
Alberta Made Production Grant

Mentorship Agreement

Part 1 - Checklist

INSTRUCTIONS

This agreement is meant to be completed between the Mentor and the Trainee and must be returned to the Production Company to form part of their application submission to the Alberta Made Production Grant.

- Complete the Mentor and Trainee information.
- Enter the period of the mentorship (to a maximum of 1040 hours).
- Identify three goals as the Mentor.
- Identify three goals as the Trainee.
- Sign and date the form.
- Return the completed form to the designated production personnel.

UPON COMPLETION OF THE PRODUCTION

Production Company

Complete the final AMPG reporting clearly identifying the two positions and respectable wages/salaries on the General Ledger and budget submission.

Mentor

- Complete the Mentor Completion Form.
- Detail the outcomes related to the original goals and check the box if the goal was completed.
- Sign the agreement to close the training and mentorship agreement.
- Return the completed form to the designated production personnel or email directly to culturalindustries@gov.ab.ca.

Trainee

- Complete the Trainee Completion Form.
- Detail the outcomes related to the original goals and check the box if the goal was completed.
- Sign the agreement to close the training and mentorship agreement.
- Return the completed form to the designated production personnel or email directly to culturalindustries@gov.ab.ca.

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Mentorship Agreement

Part 2 - Agreement

Recognizing that _____ has applied for an Alberta Made Production Grant titled _____ and for the purposes of on-set mentorship, knowledge transfer, technical and soft skill-set development, the parties identified below, herein referred to as the Mentor and Trainee, enter into an agreement in relation to the Training and Mentorship Incentive which forms part of the total Alberta Made Production Grant in which the Production Company may be eligible for.

Mentor Name: _____ Trainee Name: _____

Mentor Job Title: _____ Trainee Job Title: _____

This agreement is between the Mentor, and the Trainee, and will last for the approximate period from _____ to _____ and _____ hours.

Prior to the start of activities, the mentor and trainee must identify three main goals, of which will have to be reported on at the end of the production period.

The current skill set of the trainee is:

Name of training program (if applicable): _____

Mentor Goals or Projected Outcomes

1. _____

2. _____

3. _____

Trainee Goals or Projected Outcomes

1. _____

2. _____

3. _____

The Trainee is responsible for tracking the hours worked per day and providing their hours at the end of the employment period. The Mentor or authorized personnel will be required to sign off on the total hours to confirm. A template is available upon request.

Declaration

As mentor and trainee, we are voluntarily entering into a mentoring relationship from which we expect mutual benefits and investment. Both agree to the period specified and to make a good faith effort to resolve any issues that may arise during this period.

All parties agree to indemnify and hold harmless the Government of Alberta from and against any and all liability or legal action of any kind whatsoever concerning the Training and Mentorship Incentive.

Mentor Name: _____ Trainee Name: _____

Date: _____ Date: _____

Mentor Signature

Trainee Signature

The Mentorship Agreement is required as an attachment to the AMPG application. If, at the time of application, the individuals have not been hired into the mentor or trainee role but have been budgeted for, the Mentorship Agreement may follow the application and be submitted prior to the start of the mentorship period.

The personal information collected through the Mentorship Agreement form is for the purpose of administering the Alberta Made Production Grant. This collection is authorized by section 33 (c) of the Freedom of Information and Protection of Privacy Act and managed in accordance with the Act. For questions about the collection of personal information, contact the Alberta Media Fund at 780-422-8584, by email at culturalindustries@gov.ab.ca, or mail to 140-4211 106 Street Edmonton, Alberta T6J 6L7.

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Mentorship Agreement

Part 3a – Mentor Completion Form

To be completed by the Mentor upon completion of the training period.

Completion of this form is required as part of the Production Company's reporting package to the Alberta Media Fund. If you wish to submit your outcomes separate of the production company, please email the completed form to cultural.industries@gov.ab.ca.

Production Company: _____

Project Name: _____

Were there any changes to the individuals participating in the Mentorship Agreement?

Mentor Name: _____ Trainee Name : _____

Mentor Job Title: _____ Trainee Job Title: _____

At the end of the training and mentorship period, the mentor and trainee should select if they have achieved the goals as outlined at the time of application and provide details to the outcomes of the goals. If there have been changes to the goals and outcomes, please include in the table below.

Mentor Outcomes	Goal Completed
1. _____	<input type="checkbox"/>
2. _____	<input type="checkbox"/>
3. _____	<input type="checkbox"/>

Sign and date to indicate the completion of the training and mentorship period.

Please provide your email address so the department may follow up in the form of a brief survey or for testimonials to your experience with the program. All information collected is confidential unless otherwise agreed upon by the individual, including any positive or negative statements or findings in relation to the business relationship between the production company, mentor and trainee.

Mentor Name: _____

Email Address: _____

Date: _____

Mentor Signature

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Mentorship Agreement

Part 3b – Trainee Completion Form

To be completed by the Trainee upon completion of the training period.

Completion of this form is required as part of the Production Company's reporting package to the Alberta Media Fund. If you wish to submit your outcomes separate of the production company, please email the completed form to cultural.industries@gov.ab.ca.

Production Company: _____ Total Hours*: _____

Project Name: _____ *Hours must be tracked by the trainee

Were there any changes to the individuals participating in Mentorship Agreement?

Mentor Name: _____ Trainee Name: _____

Mentor Job Title: _____ Trainee Job Title: _____

At the end of the training and mentorship period, the mentor and trainee should select if they have achieved the goals as outlined at the time of application and provide details to the outcomes of the goals. If there have been changes to the goals and outcomes, please include in the table below.

Trainee Outcomes	Goal Completed
1. _____	<input type="checkbox"/>
2. _____	<input type="checkbox"/>
3. _____	<input type="checkbox"/>

Sign and date to indicate the completion of the training and mentorship period.

Please provide your email address so the department may follow up in the form of a brief survey or for testimonials to your experience with the program. All information collected is confidential unless otherwise agreed upon by the individual, including any positive or negative statements or findings in relation to the business relationship between the production company, mentor and trainee.

Trainee Name: _____

Email Address: _____

Date: _____

Trainee Signature

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