



MUSIC BC TRAVEL GRANTS

BUSINESS GUIDELINES

OVERVIEW

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

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 industry.

APPLICATION WINDOWS:

Intake #1 – Opens October 10th, 2024, and closes January 10th, 2025 (5pm PST).

Please note: This deadline will be accepting applications to support initiatives that take place between October 1st, 2024, to March 31st, 2025. Please see the next intake if your activity falls after this timeframe.

Intake #2 – Opens March 13th, 2025, and closes May 16th, 2025 (5pm PST).

Please note: This deadline will be accepting applications to support initiatives that take place between April 1st, 2025, to September 30th, 2025.

BUSINESS 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'd be happy to provide direction.
3. No applicant may receive further assistance under this program if an application from a previous grant or honorarium remains incomplete.
4. Grant contributions are limited to 75% of the total eligible expenses, less GST/HST, and to a maximum of **\$2,000 CAD** per application.
5. 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).

6. Applications must name one company representative as the applicant; however, funding is limited to two company representatives per application. For clarity, Music BC will only accept one application per initiative. If two individuals working for the same company are attending the initiative, they must be on the same application. Details must be provided as to why you are sending two representatives.

7. Applicants may submit a **maximum of two (2) applications per deadline** (including applications to the Artist Travel Grant program). 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, Applicants are encouraged to source out alternative funding options.

8. Applicants must be representing for-profit companies, partnerships, or sole proprietorships. The Company's headquarters must reside within and pay taxes in B.C., while the purpose of The Company must be to predominately support B.C.-based talent. No more than 50% of Company representatives listed on an application may reside outside of B.C.; those who are B.C.-based must have held a B.C. 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.

9. Applicants that are individuals must have resided in B.C. for **at least 200 of the 365 days immediately preceding the date of the application**. Individuals must have a history of doing business in the music industry for at least two years. Music BC reserves the right to request proof of residency, citizenship, and business history.

10. Eligible travel activities include attending music industry conferences and trade missions 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. Expenses may also be considered for travel to attend meetings and business activities – a detailed itinerary must be provided with confirmation of activities and must include the individuals name, role, and company when listing confirmed or pending meetings; a minimum of 50% of meetings on the itinerary must be confirmed. Please note, that until further notice, business travel applications for Canadian Music Week and award shows will not be accepted.

11. Artists may also apply under the business travel grant program if they are traveling for business development purposes and not for performing or showcasing – for example, radio promotion tours, official songwriting retreats or residencies (please include an invitation letter from the presenting organization), attending conferences or trade missions. A detailed itinerary of activities must be provided with confirmation of activities. Self-directed songwriting trips/studio trips, or trips that are centered around a showcase or performance are not eligible.

12. Successful applicants are required to complete a final report detailing the outcome of their funding including measurable results, business contacts, actual and potential deals secured as a result of the initiative. This report will also include proof of payments for all eligible expenses. This report will be required in order to receive the final funding payment.

13. 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> - Note: Download "Amplify BC Recipient" Logos

Music BC logo kits can be downloaded here:

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

14. 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 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. You will receive a confirmation email once you've submitted your application.** 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. **Initiative Plan** that includes the following:
 - Company overview (include a website URL);
 - Biography of representative(s) attending with photo of representative(s);
 - Itinerary that includes dates and details of activities. Please note which activities are pending or confirmed; a minimum of 50% of meetings included on the itinerary should be confirmed;
 - Rationale behind the activities in the specific market you are visiting; why there/now?
 - Goals and desired outcomes, and how those outcomes will be measured;
 - Name, Company and Role of scheduled meetings;
 - Artist Info if specific artists are being represented during initiative;
2. **Complete Budget Form** available at: <https://bit.ly/4cqaVet>
3. **Prior Initiative Funding Pitch** (if applicable)

ADJUDICATION AND METHOD OF PAYMENT

Music BC will select an anonymous, independent, and fair peer adjudication panel 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 the discretion to award less than the amount requested.

Applications will be assessed based on the following criteria:

- the career leveraging and business opportunities outlined in the initiative plan;
- the attainability of outlined goals and outcomes; and
- a complete and realistic budget

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 digitals 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.

ELIGIBLE EXPENSES INCLUDE:

- Airfare (economy-rate flights)
- Ground travel (cabs, uber, train, ferry, parking, etc.)
- Accommodation (max \$300 per room, per night)
- 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
- Costs associated with independently organized songwriting trips
- 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 selected, final reports must include a complete detailed spreadsheet of expenses (template provided by Music BC upon completion of initiative) as well as invoice or receipts and proof of purchase for all expenses. Proof of purchase can include bank statements, returned cheques, e-transfer or wire transfer confirmations. **Cash expenses are not eligible** except as per diems which must be supported with a signed receipt form or per diem claim form (template provided by Music BC upon request and completion of initiative).

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.