

MUSIC BC TRAVEL GRANTS

ARTIST GUIDELINES

PROGRAM OUTLINE

Music BC Travel Grants provide assistance to BC based artists to participate in touring and showcasing initiatives domestically and internationally, and BC based companies and individuals undertaking business travel activities in support of the BC music community.

DEADLINES

- **Friday September 30th 2016 (5pm PST)**
- **Friday February 24th 2017 (5pm PST)**

ARTIST GUIDELINES

1. Applications must be received on or before the deadline AND prior to the initiative taking place.
2. Artists may receive funding through this program only once per fiscal (April 1, 2016 - March 31, 2017).
3. No applicant may receive further assistance under this program if an application from a previous grant remains incomplete.
4. Grant contributions are limited to 75% of the total eligible expenses, and to a maximum of:
 - Tour = \$4000 (tours must be a minimum of 5 shows)
 - Showcase = \$2000
5. 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 have been in operation for at least 1 year.
6. 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.
7. The artist who will benefit from this grant must be a BC artist. 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.
8. The content of the sound recordings being used to support the application must be original Canadian works as per MAPL guidelines, although exceptions may be made for jazz, classical, and roots/traditional genres or ensembles.



9. The recording 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). Exceptions may be made for jazz, classical, and traditional genres or ensembles.
10. The recording the initiative is in support of may be distributed independently or through a recognized distributor, and must be available for sale in BC (or in the territory being traveled to). A recording shall be considered a commercially released sound recording: single, EP, or album format, and distribution may include physical and/or digital releases.
11. 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.
12. 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 as administered as Music BC.” Where possible the use of approved logos is strongly encouraged.
13. Touring initiatives must include confirmed performances at a minimum of five venues (ie: clubs, rented halls, theaters, house shows etc); Applicants must provide copies of at least five 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 5 confirmed shows outside the lower mainland of British Columbia (exceptions may be made for trips to/from Vancouver Island).
14. 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.
15. 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.
16. Applicants cannot apply for a grant deadline more than 6 months in advance of the first date of the travel initiative.
17. Artists may only submit one application per deadline (including applications to the business travel program).
18. Tour dates must be consecutive, without significant breaks between performances. Generally, this means no more than 5 days between performance dates.
19. Applicants must have current, paid Music BC memberships as of the grant deadline.



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. Successful uploads will receive confirmation emails - If you are unsure if your application was received please check with the office before the deadline. After the deadline has passed we won't be able to assist with incomplete applications.

ONLINE APPLICATION DETAIL:

Your online application will require the following information and uploads:

1. **Tour Schedule** that includes dates, venues, capacity, and whether the show is confirmed or pending
2. **Performance Confirmations**; if showcasing, provide the showcase invite. If touring, provide a minimum of 5 show confirmations (may be contracts, email correspondence, or agency itineraries).
3. **Marketing Plan** for the initiative; include strategies for promotion, goals and desired outcomes, how those outcomes will be measured, any additional activities that will be undertaken (meetings, radio visits, press etc). Marketing plan tips are available at musicbc.org.
4. **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 or edited highlight reel.
5. **Recording (MP3)** from the recording the initiative is in support of.
6. **Artist Biography (PDF)**, should include recent successes and highlights.
7. **Promo Photo (JPG)**
8. **Website link**
9. **Completed BUDGET Form** (available from musicbc.org)

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; and the musical quality of the recording and live performance submitted.



Successful applicants will be presented a contractual agreement. Upon completion and return of a signed agreement, 75% of the award will be released to the applicant.

To receive the final payment, applicants must submit a completed final report form (supplied by Music BC). The report form should highlight some key successes that resulted from the initiative, and be accompanied by a spreadsheet of expenses, and organized copies of receipts and proof of payments of those expenses.

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
**exceptions on max performance fees may be considered for hired musicians - please provide signed artist performance agreements or invoices*

Expenses during the initiative:

- travel (flights, ferries, etc)
- 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 using own vehicle, per km vehicle rate is allowed at \$.50/km. Please note this rate includes fuel, so no additional gas receipts may be submitted. Include a breakdown of km driven.



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.

