be seeking full-time employment on a production.
- Have an interest in developing new skills and/or further developing an existing skill set.
- Have not been hired through funding from the MAPPED initiative more than 2 times.

## Program Restrictions

In most cases, production companies may apply for a maximum of \$10,000 of funding for up to a maximum of 6 northern crew members (trainees). Following an assessment of the application, CION will then determine how many of the positions will be funded. In some cases, CION may approve projects at levels that exceed the stated maximum of \$10,000 and exceed the stated maximum of 6 northern crew members (trainees). Exceptions (up to \$20,000) can be made for productions that illustrate a significant impact to the sector and commitment to training. Production companies who wish to apply for funding above \$10,000 are encouraged to contact CION as far in advance of their production start date as possible and be prepared to demonstrate a higher level of impact for the MAPPED trainees and for Northern Ontario's film and television production infrastructure. Successful MAPPED supported productions will be subject to at least one in-person site visit by the CION project officer overseeing the MAPPED funded project.

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<sup>1</sup> Emerging talent is defined as any crew member who has had a maximum of two (2) credits or limited (a maximum of 6 weeks) or no experience working in the crew position being applied for. This also applies to those individuals who are taking on new career roles within the film industry.



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## Costs and Payments

Successful applicants will cover at least 50% of the approved MAPPED crew hires wages. CION's contribution will not exceed 25% of total paid gross wages for the chosen northern trainees. This can be increased to 50% if the applicant is not also receiving funding from the Northern Ontario Heritage Fund Corporation and/or other government funding.

In most cases, CION will administer 25% of the total funds one week following the first pay period of the trainee(s). The remaining 75% will be given to the production company following receipt and approval of post-project reports (to be submitted by the approved production company, the trainee supervisors, and the hired MAPPED crew members). If a shoot ends before the agreed upon end date established by the production company, the total amount of funding offered by CION will be reassessed and altered accordingly.

## Program Priority Positions

The following list represents film and television production crew positions that have been identified as currently in demand within Northern Ontario's film industry. These positions will be given priority over others when MAPPED Crew training applications are assessed. This means that your application will score higher if Northern Ontario residents are hired in the following priority positions.



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<b>Tech Labour</b>
2 <sup>nd</sup> Assistant Camera
2 <sup>nd</sup> Lighting Technician
Assistant Key Grip
Generator Operator
Dolly Grip
Assistant Picture Editor

<b>Creatives</b>
Art Department Coordinator
Props Assistant
2 <sup>nd</sup> Assistant Art Director
Set Dresser
Hair & Make-Up
Costumes

<b>Administration</b>
1 <sup>st</sup> Assistant Accountant
2 <sup>nd</sup> Assistant Accountant
Assistant Production Coordinator
Assistant Locations Manager
2 <sup>nd</sup> Assistant Director
3 <sup>rd</sup> Assistant Director

Note: Priority status will also be given to lead positions from several departments including Accounting, Art, Locations, Production, and Animation.

## Liability

The contract between the production company and the MAPPED trainee must state that, “both parties also agree to indemnify and hold harmless Cultural Industries Ontario North, its sponsors, public sector funders or any of their respective parents, affiliates, or subsidiaries, and each of their respective parents, affiliates, subsidiaries, franchisees, advertising and promotional agencies and service providers, and each of their respective directors, officers, employees and agents, from and against any and all liability or legal action of any kind whatsoever concerning Media Arts Production: Practised, Employed, Developed (MAPPED).”

Per diems, overtime, and travel expenses will be the sole responsibility of the participating production company. The production company is obligated to provide daily call sheets, daily production reports (DPR), and their MAPPED employees’ timesheets via email. Production companies will be responsible for assuming 100% of overrun costs.



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## Map of Northern Ontario and Scope of FedNor Jurisdiction

To be considered eligible for MAPPED funding, productions must be located within the boundaries of Northern Ontario, as indicated on this map in orange. Crew trainee applicants must be permanent residents.

