Stratford Festival created the following *Compassion Fund Outreach Email to Artists* in 2022 as part of their Balancing Act Level UP! Pilot Project.

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If you have any questions or would like to discuss these materials, please contact Balancing Act at balancingact@theatredirect.ca.

Stratford Festival
Compassion Fund Outreach Email to Artists Template

Dear [name],

This email is in response to your application to the Compassion Fund Pilot Program in which you indicated a request for funds based on your self-assessed level of need. We are pleased to inform you that you have been approved to receive the amount of $XXX. This is not the full amount that you requested, however based on the number of applications we received, it is what we can equitably provide to you at this time.

You will receive these funds on [date] to [email address]. If you are set up for automatic deposit, no further action is required. If you are not, the password to accept the funds is [insert password].

These funds will be considered honorariums and therefore income by the CRA. If you are an HST registrant the amount is not subject to HST as it is not payment for services. The total honorarium will appear as part of a T4A issued in early 2023.

As part of being a recipient of Compassion Funds, you will be required to fill out a survey. You will receive a link at a later date. The information in this survey is gathered by a third party, and is confidential and anonymous. Your feedback and our experience implementing this project will be shared with our cohort partners to strengthen future initiatives by the Festival and Balancing Act.

Please reach out if you have any questions.

Warmly,
Hilary & Meineka