

GROWING EARNED REVENUE MENTORING PROGRAM

FAQS

What is the Growing Earned Revenue Mentoring Program?

The [Growing Earned Revenue Mentoring Program](#) will provide leaders in Ontario's nonprofit arts and heritage community with access to one-to-one learning from an experienced professional with knowledge and expertise related to growing earned revenue.

WorkInCulture (WIC) will match leaders from the arts and heritage sector around Ontario with mentors who have experience in the participants' learning area of interest. Over a twelve-month period, each mentoring team (participant and mentor) will meet for up to three hours per month to work on skills and knowledge related to growing earned revenue. WIC will conduct casual check-ins throughout the year with all participants in the program, but how and when the mentoring teams meet is up to them!

Who is eligible to apply?

Staff or volunteers representing nonprofit arts (all disciplines) or heritage organizations of any size may apply. Eligible organizations must:

- Be Ontario-based;
- Be a federally or provincially incorporated professional, nonprofit organization with an arts or heritage mandate - e.g. museums, galleries, theatres, arts/heritage services organizations, an organization managing a heritage site, or equivalent Indigenous peoples' institution, or organization, etc. (Indigenous peoples include First Nations, Inuit, and Métis);
- Be administrated by an active board of directors or equivalent Indigenous governing body;
- Have been working continuously for three years prior to the application date.

What can I expect as a participant/mentor in the program?

WIC will match participants with an appropriate mentor based on the learning objectives identified in their application. Each team (participant and mentor) will meet in person or remotely for up to three hours a month for twelve months starting June 1, 2017. The team discussions will be confidential and will focus on addressing challenges and skills development opportunities identified by the participant at the beginning of the partnership. To ensure the program is successful for all involved, WIC will periodically check-in with participants and mentors by email/phone throughout the year.

Both in-person and one-to-one learning opportunities are included as part of the program. Participants and mentors are required to attend the Kick-Off Workshop, mid-point check-ins and Wrap-Up Event. Webinars and additional materials or learning opportunities on topics related to mentorship, earned revenue, and general professional development are additional and optional offerings available to participants and mentors of this program.

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Is there travel required?

Participants and mentors will be required to travel to one of the host communities of the Kick-Off Workshop in **Toronto** (~~Toronto or one other community that is TBC~~ MARCH 2017 UPDATE) and potentially the Wrap-Up Event.

Participants and mentors may also need to factor in travel to meet with each other during the twelve-month mentoring period. However, one-on-one meetings can be supplemented with conference calls, Skype calls or video conferencing.

What does it cost to participate?

There is no fee to apply or participate in the program.

Participants and mentors will be required to cover any costs related to meeting with each other during the year-long program (i.e. staff time, travel costs for meetings, conference call costs, related activity costs, etc.). The participant and mentor can determine how best to manage these costs at the onset of the pairing.

Participants and mentors will also be required to cover costs associated with attendance to the Kick-Off Workshop. However, any participant who needs to travel more than 150km to attend the Kick-Off Workshop can apply for a travel assistance subsidy through their application form.

What are the benefits of participating?

The primary benefit will be the opportunity to work on an earned revenue-producing project with help from an experienced professional. In addition, participants and their organizations benefit in many ways, including:

- Improved business strategies
- Management and leadership skills
- Decision-making skills
- Communication skills
- Increased confidence
- Building of networks and contacts

What are the benefits of being a mentor for this program?

Volunteering as a mentor can enhance your professional life as well as the participants in several ways:

- Giving back to the sector by sharing knowledge
- Empowering peers and next generation of leaders
- Developing leadership and management skills
- Networking opportunities and other benefits provided by WIC (i.e. featured profile on website/blog)

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How will mentors be assigned?

WIC has extensive networks throughout the Ontario arts, heritage, and business sectors and will also receive guidance from an advisory committee of arts/heritage services organizations in building our roster of mentors. In your application, we ask that you be as clear as possible about your learning objectives and the challenges you would like to address with a mentor. If you have a specific mentor in mind, WIC will approach that person on your behalf. Our goal is to match your needs with the most relevant mentor, so your description of learning priorities - as well as your skill and knowledge needs - will help us pair you with the right mentor.

Mentors in the program will be volunteering their time and expertise to benefit participants. You will have an opportunity to meet your mentor in a casual setting before committing to the partnership, to confirm they are the best “fit.”

Would you consider matching me with a mentor I recommend?

Of course! If you have a prospective mentor in mind, please provide us with the following on your application:

- Name, organization, title and contact information
- How you would benefit from their partnership

We are happy to contact your suggested mentor. Please keep in mind that the program does have certain requirements for participating mentors and we cannot guarantee that your recommendation will be the final choice.

What happens after I've been selected?

WIC will work on matching you with a mentor. Once we have selected a mentor based on your application, we will set up an informal meeting (in-person/by phone/by Skype) to ensure the mentor is the right fit for you and your needs. Your application information will be shared only with the selection committee and potential mentors. Participants can opt to decline WIC's suggested mentor after the informal meeting one time only and WIC will endeavor to find a more suitable match. If the second suggestion is declined, the participant's application will be withdrawn.

While mentor/participant discussions are confidential, teams should be prepared to address their progress through evaluation questionnaires and check-ins at different points in the program. Teams may also be invited to share their experiences via a profile on WIC's website/blog (participation is optional).

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Why do I need to attend the workshop, check-ins, and wrap up event?

We want to prepare you to make the best use of your time together. We encourage teams to develop their own working style, but research and experience shows that the more the participant invests into the relationship, the greater the commitment from the mentor.

The Kick-Off Workshop will cover best practices and help clarify mutual expectations. It is also an opportunity to network with other program participants and mentors. Please note that you only need to attend one of the two scheduled workshop dates.

The mid-program check-in is an opportunity for participants to assess their team's progress and identify what has been accomplished, and what still remains to be done.

The Wrap-Up Event brings all the teams back together to reflect on what has been accomplished, and share successes.

Why do I need to sign a Letter of Agreement with WorkInCulture?

Mentoring is very much driven by the person being mentored (the participant). A letter of agreement helps to reinforce expectations and commitments made by both parties.

What happens if the mentoring match is not the best fit?

WIC will provide appropriate support throughout the program to ensure the match is positive and meaningful for both the mentor and the participant. We expect the participant to make WIC aware if the match is not working, in which case we will assist or rematch.

You can find these FAQs and other project documents at:

www.workinculture.ca/Programs/Growing-Earned-Revenue-Mentoring-Program