



# JUMPSTART GRANTS

## PROGRAM GUIDELINES

### OVERVIEW

Music BC's **Jumpstart Grants** will assist B.C.-based, for-profit music businesses in hiring a summer apprentice aspiring to work in the music business. This program promotes hands-on training through a 10-20 hour/week part-time work placement, coupled with invaluable industry mentorship, with the overarching goal of fostering pathways toward full-time employment in the industry.

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.

Program Budget: \$50,000

### PROGRAM TIMELINE

Applications Open:	Thursday, February 19th, 2026 (9am PST)
Applications Close:	Friday, March 27th, 2026 (5pm PST)
Results Sent:	On or before Friday, April 17th, 2026 (5pm PST)
Final Report:	Wednesday, September 30 <sup>th</sup> , 2026 (5pm PST)

*Please note: This program will be accepting applications to support part-time work placements that take place between June 1<sup>st</sup>, 2026, and August 31<sup>st</sup>, 2026.*

### EMPLOYER ELIGIBILITY

Businesses may submit one application in this deadline, up to a maximum ask of \$5,000 CAD to support the hiring of one (1) summer apprentice for 10-20 hours per week for up to three (3) months. Grant contributions will support 100% of the total eligible expenses up to the program cap.

### Who Can Apply?

British Columbia-based, for-profit businesses who invest in:

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

For clarity, eligible businesses for the Jumpstart Grant generally include record labels, music publishers, music producers and engineers, music tech companies, artist managers, music promoters and music festival producers.

## **JUMPSTART GRANTS GUIDELINES**

1. Applications must be completed and received on or before the deadline.
2. Music BC grant contributions will support 100% of the total eligible expenses up to a **maximum of \$5,000 CAD**.
3. Applicants may apply for **one (1) work placement** that occurs during the dates of June 1<sup>st</sup>, 2026, and August 31<sup>st</sup>, 2026.
4. The recipient of the work placement must be **compensated for no less than \$20.00 CAD per hour**. Successful Applicants are responsible for covering any Mandatory Employment Related Costs associated with hiring (see Eligible Expenses listed on page 6).
5. Hours must be part-time, **10 hours a week minimum, and 20 hours a week at maximum**. Successful applicants will be asked to record and submit a signed work log at the end of the work placement, along with their final report.
6. Applicants are required to allocate a **minimum of three additional hours** over a span of three months for **one-on-one industry mentorship** with the summer apprentice. These sessions may be divided among mid-level managers or senior company representatives.
7. Applicants will be responsible for hiring their own summer apprentice. It is a requirement that applicants will publicize the opportunity for Music BC to share throughout its network, newsletter, and social media channels.
8. No applicant may receive assistance under this grant program if final reports from a previous Amplify BC grant or honorarium issued by Music BC or Creative BC remains incomplete.
9. Applicant must declare whether they have applied, will apply, or have received funding from other sources to support the work placement.
10. Funding for a successful grant application may not be transferred to another grant application. A qualifying business does not guarantee approval.
11. Applicants must be representing for-profit companies, partnerships, or sole proprietorships located and paying taxes in B.C. The company must have been in operation for at least two years or have key personnel with a minimum of two years of experience. Companies that primarily exist to benefit one artist or client and Artist-entrepreneurs are not eligible for this program. 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.
12. Applicant must demonstrate a clear commitment to the following:

- o Onboarding – Demonstrate a comprehensive process that familiarizes the apprentice with the company's culture, policies, procedures, and tools/software they'll be using. This can include orientation sessions, introductions to various departments, company values, safety protocols, and access to necessary resources.
- o Health and Safety Practices – Demonstrate that there are implemented measures to provide a work environment free of harassment and discrimination, including non-discriminatory hiring practices. Additionally, they must stay informed of provincial guidance on essential services and public health information and has implemented measures to ensure the work environment is safe.
- o Skills Development – Provide hands-on training that focuses on skill-building relevant to the music industry, and the role. This might involve technical skills, soft skills, and industry-specific knowledge.
- o Mentorship – Assign experienced mentors or supervisors to guide the apprentice throughout the work placement. Mentors should provide support, advice, and insights into the industry, helping apprentices navigate challenges and learn effectively.
- o Supervision – Offer consistent supervision to ensure the apprentice is on track with their learning objectives. Supervisors should be available to provide feedback, answer questions, and monitor progress.
- o Evaluation and Recognition - Conduct a final evaluation of the apprentice's performance and provide recognition upon completion of the work placement.

13. Eligible expenses include wage contribution, mentorship fees (max. 15% of eligible funding request), employment insurance\*, worker's compensation benefits\*, office expenses and accessibility investments to accommodate the recipient of the work placement.

\*Note: It is the responsibility of the applicant to verify with their insurer whether their existing liability insurance applies to all activities that will be undertaken over the duration of the work placement.

14. Successful applicants will be required to submit a written final report detailing key outcomes from the work placement, along with a signed work log, a written summary from the apprentice detailing their experience, and a completed spreadsheet of actual expenses incurred, proof of wages or record of employment and attached funder acknowledgement to receive the final funding installment. A template will be provided by the Music BC team.

**15. 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/2024/01/Music-BC-Logo-Kit.zip>

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

## INELIGIBLE WORK ACTIVITIES

Examples of ineligible work activities for the summer apprentice include:

- o Fundraising to cover wage costs of the summer apprentice.
- o Projects or Activities that involve business travel.
- o Projects or Activities that contribute to the provision of a personal service to the applicant or company personnel (i.e., tasks that do not have any relevance to the work placement, such as managing personal calendars or running personal errands).

## 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. Written Proposal that includes the following:

- a. Company Overview: include background information on key employees who will be involved in the training, supervision, and mentorship of the summer apprentice. If the company has a track record of prior participation in mentorship programs or practicum placements, feel free to outline that here. Alternatively, please describe how training and professional development fits into your company mandate.
- b. Job Description: a detailed breakdown of the work placement, including but not limited to wage, start date, hours, job type (remote, hybrid, in-person), duties, prior experience required, etc. It is encouraged to present this job description in the format of a job posting.
- c. Rationale for Summer Apprenticeship: clearly outline the needs of your business when it comes to hiring a part-time summer apprentice.
- d. An Itinerary of the Work Placement; should include but not be limited to the following details:
  - i. Hiring plan – where will you be looking to hire your summer apprentice? (i.e.: online, local universities, etc). Are you open to keeping this person on permanently after the summer?

- ii. The start date and end date of the work placement
  - iii. Onboarding process – what does the onboarding process for this role entail?
  - iv. Work plan – what specific tasks do you anticipate the summer apprentice executing, and what will their schedule look like?
  - v. Skills development – what specific skills do you hope to help development with this work placement, and how?
  - vi. Mentorship plan – when and how do you plan to include mentorship hours?
  - vii. Evaluation plan – how do you plan to evaluate the performance of the summer apprentice throughout the work period?
2. **Completed Budget Form;** budgets should be estimated, realistic projections. Applicants are to use the budget template provided here: <https://bit.ly/4tyJQ2t>
  3. **B.C. Business Registration** - Note: If you have applied for this program before and previously provided your business registration, you do not have to provide it again.

## ADJUDICATION AND METHOD OF PAYMENT

Music BC will develop anonymous, and independent peer adjudication panels comprising of three to five persons representing artist entrepreneurs and music industry professionals. All jurors are required to acknowledge any potential conflict of interest to ensure adjudication fairness. Successful grant recipients will be notified no later than Friday April 17th, 2026.

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 and to pro-rate funding between various applicants.

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

- o The scope of duties (i.e., job description) being presented for the work placement.
- o The applicant has demonstrated that they have adequate infrastructure to take on a mentee.
- o The applicant has a prior track record of recruitment, training, and professional development.
- o The applicant is committed to supporting the next generation of music industry professionals.
- o Consideration will be given to applicants who prioritize an apprentice from an underserved region or group and will engage their current personnel from systematically excluded groups to support in the mentorship of the apprentice.
- o The potential for future employment by the applicant or a similar music company in the future.

Successful applicants will be presented with a contractual agreement. Upon completion and return of a signed agreement, 80% of the grant will be released to the applicant. To receive the final funding installment, applicants must submit a completed final report

form (supplied by Music BC upon completion of job placement). The final report should highlight key outcomes that resulted from the work placement, and be accompanied by a signed work log, a written summary from the apprentice, and a spreadsheet of expenses with organized copies of invoices or receipts and proof of payments.

Proof of payments can include bank statements, payroll logs, 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 work placement 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).

**Successful applicants are required to download our Work Log** to keep track of the hours worked by the summer apprentice.

## **BUDGET AND ELIGIBLE EXPENSES**

Applicants must upload completed versions of the budget form provided with their applications. Budgets are to be realistic estimates including projected revenue (if applicable). Eligible expenses will not be accepted if they fall significantly outside of the work placement window of activities. If you have any questions about eligible or ineligible expenses, please reach out to [nicolle@musicbc.org](mailto:nicolle@musicbc.org)

### **ELIGIBLE EXPENSES INCLUDE:**

- o Wage Contribution (No less than \$20/hr, for a part-time role of 10-20 hours per week)
- o Mentorship Fees (max. 15% of total eligible funding request)
- o Mandatory Employment Related Costs (as outlined per the Government of Canada – Vacation, CPP, EI, WCB)
- o Employment Insurance\* (strictly as it applies to any changes in rates due to hiring a summer apprentice)
- o Worker's Compensation Benefits\* (strictly as it applies to the wages of the summer apprentice)
- o Office Expenses related to onboarding apprentice (e.g., temporary software subscriptions, office supplies, equipment rentals that support accessibility needs in the workplace)
- o Marketing and Advertising costs of promoting work placement.

## **INELIGIBLE EXPENSES INCLUDE:**

- o Hardware (laptops, desktop computers, phones, etc)
- o Entertainment and hospitality costs
- o Company overhead costs
- o Personal expenses (travel, accommodations, living expenses, per diems, etc)
- o Overtime hours (hours that fall outside of the 20 hour/week maximum)
- o Training courses (training that takes place via a third-party company, organization, or institution)
- o Bonuses, commissions, or incentive pay

## **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 from any source or other public agency - in combination with their Music BC contribution - may equal 100% of the eligible project expenses, up to the program cap (less GST/HST). 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 or activity, please contact our office at 604-873-1914 or email [nicolle@musicbc.org](mailto:nicolle@musicbc.org).**