

# MUSIC BC TRAVEL GRANTS

## ARTIST GUIDELINES

### OVERVIEW

Music BC's **Domestic & International Travel Grant** provides assistance to B.C.-based artists to participate in touring and showcasing initiatives domestically and internationally.

We encourage applicants to carefully read through the guidelines as we continue to make program adjustments each year to better serve the needs of the BC community.

### APPLICATION WINDOWS:

Intake #1 – Opens October 12<sup>th</sup>, 2023, and closes January 12<sup>th</sup>, 2024 (5pm PST).

*Please note: This deadline will be accepting applications to support initiatives that take place between October 1<sup>st</sup>, 2023, to March 31<sup>st</sup>, 2024. Please see the next intake if your activity falls after this timeframe.*

Intake #2 – Opens March 18<sup>th</sup>, 2024, and closes May 17<sup>th</sup>, 2024 (5pm PST).

*Please note: This deadline will be accepting applications to support initiatives that take place between April 1<sup>st</sup>, 2024, to September 30<sup>th</sup>, 2024.*

### WHICH ARTIST TRAVEL GRANT SHOULD I APPLY FOR?

- **Showcase - Domestic or International:** For artists who have one official showcase invite/confirmation from an industry conference occurring at least 300 km or 4 hours outside of their geographical area.
- **Tour - Domestic:** For artists who have a minimum of 7 paid tour dates within Canada.
- **Tour - International:** For artists who have a minimum of 7 paid tour dates outside of Canada.

Note: Artists traveling for business development purposes and not showcasing (e.g., radio promotion tours, official songwriting retreats, or attending industry conferences or trade missions) should apply under the Business Travel Grant Application.

## ARTIST GUIDELINES

1. Applications must be completed and received on or before the deadline.
2. Applicants may only apply for travel initiatives that occur between the dates outlined in the two grant intakes. Please note which deadline intake your initiative falls under. If your initiative overlaps with both deadlines, please contact our team and we would be happy to provide direction.
3. No applicant may receive assistance under this grant program if final reports from a previous travel grant or honorarium remains incomplete.
4. Music BC grant contributions are limited to 75% of the total eligible expenses, and to a maximum of:
  - Showcase - Domestic = up to **\$2,500 CAD**
  - Showcase - International = up to **\$5,000 CAD**
  - Tour - Domestic = up to **\$5,000 CAD** (tours must be a minimum of 7 paid shows)
  - Tour - International = up to **\$7,500 CAD** (tours must be a minimum of 7 paid shows)
5. B.C. applicants that are limited companies, partnerships or sole proprietorships must be registered B.C. businesses whose majority ownership is held by B.C. residents (**having resided in BC for at least 200 of the 365 days immediately preceding the date of application**) and must be able to provide proof of B.C. Business Registration. In the case of a band or group, the majority or 50% of the permanent performing members must meet the residency requirements. If only 50% of the band or group are residents of B.C., then the grant funding may only go towards their expenses. Music BC reserves the right to request proof of residency at any time.
6. The content of the sound recordings being used to support the application must be original Canadian works as per MAPL guidelines.
7. 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 6 months after (confirmation of release date required).
8. The recording the initiative is in support of may be distributed independently or through a recognized distributor and must be available for sale in B.C. (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.
9. Applicants are required to complete a report detailing the outcome of their funding including measurable results, business contacts, and actual and potential deals secured because of the initiative. This report (template to be provided by Music BC) will be required to receive the final funding payment.
10. **As a condition of funding, recipients are required to acknowledge funding assistance on all public print, digital and online materials (including social media mentions when possible) related to the project being funded as follows: "Supported by Music BC, Creative BC and the Province of British Columbia."** Grant recipients will be required to submit examples of acknowledgement and

approved logo use in their final report. Specific instructions regarding credit, acknowledgment and logo use for the Province of British Columbia are available on the Creative BC website:

<https://www.creativebc.com/about/logos-brand>

Music BC logo kits can be downloaded here:

<https://musicbc.org/wp-content/uploads/2022/02/Travel-Grant-Logo-Kit.zip>

11. Touring initiatives must include confirmed performances in a minimum of 7 different cities. Venues can include clubs, rented halls, theatres, house shows, and school shows. Applicants must provide copies of at least 7 confirmations (one from each city) for a contracted Performance Fee, meaning you will be paid a guaranteed fee, or will be receiving a percentage of gross ticket sales and/or the take at the door.

**Confirmations may include:**

- contracts.
- email confirmations.
- agent provided itineraries.

**Please note that text message conversations, Facebook messages or similar will not be accepted as a booking confirmation.**

**Confirmations must clearly indicate the following:**

- the name and contact info of the booker.
- the date of confirmed performance (pending shows will not count towards the 5 confirmations).
- set length.
- a clear description of remuneration plus meals and accommodation provided (if applicable).

Grants are in support of tours occurring at least 300 km or 4 hours outside of the artists' geographical area.

12. Showcase events can include performances at recognized industry festivals or events. Typically showcases are unpaid performances meant to attract the interest of potential industry partners (e.g., record labels, booking agents, managers) and usually coincide with a larger industry event or conference. These showcases are produced by a third party where the organizers must invite Artists to showcase by providing an official invitation letter or contract. The showcase must occur at least 300 km or 4 hours outside of the artists' geographical area to be eligible for funding. Private showcase events organized by the Artist's own record label, publisher or team that features only Artists represented by the organizer may be recognized. As an affiliate and partner of FACTOR, Music BC will accept all showcase events listed under the **Sample List of Eligible Showcase Events available at [www.factor.ca](http://www.factor.ca)**. Please note, that until further notice, business travel applications for Canadian Music Week and award shows will not be accepted. If your event is not listed here, or if you are organizing a private showcase, please contact the Music BC office prior to applying.

13. Only one artist/group 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.

14. Artists may submit a **maximum of two applications per deadline** (including applications to the business travel program), **to an application cap of \$10,000 CAD combined**. Funding for a successful grant application may not be transferred to another grant application. A qualifying applicant and project do not guarantee approval. As each grant deadline is competitive, Artists are encouraged to source out alternative funding options.

15. Tour dates must be consecutive, without significant breaks between performances. Generally, this means no more than 5 days between performance dates.

16. 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. 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.

## ONLINE APPLICATION DETAIL

Your online application will require the following information and uploads:

1. Tour Schedule; including dates, venues, capacity, guarantees and whether the show is confirmed or pending.
2. Performance Confirmations; if showcasing, provide the showcase invite. If touring, provide a minimum of 7 paid show confirmations (contracts, email correspondence, or agency itineraries).
3. Marketing Plan specific to the initiative; include a brief overview paragraph (e.g., *"We are requesting \$5,000 for a 14-day tour of Germany, France, and Italy in support of our upcoming sophomore album, 'insert album name' released on 'insert release date' via 'insert label' if applicable*). Your overview should also point out anything that requires special attention in your application. The remainder of the marketing plan should include goals and desired outcomes, how those outcomes will be measured, strategies for promotion, applicant's team (label, publicist, manager, etc) and any additional activities that will be undertaken (meetings, radio visits, press, etc). Please provide the full name, role and company when listing confirmed or pending meetings.
4. One Sheet; include a professional promo photo, an up-to-date artist bio including recent successes and highlights, the Album or EP title, release date and track listing, website URL, a streaming link to the recording the initiative is in support of, and a URL to a live performance video. The video should represent the type of performance that will occur

during the initiative (i.e., full band versus solo) and does not have to be in front of an audience. Lip-synced music videos or edited highlight reels will not be accepted.

5. Completed Budget Form; budgets should be estimated, realistic projections. Applicants are to use the budget template provided here:

<https://bit.ly/3ZSpDpX>

## **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 eight (8) weeks after an application deadline to select grant recipients. All jurors are required to acknowledge any potential conflict of interest to ensure adjudication fairness.

Applications will be assessed on the completed application form and the quality of the support material. Music BC has discretion to award less than the amount requested and to pro-rate funding between various applicants.

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

Emphasis will be given to applicants who have yet to receive significant funding from Music BC. For applicants who have received support through our travel grant program, consideration will be given to initiatives or markets that have not yet been attended, visited, or funded.

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 completion of initiative). The report form should highlight key successes that resulted from the initiative, and be accompanied by a spreadsheet of expenses, and organized copies of invoices or receipts and proof of payments of those expenses. Proof of payments can include bank statements, returned cheques, e-transfer or wire transfer confirmations. If you are providing a bank statement, please include the following information - your name, the last four digits of your card, your address, and the expenses listed on the cost report.

Significant changes to the initiative must be brought to Music BC's attention for approval. If the initiative is cancelled or altered in any way without the 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 instalments other than what is outlined above or to withhold any portion of the award, pending completion or submission of the required 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 their initiative, including projected revenue. Eligible expenses will not be accepted if they fall significantly outside of the travel itinerary submitted. If you have any questions about eligible or ineligible expenses, please reach out to [emily@musicbc.org](mailto:emily@musicbc.org)

### ELIGIBLE EXPENSES INCLUDE:

Pre-Initiative expenses (Max 20% of total overall budget, excluding VISA fees)

- rehearsal space rental
- musician fees (for rehearsals)
- VISA fees\*
- graphic design fees (tour poster, advertisement, etc)

\*Please note that you may only claim VISA fees for your specific travel initiative dates (i.e., If you have a work visa for the full year, you cannot claim the full cost – please pro-rate based on the initiative dates).

Artist and Crew Fees (Max 40% of total overall budget)

- per diems, max \$50 per musician per day
- performance fees, max \$100 per permanent musician per performance day (exceptions on max performance fees may be considered for hired musicians - please provide signed artist performance agreements or invoices)
- essential crew fees (tour manager, tour technicians)

Expenses during the initiative:

- airfare (economy-rate flights)
- ground travel (cabs, ubers, trains, ferries, parking, etc)
- instrument baggage fees
- fuel
- per diems (max \$50 per day)
- 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.
- accommodation (max \$300 per room, per night)
- marketing & advertising (online and traditional)
- publicist
- radio promotions
- equipment rentals
- insurance
- musical supplies (guitar strings, drum skins, etc.) Instrument purchases are not eligible.
- communication expenses (phone, mail, data charges directly related to this initiative)
- merchandise (up to 10% of your total award)

## 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
- Monetary value of airline tickets or upgrades purchased with points
- Capital purchases
- Alcohol
- 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

## PROJECTED REVENUE:

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 for your initiative - in combination with their Music BC contribution - **may equal but not exceed 75% of the eligible project expenses (less GST/HST)**. 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. If you are uncertain about the eligibility of a cost, please contact our office at 604-873-1914 or email [info@musicbc.org](mailto:info@musicbc.org).

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

**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).**