



# MUSIC BC TRAVEL GRANTS

## BUSINESS ENVELOPE GUIDELINES

2023-2024

### OVERVIEW

Music BC's **Business Envelope Travel Grant** provides assistance to B.C.-based, for-profit music companies and entrepreneurs undertaking travel activities in support of the growth and development of their business and/or their B.C.-based artist clients.

This is a pilot program designed for returning grant recipients from for-profit music companies to increase funding flexibility over a 12-month period for eligible activities and expenses.

Program Budget: \$100,000

### PROGRAM TIMELINE

Applications Open:	Monday, September 18 <sup>th</sup> , 2023 (9am PST)
Applications Close:	Friday, November 3 <sup>rd</sup> , 2023 (5pm PST)
Results Sent:	On or before Friday, December 15 <sup>th</sup> , 2023 (5pm PST)
Interim Report:	Friday, April 5 <sup>th</sup> , 2024 (5pm PST)
Final Report:	Friday, August 30 <sup>th</sup> , 2024 (5pm PST)

*Please note: This program will be accepting applications to support initiatives that take place between August 1<sup>st</sup>, 2023, and July 31<sup>st</sup>, 2024. As this is a pilot program, future timelines will be assessed and announced in 2024. Currently, Music BC does not have plans to introduce an Artist Envelope Travel Grant.*

### ELIGIBILITY

Businesses may submit a maximum of one application in this deadline, up to a maximum ask of \$10,000 CAD to support business travel activities between August 1<sup>st</sup>, 2023, and July 31<sup>st</sup>, 2024. Grant contributions are limited to 75% of the total eligible expenses up to the program cap.

## Who Can Apply?

British Columbia-based, for-profit businesses who have generated a minimum \$30,000 CAD gross revenue in their prior fiscal year, *and* who invest in:

- The production and promotion of sound recordings by Canadian artists.
- Tours and showcases by Canadian artists.
- Publishing of Canadian musical works.
- The management of Canadian artists.

For clarity, eligible businesses for the Business Envelope Travel Grant generally include record labels, music publishers, music producers and engineers, music marketing agencies, music tech companies, and artist managers. Artist managers must possess the necessary competencies to advise their artists on all aspects of their musical careers and actively promote their music. They also need to have control over rights if applying for recordings or publishing activities.

## BUSINESS ENVELOPE GUIDELINES

1. Applications must be completed and received on or before the deadline.
2. Businesses may submit a maximum of one application in this deadline.
3. Applicants may only apply for travel initiatives that occur between **August 1<sup>st</sup>, 2023, and July 31<sup>st</sup>, 2024.**
4. Grant contributions are limited to 75% of the total eligible expenses, and to a maximum of **\$10,000 CAD** per application.
5. No applicant may receive assistance under this grant program if final reports from a previous travel grant or honorarium remains incomplete.
6. Funding for a successful grant application may not be transferred to another grant application. A qualifying business does not guarantee approval. As each grant deadline is competitive, businesses are encouraged to source out alternative funding options.
7. If a business becomes a successful recipient of the Business Envelope Travel Grant, they are ineligible to apply for further funding through the regular Business Travel Grant intakes within the same year. Conversely, an unsuccessful grant applicant is welcome to apply through the regular intakes (please refer to the program caps within these deadlines).
8. Applicants must claim all confirmed guarantees, contract fees, confirmed government grants or additional funding sources (e.g., FACTOR, Creative BC, SOCAN, Canada Council, etc.) Public funding sources from any source or other public agency - in combination with their Music BC contribution - may equal *but not exceed* 75% of the eligible project expenses (Less GST/HST). Revenue information is for jury's use only. Do not deduct your total revenues from your total expenses.

9. Applicants must be representing for-profit companies, partnerships, or sole proprietorships. The Company's headquarters must reside within and pay taxes in BC, while the purpose of The Company must be to predominately support BC-based talent. No more than 50% of Company representatives listed on an application may reside outside of BC; those who are BC-based must have held a BC address for **at least 200 of the 365 days immediately preceding the date of application**. The Company must have been in operation for at least two years or have key personnel with a minimum of two years of experience. Music BC reserves the right to request proof of residency, citizenship, and business registration, and to assess each application on a case-by-case basis as required.

10. Eligible travel activities include attending key business development meetings, music industry conferences, trade shows, trade missions and showcases at recognized industry festivals and events that are occurring at least 300 km or roughly 4 hours outside of the company or individual's geographical area.

11. Artists are not eligible to apply for a Business Envelope Travel Grant. If an artist is travelling for business development purposes and not for performing or showcasing – for example, radio promotion tours, songwriting initiatives, or attending conferences or trade missions – they may apply under our [Business Travel Grant](#) program.

12. Successful applicants will be required to submit a short Interim Report form (to be sent by Music BC) detailing the outcomes of their travel initiatives to date including measurable results, business contacts, and actual and potential deals secured because of the initiative. Changes from the initial proposal should be included with new eligible activities outlined and accompanied by an updated cost report of spending to date and anticipated budget spend for the remainder of the initiatives. Receipt and approval of this report will be required to receive the next installment of funding.

13. Successful applicants will be required to submit a written Final Report detailing key successes to date from each initiative along with a completed spreadsheet of actual expenses incurred, proof of purchase (bank statements, returned cheques, e-transfer, or wire transfer confirmations) and attached funder acknowledgement to receive the final funding installment.

14. As a condition of funding, successful applicants will be required to acknowledge funding assistance on all public print, digital and online materials (including social media mentions when applicable) related to the project being funded as follows: **"Supported by Music BC, Creative BC and the Province of British Columbia."** Successful applicants will be required to submit examples of acknowledgement and approved logo use in their final report.

15. Applicants do not need a Music BC membership to apply.

## **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. Music BC will not accept applications or support materials in person, by fax, or by email.

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. Successful uploads will receive a confirmation message at the top of the submission page once you hit submit, but please note that you will not receive a confirmation email. If you are unsure if your application was received, please check with our office before the deadline. After the deadline has passed, we won't be able to assist with incomplete applications.

**Your online application will require the following information and uploads:**

1. **Written Proposal** that includes the following:
  - a. Company Overview
  - b. A short biography and job title of representative(s) attending any travel initiative outlined in the proposal.
  - c. An itinerary of proposed travel initiatives that include subsections with the following details:
    - i. the event name (if applicable), dates and whether travel to the initiative is confirmed or pending.
    - ii. rationale for company travel to this market/event.
    - iii. which representative(s) will be travelling, plus 3-5 objectives for their attendance.
    - iv. how success will be measured, and new revenue projected because of the trip.
    - v. any known activities (scheduled meetings, panels, and so on).
    - vi. artist info if specific B.C. artists are being represented during each initiative.
  - d. Prior Business Travel Grant success. Please provide a summary of your top 3 successes as a past recipient of Music BC's Business Travel Grant program.
2. **Complete Budget Form** available at <https://bit.ly/3ZiBRIm>
3. **B.C. Business Registration** (you will only be required to upload this once as a first-time Envelope Program applicant).
4. **Financial Statements** from prior fiscal tax return (a redacted statement is fine, so long as the company name, year and proof of minimum \$30,000 CAD gross revenue threshold is demonstrated).

## ADJUDICATION

Music BC will select an anonymous, independent, and fair peer adjudication panel comprising of three to five music industry professionals. All jurors are required to acknowledge any potential conflict of interest to ensure adjudication fairness. Music BC has the discretion to award less than the amount requested. Applications will be processed upon completion of an application form with the completed attachments of the support material.

### **Applications will be assessed on the following criteria:**

- The rationale behind the proposed initiatives and how they will foster business growth opportunities.
- Feasibility of the proposed budget.
- Prior History of demonstrating results within the Business Travel Grant program on behalf of the company, their B.C. roster, and the B.C. music industry at large.

## FUNDING CRITERIA & INSTALLMENTS

Applicants are expected to contribute to the financing of their initiatives and seek other revenue sources where appropriate. Applicants must provide a proposed budget for their initiatives and declare all sources of revenue, including confirmed and unconfirmed grants. **Applicants should only apply for initiatives they can complete and pay for prior to July 31<sup>st</sup>, 2024.**

Successful applicants will receive a 50% advance payment upon execution of a funding agreement, 25% upon receipt and approval of an Interim Report, and the final 25% disbursed upon completion and approval of the Final Report based on eligible and actual expenditures.

Music BC reserves the right to pay awards by instalments other than what is outlined above or to withhold any portion of the award, pending submission of the required Interim and Final Report documents. Note that Music BC can revoke funding at any time at the reasonable discretion of the Executive Director (with Board approval).

## BUDGET AND ELIGIBLE EXPENSES

Applicants must upload completed versions of the budget form provided with their applications. Budgets are to be realistic estimates for each initiative, including projected revenue. Please note that eligible expenses that deviate significantly from the submitted travel itinerary, or aren't explicitly clarified in the travel itinerary, will not be approved.

### ELIGIBLE EXPENSES:

Travel-related expenses related to business development activities (see paragraph 9) can include:

- Airfare (economy-rate flights)
- Ground travel (cabs, train, ferry, parking, etc.)
- Accommodation (max \$300 per room)
- Per diems at a max of \$100 per representative per day
- Event registration fees (purchased directly from the festival/event)
- Communication expenses (phone, mail, and data charges directly related to this initiative)
- Fuel
- Vehicle rental
- If using own vehicle, per km vehicle rate is allowed at \$.58/km. Please note this rate includes fuel, so no additional gas receipts may be submitted. Include a breakdown of km driven.
- Travel Insurance
- Company promotional materials

#### INELIGIBLE EXPENSES INCLUDE:

- Costs related to the production/presentation of live music.
- Costs related to the production/recording of music.
- Costs associated with the production of receptions, mixers, networking events, luncheons, award shows, fundraisers, galas, and parties.
- Costs related to an individual designated as essential crew in a Tour or Showcase application for the same event or trip.
- Monetary value of airline tickets or upgrades purchased with points.
- Capital purchases.
- Alcohol.
- Operating costs including rent, utilities, regular maintenance, corporate overhead, or salaries.
- Subscriptions, membership fees, or recurring expenses.
- Expenses paid in cash.
- In-kind expenses or donated services.
- Grant writing fees, legal fees, management fees, business registration fees, or fees for financial statements.
- Repeat trips within a three-month period to the same city.
- Major expenses not included in the approved budget and incurred prior to Music BC approval.

**If you are uncertain about the eligibility of a cost or initiative, please contact our office at 604-873-1914 or email [emily@musicbc.org](mailto:emily@musicbc.org).**