

MUSIC BC TRAVEL GRANTS

BUSINESS 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)**

BUSINESS GUIDELINES

1. Applications must be received on or before the deadline AND prior to the initiative taking place.
2. Applicants 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 \$1000.00
5. Applications must name one company representative as the applicant. If multiple representatives are going to the same event they must submit separate applications.
6. Applicants representing companies, partnerships or sole proprietorships 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. Company must have been in operation for at least one year. Music BC reserves the rights to request proof of residency, citizenship, and business registration.
7. Applicants that are individuals 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. Individual must have a history of doing business in the music industry for at least one year. Music BC reserves the rights to request proof of residency, citizenship, and business history.
8. Eligible travel activities include attending music industry conferences, trade shows, trade missions, and showcases at recognized festivals and events. Expenses may also be considered for travel to attend meetings and business activities – a detailed itinerary must be provided with confirmation of activities if so.



9. Artists may also apply under the business travel grant program if they are traveling for business development purposes and not showcasing – for example, radio promotion tours, songwriting trips, or attending conferences or trade missions. A detailed itinerary of activities must be provided with confirmation of activities.

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. Applicants cannot apply for a grant deadline more than 6 months in advance of the first date of the travel initiative.

12. Applicants may only submit one application per deadline. This does not include a company applying on behalf of multiple artists for artist travel grants, if their membership allows. This does however include an artist applying for both an artist and a business travel grant.

13. Applicants must have current, paid Music BC memberships as of the grant deadline, and not exceed the number of applications allowed per deadline as per their membership level.

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:

- **Marketing Plan that includes the following:**
 - **Company** overview;
 - **Biography** of representative attending;
 - **Itinerary** that includes dates and details of activities;
 - **Goals** and desired outcomes, and how those outcomes will be measured;
 - **Names** of any scheduled meetings and activities;
 - **Artist Info** if specific artists are being represented;
- **Promo Photo (JPG)** Photo of applicant
- **Website link**
- **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 career leveraging opportunities outlined in the marketing plan; the attainability of the goals and outcomes; the experience and potential of the applicant in building opportunities for the BC music community.

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 upon approval). 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:

- travel (flights, ferries, etc)
- accommodation
- event registration fees
- vehicle rental
- 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.
- insurance
- per diems at a max of \$50 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.

