



# Alberta Made Production Grant 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 in GATE, on the AMPG Budget Final Report and the General Ledger.

### 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](mailto: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](mailto:culturalindustries@gov.ab.ca).