



CWC SWP Wage Subsidy Agreement

Ottawa, 2026

This letter confirms Culture Works Canada's (CWC) commitment to subsidize a Student Work Placement with **Art Organization**, hereafter referred to as **ART ORG**. 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 **ART ORG** a maximum subsidy of **\$#,###.##** as per the stipulations in section F.1. of the Agreement. Based on the following indicated dates:

SWP start date	2026-XX-01
SWP end-date	2026-XX-31

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 **ART ORG**.

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 **ART ORG** 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 **ART ORG**.

A.3. There is no relationship of joint venture, partnership or agency between **ART ORG** 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 **ART ORG** 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 **ART ORG** 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. **ART ORG** 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 **ART ORG** 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, **ART ORG** 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 **ART ORG** 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.

A.11. Failure to provide items listed in F.3. by the 15th day of the month following the end-date on Page 1 of this Agreement will result in the subsidy offer and amount being revoked.

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

Financial details of this Agreement

F.1. The subsidy claim is limited to all of the following:

- a. The program maximum of 50% of the total amount paid in gross salary + Mandatory Employment Related Costs (MERCs) to the Student between April 1st, 2026 and March 31st, 2027;
- b. The program maximum of \$5,000;
- c. The Agreement maximum stated on Page 1 of this Agreement;
- d. The Agreement timeframe stated on Page 1 of this Agreement;
- e. Incremental and cumulative reductions of \$500 to the initial Agreement commitment on Page 1 if the start-date is delayed beyond the following: July 30, October 30 and November 30;
- f. Incremental and cumulative reductions of \$1,000 to the initial Agreement commitment on Page 1 if the start-date is delayed beyond the following: December 30, January 30 and February 28.

F.2. Hiring a priority group student will **not** result in an increase in the subsidy amount for 2026-2027.

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

- a. Respectful Workplaces/Code of Conduct information and/or training to the Student (proof may be required);
- b. First Employer Report (2-Week Touchpoint);
- c. First Student Report (2-Week Touchpoint);
- d. Proof of Student's active student status;
- e. CHRC may request an additional letter from the Student's PSE recognizing the Work-Integrated Learning (WIL) alignment with Student's study program following review of F.3.c. and F.3.d.;
- f. All items from F.3.a. to F.3.e. are due within 2 weeks of the start of the placement;
- g. End-of-SWP Employer survey;
- h. End-of-SWP Student survey;
- i. See also G.11.;
- j. Proof of total payment of wages to Student;
- k. Invoice for amount claimed;
- l. All items from F.3.g. to F.3.k. are due no later than 15 days after the end-date on Page 1 of this Agreement;
- m. Failure to satisfy F.3.f. and F.3.l. will result in the subsidy offer and amount being revoked (see A.8.).

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, **ART ORG** have received funds in excess of F.1. allowances and/or for which any of the eligibility criteria (see G.4. to G.8.) were not met or no longer valid, **ART ORG** 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. ART ORG 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 (Social Insurance Number does not begin with 9).

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

G.7. The SWP program encourages hiring of one or more of the following 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 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;
- e. Graduating students are approved on a case-by-case basis.

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

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

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

G.12. **ART ORG** 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. **ART ORG** agrees to abide by UNESCO's Recommendation on the Ethics of Artificial Intelligence².

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

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

G.16. **ART ORG** declares I am not a for-profit with 100 or more employees, the NET NEW rule does not apply. I am not a for-profit with 100 or more employees, the NET NEW rule does not apply.

G.17. All changes in dates and subsidy amounts must be approved and confirmed in writing by CHRC.

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

Information on the SWP Employer

Contact name:

Contact email:

Contact phone number:

ART ORG is a Not-for-profit/for profit Micro/Smal/Medium or Large enterprise

Charitable status: Yes/no

ART ORG cultural sub-sector(s):

CRA payroll account:

CRA business number:

Student legally entitled to work in Canada? YES or NO, I have not verified AND I understand that international students are not eligible.

At ART ORG: Respectful Workplace Policy? Yes/No/Creating one – I understand that one must be shared with the student employee

Website:

Establishment address:

I, **Name**, of **ART ORG**, attest that the above information is true and I agree to the entirety of the provisos in this Agreement.

Signature and date:

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 ART ORG.

Wage calculations

Total hours paid

Gross hourly wage

Total gross salary

Estimated MERCs³

Total gross + estimated MERCs

Potential Student information

Has a student been chosen? No

If yes,

Student's name:

Email:

Phone number:

Legally entitled to work in Canada? NO, I have not verified AND I understand that international students are not eligible.

Field of study:

Student's supervisor

Name

Position

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? Maybe

Student position's occupation group:
What skills will the Student apply during the course of the contract?
What skills/competencies will the Student develop during the course of the contract?

Schedule A – job description from

(You will attach a file or share a job description in the form. Often folks share the actual job posting.)