

# MUSIC BC TRAVEL GRANTS

## ARTIST GUIDELINES & APPLICATION INFO



Music BC travel grants provide assistance to BC based recording artists to participate in performance and showcasing initiatives that are undertaken in support of Canadian owned sound recordings, as well as BC based businesses and individuals representing BC artists at established music industry conferences and festivals. Funding is provided by Creative BC on behalf of the Province of British Columbia, and the Jim Pattison Broadcast Group Creative Content Development funding on behalf of 102.7 The PEAK in Vancouver.

## DEADLINES

**Friday May 1st, 5:00pm PST**

**Friday August 7th, 5:00pm PST**

## ARTIST GUIDELINES

1. Applications must be received on or before the deadline AND prior to the initiative taking place.
2. A recording artist, group or individual may receive assistance under this program once per fiscal year. (ie April 1, 2015 - March 31, 2016).
3. Companies, representatives, managers, labels, publishers or distributors may be eligible for multiple artists for artist touring, showcasing and promotion but may only be eligible for one business travel grant in any given fiscal year.
4. No applicant may receive further assistance under this program if an application from a previous grant deadline remains incomplete.
5. Grant contributions are limited to 50% of the total eligible expenses to a maximum of:

1) Tour Only Domestic = \$2000	Tour Only International = \$4000
2) Showcase Only Domestic = \$1000	Showcase Only International = \$4000
3) Tour/Showcase Domestic = \$2000	Tour/Showcase International = \$4000

Domestic: anywhere in Canada; International: anywhere outside of Canada.
6. Applicants that are limited companies, partnerships or sole proprietorships must be registered BC businesses whose majority ownership must be held by BC residents (having resided in BC for a period of six months or more) who are Canadian citizens or permanent residents of Canada. Music BC reserves the rights to request proof of residency and citizenship. Company must also be in operation for at least 1 year.
7. All individual applicants must be Canadian citizens or permanent residents of Canada and must have resided in BC for a period of six months or more prior to applying under this program.
8. The artist(s) who will benefit from this grant must be BC artist(s). A BC artist is an artist that has been a resident of BC for six months or more prior to and at the time of the application and is a Canadian citizen or permanent resident of Canada. In the case of a band or group, the majority of the performing members must meet the same citizenship and residency requirements.
9. The content of the sound recordings being used to support the application must be original Canadian works as per MAPL guidelines, although exceptions are made particularly for jazz, classical, and roots/traditional genres.

10. Applicants are required to complete a report detailing the outcome of their funding including measurable results, business contacts, and actual and potential deals secured as a result of the initiative. This report will be required in order to receive the final funding payment.
11. As a condition of funding, recipients are required to acknowledge funding assistance on all print and online materials related to the project being funded as follows: "We acknowledge the support of Creative BC, financially supported by the Province of British Columbia, and the Jim Pattison Broadcast Group CCD contributions through 102.7 The PEAK as administered as Music BC." Where possible the use of approved logos is strongly encouraged.
12. The album that the initiative is in support of must have been released within 24 months BEFORE the first date of the initiative, or scheduled for release within 3 months after (confirmation of release date required).
13. The album the initiative is in support of may be distributed independently or through a recognized distributor, and must be available for sale in BC. An "album" shall be considered a commercially releasable sound recording: single, EP, or album format, and distribution may include physical and/or digital releases.
14. Touring initiatives must include confirmed performances at a MINIMUM of three recognized theatrical or concert venues (ie. clubs, rented halls, theaters, etc); Applicants must provide copies of at least three confirmations. Confirmations may include contracts, email confirmations, or agent provided itineraries. Grants are in support of tours occurring at least 200 km outside of the artist's geographical area. For example, a Vancouver artist must have a minimum of 3 confirmed shows outside of the lower mainland of British Columbia (exceptions may be made for trips to/from Vancouver Island).
15. Showcase events can include competitions, festivals, or industry events. If the showcase is self-produced or not part of an existing event, a detailed description of the showcase and prospective attendees must be included. The showcase must be occurring at least 200 km outside of the artists' geographical area in order to be eligible for funding.
16. Only one artist/band can apply per grant application form. For example, multiple artists/groups going on tour together must submit separate grant applications to apply for funding. The funds awarded to one artist cannot be used to cover expenses for other artists also on tour.
17. Artist travel initiatives will only be considered for funding if the application is received by Music BC before the first date of the travel initiative. For example, if your first tour date is May 17th, and the closest application deadline is May 21st, we must receive your application at the Music BC office no later than May 16th for those dates to be considered for funding.
18. Applicants cannot apply for a grant deadline more than 6 months in advance of the first date of the travel initiative.
19. Artists may only submit one application per deadline.
20. Tour dates must be consecutive, without significant breaks between performances. Generally this means no more than 5 days between performance dates.
21. Applicants must have current, paid Music BC memberships.

# APPLICATION INFORMATION

All applications must be submitted online via the Music BC website. Applications must be complete, no additional materials or changes will be accepted after the deadline.

If you experience any difficulties with the online form, please email [info@musicbc.org](mailto:info@musicbc.org) PRIOR to the deadline and we will provide you with assistance or alternative application options.

## ONLINE APPLICATION DETAIL:

Your online application will require the following information and uploads:

- Tour schedule that includes dates, venues, capacity, and whether the show is confirmed or TBC
- Performance Confirmations; if showcasing, provide the showcase invite. If touring provide a minimum of 3 show confirmations (may be contracts, email correspondence, or agency itineraries).
- Marketing plan for the initiative.
- Live performance video; video should represent the type of performance that will occur during the initiative (ie, full band versus solo). Does not have to be in front of an audience. MUST be live and not a lip-synced music video.
- 2 MP3's from the album the initiative is in support of
- Artist Biography
- Promo photo
- Website link
- Completed BUDGET Form

## ADJUDICATION AND METHOD OF PAYMENT:

Music BC will develop anonymous, independent, fair and equitable peer adjudication panels comprising of three to five persons representing artists, music industry professionals and a range of music genres. Juries will review applications within six (6) weeks after an application deadline to select grant recipients. The identities of the jurors will not be made available to the public or applicants. All jurors are required to sign an acknowledgment of conflict of interest in order to ensure adjudication fairness.

Applications will be assessed on the completed application form and the quality of the support material. A qualifying applicant and project does not guarantee approval. The jury has discretion to award less than the amount requested and to pro-rate funding between various applicants.

Applications will be assessed on the basis of the following criteria: The market potential of the recording artist or group within their genre; the marketing strategy submitted in support of the initiative; the career leveraging opportunities for the participating artists.

Business applicants shall be adjudicated based on the merit of the artists being represented, the quality of the marketing plan and the feasibility of the results being presented.

Successful applicants will be presented a contractual agreement. Upon completion and return of a signed agreement, 50% of the award will be released to the applicant. Upon completion of the final report form supplied by Music BC and submission of receipts and documentation related to the initiative, the remaining funds will be released pending review.

Significant changes to the initiative must be brought to Music BC's attention for approval. If the initiative is canceled or altered in any way without consent of Music BC, the applicant must immediately return any monies given to the applicant by Music BC. Music BC reserves the right to pay awards by installments other than what is outlined above, or to withhold any portion of the award, pending completion or acquisition of required documents.

# BUDGET AND ELIGIBLE EXPENSES

Applicants must upload completed versions of the budget form provided with their applications. Budgets are to be realistic estimates for their initiative, including projected revenue. Download the budget form from the Music BC Travel Grant webpage.

## ELIGIBLE EXPENSES INCLUDE:

Pre-Initiative expenses (Max 10% of total overall budget)

- rehearsal space rental
- communication expenses
- musician fees (for rehearsals)

Fees (Max 40% of total overall budget)

- per diems, max \$50 per musician per day
- performance fees, max \$100 per musician per performance day

Expenses during the initiative:

- travel (flights, ferries, etc)
- fuel
- vehicle rental
- accommodation
- advertising and promotion
- equipment rentals
- insurance
- crew fees
- musical supplies (guitar strings, drum skins etc). Note instrument purchases are ineligible.
- communication expenses (phone, mail, data charges directly related to this initiative)
- merchandise (up to 10% of your total award)

If selected, final reports must include a complete detailed spreadsheet of expenses (template provided by Music BC) as well as invoices/proofs of purchase for all expenses. Proof of purchase can include receipts, bank statements, returned cheques, or e-transfer confirmations. Cash expenses are not eligible except as musician per diems/fees and must be supported with signed receipts - however e-transfers are the preferred method.

## PROJECTED REVENUE

Applicants must claim any and all confirmed guarantees, contract fees, confirmed government grants or additional funding sources.

Door/ticket and merchandise revenues may be projected.

Revenue information is for jury's use only. Do not deduct your total revenues from your total expenses.

# MUSIC BC TRAVEL GRANT BUDGET

Complete and upload with your application



<b>A) PRE-INITIATIVE EXPENSES</b>				
Rehearsal space rental				
Communication expenses				
Musician fees (for rehearsals)				
Other: _____				
<b>TOTAL A (must not exceed 10% of total budget)</b>				
<b>B) FEES DURING INITIATIVE</b>				
	<b>DAYS</b>		<b>PEOPLE</b>	<b>\$</b>
Per Diems (max \$50 per day)	_____	x	_____	x _____
Performance Fees (max \$100 per performance)	_____	x	_____	x _____
Other: _____	_____	x	_____	x _____
<b>TOTAL B (must not exceed 40% of total budget)</b>				
<b>C) EXPENSES DURING INITIATIVE</b>				
Travel (flights, ferries, etc)				
Fuel				
Vehicle Rental				
Accommodation				
Advertising and promotion				
Equipment rentals				
Insurance				
Crew fees				
Musical supplies (guitar strings, drum skins etc)				
Communication expenses				
Merchandise				
Other: _____				
<b>TOTAL C</b>				
<b>TOTAL EXPENSES</b>				
	<b>A+B+C EXPENSE TOTAL</b>			
	<b>50 % TOTAL</b>			
	<b>AMOUNT REQUESTED</b>			
<b>PROJECTED REVENUE</b>				
Gross performance income				
Merchandise income				
Record company contribution				
Government/FACTOR Funding				
Other: _____				
<b>TOTAL PROJECTED REVENUE</b>				