Theatre Passe Muraille created the following *Compassion Fund Email Offer* 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.

Theatre Passe Muraille
Compassion Fund Email Offer

Hi [Name],

We are excited to inform you that [Company Name] has received a Level UP! grant from Balancing Act, which we are using to establish a Compassion Fund. This fund is designed to support artists with various needs such as childcare, transportation, health, personal support, and other requests. For example, funds can be used to help with gas money, TTC fare, an Uber ride home after a long day, physiotherapy, therapy, or childcare costs incurred during rehearsals or performances.

We have a total of $[XX] that can be shared among artists engaged in the production of [show title].

Please let us know if there is something this fund can help to cover to improve your experience on the production. **To access the fund, please follow up with me** about your request and I will let you know if the request is within our scope and confirm the amount we can provide. We ask that you keep any receipts related to the expense and send them to me so that you can be reimbursed. If you have already spent money on something and have a receipt, we may be able to cover it as well, if the expense is within scope and was incurred during the contract period.

Let me know if you would like to make use of the fund and if you have any questions. Other members of the [show title] team will be invited to access the fund as well.

Best,

[Project Lead Name]