



# CANADIAN ALLIANCE OF DANCE ARTISTS

## TRAINING SUBSIDY PROGRAM (TSP) – 2021/22 CLAIM FORM

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First Name	Last Name		
Address	City	Province	Postal Code
Telephone	Email		

Claim Period	Receipt Date or Training Dates	Claim Postmarked/Sent On or Before	Target Reimbursement Send-Out Date
1	June 1-September 30	October 1	November 30
2	October 1-February 29	March 1	April 30
3	March 1-May 31	June 1	July 30

**CADA/East aims to reimburse 60% of all claims, up to an annual cap of \$350.00 per member.** In the event that total reimbursements exceed the funds allocated for any claim period, the rate of reimbursement may be reduced. The minimum claim amount per period is \$25.00.

### Eligible costs include:

- Dance technique classes (drop-in or class cards).
- Physical conditioning (gym memberships, Pilates, yoga, etc.).
- Workshops, master classes, intensives, dance battles, mentorship.
- If you are participating in a training practice outside the categories above, you are likely still eligible for the TSP. Please email the Administrative Director at [cadaeast.office@gmail.com](mailto:cadaeast.office@gmail.com) to inquire. You may also refer to the policies section on page 3, as well as our website.

### Instructions for submitting receipts:

List all receipts on page 2 of this form. Enclose a photocopy or scan of the receipt and retain the original for your own records. If submitting via email, please send documents as a single PDF file to [cadaeast.office@gmail.com](mailto:cadaeast.office@gmail.com). Be sure to convert photos/JPEGs to PDF format. The file name must include your full name (Last Name, First Name) and the claim date. If submitting via post, send to: The Canadian Alliance of Dance Artists - East Chapter, 476 Parliament Street, 2nd Floor, Toronto, ON, M4X 1P2.



## Training Subsidy Program (TSP) Policies

- Only training that took place within Canada will be reimbursed – international training is not currently eligible.
- Teacher training is not eligible. Please consider membership with the Dancer Transition Resource Centre (DTRC) for parallel career management and training.
- When workshops straddle a TSP period (e.g. February 1–March 15) we will accept it at either deadline (but only once).
- When payment is in advance of training dates and these dates straddle TSP periods, please submit using the training dates to avoid complications should your plans change. Contact us if this presents any difficulties.
- For annual expenses (e.g. a gym membership), we will accept the entire amount within a single claim period based on the date of the receipt.
- The minimum claim amount for each period is \$25.00. Claims made under this amount will not be approved.

Please contact [cadaeast.office@gmail.com](mailto:cadaeast.office@gmail.com) if you have any questions regarding these policies.

If you reach your reimbursement cap before the year has ended, please keep sending in your forms. We keep statistics on artists' training costs, and these help CADA/East advocate for increased support from funders and sponsors for the Training Subsidy Programs!