Cassidy Civiero created the following *Compassion Fund Offer Letter and Form* in 2025 as part of his Balancing Act Level UP! Pilot Project. Cast and crew members working on the film *Needle Tips* were offered a $300 Compassion Fund stipend and an additional travel stipend. The stipend was intended to support activities or services that would contribute to a positive experience on the project and help cast and crew members feel supported in their lives—for example, childcare, massage therapy, takeout meals, or cleaning services.

Please credit Cassidy Civiero and Balancing Act
if you use, cite, or share information from this resource.

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

BALANCING
ACT

PROJECT: NEEDLE TIPS

FADED SIGIL PRODUCTIONS
COMPASSION FUND OFFER LETTER & FORM

Dear Cast/Crew Member,

Independent producer Cassidy Civiero DBA Faded Sigil Productions is working with Balancing Act Canada as a Level UP! Strategy Partner in the Screen Sector for 2024/2025. Balancing Act supports artist parents and caregivers in Canada, by advocating for greater equality, accessibility, and inclusion within the arts workforce. As part of this strategic initiative, a **Compassion Fund** has been created in order to bring ease and accommodation to the collaborators of the project, **Needle Tips**.

Recommended usage of the Compassion Fund is to go toward undertakings which aid in the cast/crew member coming away with a positive experience from the project and feeling supported in their lives (e.g. through childcare, massage therapy, takeout dinners, cleaning services etc.). However, exact usage of the funds and receipts will not need to be disclosed or provided. The only requirements for accessing the funds are to complete the enclosed form, as well as a survey which will be sent out in Q1 of 2025 on your experiences working on the project and receiving the Compassion Fund. This feedback is not only valuable to the producer, but will also assist future cohorts of Strategy Partners participating in the Level UP! Initiative.

Each cast/crew member will receive a stipend of **$300** from the Compassion Fund, paid in one instalment upon signing of the enclosed form, with the option to opt in to an **additional transportation stipend**. The Compassion Fund is considered income, therefore HST will be paid by production if you collect it, and the funds will be taxable by the government.

Please complete the enclosed form to receive the funds. If you have any questions about the Compassion Fund and survey when it is ultimately provided, please do not hesitate to reach out to discuss further. The producer would like to thank Balancing Act Canada and WIFT Toronto for their efforts, as well as past Strategy Partners Shakespeare in the Ruff, Bad Dog Theatre, and Rice & Beans Theatre, whose resources were instrumental in shaping this fund.

Best,

C Civiero

Cassidy Civiero DBA Faded Sigil Productions
(647) 914-8616
cassidyciviero@gmail.com

Compassion Fund Agreement

Engager:

Cassidy Civiero DBA Faded Sigil Productions
225 Bridgeport Road E.
Waterloo, ON N2J 2K7

Recipient (Name/Address):

_____
_____
_____

Recipient HST# (If Applicable):

_____

This agreement confirms participation in the COMPASSION FUND PILOT PROGRAM between the ENGAGER in collaboration with BALANCING ACT CANADA, and the RECIPIENT.

The ENGAGER will provide the RECIPIENT with a one-time COMPASSION FUND payout of **$300** for their participation in the PILOT and associated project NEEDLE TIPS, the duration for which is expected to be from NOVEMBER 2024 to APRIL 2025. Such amount is subject to HST if applicable, and the ENGAGER agrees to remit HST/GST/QST, as applicable, to the RECIPIENT over and above the amount of the fee as referred to in this agreement.

The described funds will be provided upon receipt of this signed agreement.

The RECIPIENT is to check one of the following boxes to determine how the COMPASSION FUND fees are to be paid out:

☐ CASH ☐ CHEQUE ☐ E-TRANSFER to _____

The RECIPIENT is to check one of the following boxes if they wish to claim an ADDITIONAL TRAVEL STIPEND:

☐ LOCAL ($20) ☐ NON-LOCAL - 100km+ ($40) ☐ NONE

The RECIPIENT understands that the COMPASSION FUND is considered independent contractor income and therefore the RECIPIENT is responsible for all taxes, fees, and other Government requirements with respect to the amount paid in this agreement.

The joint signature herein forms a binding agreement in regards to the above information.

_____ _____

Recipient Signature Date

Print Name: _____

_____ _____

Engager Signature Date

Print Name: _____