



CWC SWP Wage Subsidy Agreement

Ottawa, 2026 01 01

This letter confirms Culture Works Canada's (CWC) commitment to subsidize a Student Work Placement with **Museum of Examples**, hereafter referred to as **MOE**. Culture Works Canada hereafter is referred to under its legal name, the **Cultural Human Resources Council (CHRC)**.

After review of your application for a Student Work Placement (SWP) wage subsidy, CHRC is pleased to offer **MOE** a maximum subsidy of **\$1,425.00** as per the stipulations in section F.1. of the Agreement. If a confirmed priority group student is hired, the subsidy amount may increase as per F.2. of the Agreement.

The following pages include administrative, financial and general provisos for the subsidy Agreement.

CHRC recognizes that elements appearing under "Information on the projected SWP" are subject to change as the SWP develops and are non-binding for purposes of this Agreement with **MOE**.

Kindly read the Agreement in full, sign and return the Agreement as acceptance of the terms and conditions to secure, and eventually obtain the SWP wage subsidy.

Regards,

Grégoire Gagnon, *D. Mus., MPA & MBA*
Executive Director, Cultural Human Resources Council
123 Slater St., 6th Floor Impact Hub Ottawa
Ottawa ON K1P 5H2

Administrative details of this Agreement

A.1. This Agreement binds CHRC and **MOE** solely for the purposes of the SWP Program and a specific SWP internship.

A.2. This Agreement shall not be amended nor assigned except by an instrument in writing and executed by authorized signatories of CHRC and **MOE**.

A.3. There is no relationship of joint venture, partnership or agency between **MOE** and CHRC. Neither party will have any right or authority to assume, create or incur any liability or other legal obligation of any kind, express or implied, in the name of, or on behalf of, the other party.

A.4. This Agreement constitutes the entire agreement between CHRC and **MOE** with respect to the subject matter contained herein and supersedes all prior oral and written communications specifically referred to herein.

A.5. Other agreements or contracts may be entered into by CHRC and **MOE** without invalidating this Agreement.

A.6. This Agreement shall be interpreted in accordance with, and governed by, the laws of the Province of Ontario.

A.7. **MOE** will adhere to the *CHRC Code of Conduct for the Performing Arts*¹ during the course this Agreement and/or extension thereof. Any and all interpersonal disputes between **MOE** and CHRC staff must be submitted in confidence to CHRC's Executive Director or to CHRC's Board President/Chair.

A.8. If any of the terms or conditions set out in this Agreement are not met, the subsidy offer and amount are revoked.

A.9. In/For any official communications relating to the SWP subsidy, **MOE** agrees to recognize that:

- a. The SWP program is funded in part by the Government of Canada.
- b. CHRC is the delivery organization for the SWP program.

A.10. CHRC reserves the right to cancel this Agreement if **MOE** is **non-responsive** (phone call not returned or email not returned or deadline missed) or unable to demonstrate the capacity to satisfy the internship guidelines as stipulated in section G.

¹ <http://respectfulartsworkplaces.ca/sites/default/files/2019-06/Code%20of%20Conduct%20LPA%20booklet.pdf>

Financial details of this Agreement

F.1. The total subsidy claim **MUST NOT EXCEED** any of the following (except if a priority group student is hired, see clause F.2.):

- a. 50% of the total amount paid in gross salary + Mandatory Employment Related Costs (MERCs) to the Student between April 1st, 2025 and March 31st, 2026;
- b. \$5,000;
- c. The maximum amount stated on Page 1 of this Agreement.

F.2. If hiring a **CONFIRMED** priority group student, the total subsidy claim **MUST NOT EXCEED** any of the following:

- a. 70% of the total amount paid in gross salary + Mandatory Employment Related Costs (MERCs) to the Student between April 1st, 2025 and March 31st, 2026;
- b. \$7,000;
- c. The new maximum amount stated in the official increased subsidy letters.

F.3. To obtain the subsidy **IN FULL** or **ANY PART THEREOF** during or at the end of the SWP, **MOE** agrees to provide all of the following:

- a. Respectful Workplaces/Code of Conduct information and/or training to the Student
- b. First Employer Report (2-Week Touchpoint)
- c. First Student Report (2-Week Touchpoint)
- d. Proof of Student's active student status
- e. Letter from Student's PSE recognizing the Work-Integrated Learning (WIL) alignment with Student's study program
- f. Proof of total payment of wages to Student
- g. End-of-SWP Employer survey
- h. End-of-SWP Student survey
- i. See also G.11.
- j. Invoice for amount claimed

F.4. In regards to proviso F.3. and its sub-clauses, CHRC reserves the right to assess the validity (or invalidity) and/or forgo any of the submissions relating to the sub-clauses.

F.5. Should, for any reason, **MOE** have received funds in excess of F.1. and or F.2. allowances and/or for which any of the eligibility criteria (see G.4. to G.8.) were not met or no longer valid, **MOE** agrees to return the funds to CHRC forthwith.

F.6. Combining this subsidy with any other federal funding is prohibited without prior written confirmation from CHRC.

F.7. MOE will inform CHRC immediately, in writing, if the subsidy will not be claimed in part or in whole.

General SWP subsidy guidelines

G.1. The SWP program objective is to connect students and Canadian cultural sector employers for meaningful work placements that apply and/or develop skills.

G.2. Cultural sector employers benefit from qualified students performing work to support their establishment at a fraction of the cost.

G.3. [Post-secondary education \(PSE\) institution](#) students gain experience to integrate the workforce more rapidly after their studies.

G.4. Eligible employers are: cultural sector establishments, for-profit or not-for-profit, of any size so long as they employ an eligible student for the subsidy.

- a. All levels of government are *ineligible* employers.
- b. [Post-secondary education \(PSE\)](#) institutions are *ineligible* employers.

G.5. To be eligible, students must meet **all** of the following requirements:

- a. Registered as a student in a [recognized Canadian PSE institution](#) in any program or field of study
- b. Legally allowed to work in Canada according to the laws and regulations of the province or territory where they work
- c. Either a Canadian citizen, permanent resident or a person granted refugee protection under the law.

G.6. Further to G.5., MOE understand that International Students are *ineligible* for the subsidy.

G.7. The wage subsidy may increase (see F.2.) if the Student hired is part of one or more of the below priority groups:

- a. Indigenous Students
- b. Persons with a Disability
- c. Newcomers to Canada (within the past 5 years)
- d. First-Year Students
- e. Women in STEM (Science, Technology, Engineering and Math)
- f. Visible Minorities

The Priority Group Funding amount is only accessible once the Student has been CONFIRMED to be part of the above groups. **The first Student Report (2-week touchpoint) will include an opportunity for the Student to self-identify and to confirm whether the Student is part of the above groups or not.**

G.8. All of the following conditions must be met:

- a. **The work contract between the Employer and the Student is an employer/employee relationship.**
- b. The WIL experience must be relevant to the Student's field of study.
- c. The Employer agrees that no Student is recruited and placed to:
 - I. Fill a position left vacant due to an industrial dispute, nor
 - II. Fill the position of a worker that has been laid-off and is awaiting recall, nor
 - III. Displace another worker.
- d. The employment period and the active student status have significant overlap.

G.9. **MOE** agrees to provide a safe and respectful work environment (free of harassment, discrimination, violence, etc.) for all of its employees.

G.10. **MOE** agrees to abide by all applicable Federal, Provincial/Territorial employment laws, regulations and standards.

G.11. **MOE** agrees to Student and Employer participation in CHRC monitoring related to the SWP.

G.12. **MOE** agrees to representatives of Canada (Canadian Government officials, from Employment and Social Development Canada or otherwise) to have a right of access to the employer's business premises or site of the employer where the work experience is taking place to monitor the work experience.

G.13. **MOE** agrees to abide by UNESCO's Recommendation on the Ethics of Artificial Intelligence².

G.14. **MOE** agrees to the respect and integrity of all intellectual property, particularly artistic production.

G.15. **MOE** agrees that any AI product/content creation will not wholly replace artistic creators' work.

² <https://www.unesco.org/en/articles/recommendation-ethics-artificial-intelligence>

Information on the SWP Employer

Contact name: John Due

Contact email: Johndoe@email.com

Contact phone number: 123-456-7890

MOE is a For-profit organization.

Charitable status: No

MOE cultural sub-sector(s): Film, Television and Broadcasting, Digital Media

CRA payroll account: YES, I have a payroll account, I understand that independent contract arrangements are inadmissible for the subsidy AND I understand it must be an employee-employer relationship (i.e. my organization is paying the wages).

Student legally entitled to work in Canada? YES, I have verified, AND the student IS legally entitled to work in Canada. Also, I understand that international students are not eligible for this subsidy.

At MOE: We have a respectful workplace policy AND it will be provided to the Student., We have a code of conduct AND it will be provided to the Student., We offer training on proper workplace conduct AND it will be provided to the Student., A respectful workplace policy, code of conduct or training is being established AND we understand that training and/or information must be provided to the Student to obtain the subsidy.

Website: www.museumofexamples.com

Establishment address:

100 Toronto Street

Toronto, Ontario, M1E2FE

I, **John Doe, Owner of MOE**, attest that the above information is true and I agree to the entirety of the provisos in this Agreement.

Signature and date:

John Doe

Date

Information on the projected SWP

The following information points constitute projected elements of the SWP and are not, as such, binding elements of the SWP Agreement between CHRC and MOE.

Student contract duration

SWP start date
2025-05-01

SWP end-date
2025-06-01

Wage calculations

Total hours paid	100
Gross hourly wage	\$25.00
Total gross salary	\$2,500.00
Estimated MERCs ³	\$350.00
Total gross + estimated MERCs	\$2,850.00

Potential Student information

Has a student been chosen?	Yes
If yes,	
Student's name:	Jack Henry
Email:	jackhenry@example.com
Phone number:	123-456-7890
Legally entitled to work in Canada?	YES, I have verified, AND the student IS legally entitled to work in Canada. Also, I understand that international students are not eligible for this subsidy.
Field of study:	Administrator

Student's supervisor

Name	Position
John Doe	Director

³ Estimation based on total hours*gross hourly wage*14%

About the SWP

Is this SWP a WIL opportunity for the Student? Yes

Are you planning on hiring a priority student? Yes

Student position's occupation group: Creative and Artistic Production, Technical and Operational
What skills will the Student apply during the course of the contract? Administrative Duties
What skills/competencies will the Student develop during the course of the contract? During the course of the contract, the student will develop competencies in administrative management within a museum environment. This includes project coordination, scheduling, documentation management, and the implementation of internal administrative procedures. The student will strengthen their skills in budget monitoring, expense tracking, and basic financial reporting related to exhibitions and public programming. They will also gain experience in operational support, including coordinating logistics for exhibitions, educational workshops, and public events.

Schedule A – job description from www.google.com/example

Under the supervision of senior management, Jack works as an Administrative Assistant supporting the coordination of institutional projects at the Museum of History. He contributes to the efficient management of daily administrative operations, budget monitoring for activities, and the planning and implementation of cultural and educational initiatives.

Key Responsibilities:

- Assist in the planning and administrative follow-up of temporary and permanent exhibitions.
- Coordinate logistics for public programs, workshops, lectures, and special events.
- Support project scheduling and timeline tracking.
- Monitor project budgets, track expenses, and contribute to the preparation of internal financial reports.
- Maintain and update administrative databases and tracking tools.
- Collaborate with curatorial, education, and communications teams to ensure effective internal coordination.
- Communicate with external suppliers and cultural partners as needed.

Skills Developed:

- Cultural project management
- Administrative and operational coordination
- Budget tracking and cost control
- Interdepartmental collaboration
- Organizational and time-management skills

Qualifications:

- Studies in Management and Administration (completed or in progress)
- Strong organizational abilities
- Attention to detail and accountability
- Proficiency in standard office software
- Interest in museums, heritage, and the cultural sector