

MUSIC BC TRAVEL GRANTS

BUSINESS GUIDELINES & APPLICATION INFO



creativeBC
BRITISH COLUMBIA'S CREATIVE INDUSTRY CATALYST

102.7 The PEAK
WORLD CLASS ROCK

musicbc
MUSIC BC INDUSTRY ASSOCIATION

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

BUSINESS GUIDELINES

1. Applications must be received on or before the deadline AND prior to the initiative taking place.
2. A business 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 \$1000
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 one 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 artists being represented by the company on this business travel initiative must be BC artists. 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 musical 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 will required to complete a survey detailing the outcome of their funding including company and artist background, measurable results, business contacts and actual and potential deals secured as a result of the initiative.

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. Businesses must be representing at least two BC artists when applying to the Business Travel grant. At least one of the BC artists being represented must have a commercial release of sound recordings on a recognized distributor within a twenty-four month period prior to the first date of travel for the business travel initiative. Music BC will also consider albums being released up to 3 months following the first date of your travel initiative, provided that you deliver proof of release to Music BC.
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.
14. Business travel initiatives must have confirmed dates. For example, businesses cannot apply for business travel expenses in "March of 2015." Dates must be specific on the application.
15. Business travel initiatives will be considered for businesses to attend established music industry conferences and festivals. In the case of a business not attending an established music industry conference or festival, the applicant must present their case to the jury by an attached written document explaining the nature of their travel, specific dates, how this initiative fits into their business plan, and which music industry representatives will be involved.
16. Only one business can apply on a grant application form. For example, if there are multiple businesses working together, they each must submit separate applications to apply for funding. The funds awarded to one business for an initiative cannot be used to cover expenses for other businesses also present during the initiative.
17. No more than one business can represent any BC artist on a business travel grant during any given round. In the case of two or more businesses applying for a business grant where they both or all state representation for the same BC artist(s), Music BC will contact both applicants via phone and/or email for a response within 48 hours as to which application is to be removed from consideration for funding, or pending if one applicant can remove said BC artist from their application and still remain eligible, Music BC can remove that information from the application. If Music BC does not receive a response within 48 hours from either applicant, both applications may be removed from consideration for funding at Music BC's discretion. Applicants are instructed to contact other businesses involved in representing their BC artists to ensure they are not also applying for a business travel grant representing said artist(s).
18. Business 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 travel 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.
19. Applicants cannot apply for a travel grant deadline more than 6 months in advance of the first date of the travel initiative.
20. Companies may only submit one application for business travel per deadline, however they may submit additional applications on behalf of their artists.
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 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:

- Company registration info
- Marketing plan for the initiative
- MP3s from the artists the initiative is in support of
- Artist Biographies
- Promo photos
- 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:

- travel (flights, ferries, taxis, etc)
- accommodation
- communication expenses
- rental vehicles
- conference registration fees
- media kit/promotional materials
- per diems, max \$50 per per day

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.

MUSIC BC TRAVEL GRANT BUDGET



Business Travel

Complete and upload with your application

EXPENSES

Travel (flights, ferries, etc) _____

Accommodation _____

Communication expenses _____

Rental vehicle _____

Conference registration fees _____

media kit/promotional materials _____

Per Diems (max \$50 per day) _____ x _____

Other: _____

EXPENSE TOTAL _____

50 % TOTAL _____

AMOUNT REQUESTED _____