



MANITOBA | Musique et Film
Film & Music | MANITOBA

MUSIC BUSINESS DEVELOPMENT FUND GUIDELINES

This program is designed to support culturally relevant and commercially viable music companies in Manitoba by investing in new or expanded business activities. Funding is available for initiatives that are not artist specific, but that are intended to grow the capacity of the companies that contribute to the economic growth and sustainability of the music industry in Manitoba.

PROGRAM OBJECTIVES

To encourage the growth and development of competitive, sustainable and commercially viable companies within the Manitoba music industry by providing financial support for costs associated with increasing capacity, improving industry skill levels and developing infrastructure.

ELIGIBILITY CRITERIA

First time applicants:

We want to help you create the best application possible. Please set up a one-on-one consultation with us to ensure you understand our programs and all the requirements. Please contact the Programs Manager or Programs Administrator at least 30 days prior to the deadline.

Applicants must be resident Manitoba music companies operating as music managers, labels or music publishers and must represent at least two Manitoba based recording artists or composers.

Companies must be Manitoba-owned and operated and registered as a business enterprise for a minimum of 2 years. They must be primarily involved in the management, marketing and/or distribution of music-recording products.

Government departments, public agencies or other public institutions, not for profits and public or private broadcasters are not eligible.

Assuming the proposal meets necessary program criteria, applicants to MANITOBA FILM & MUSIC's Music business Development Fund must also apply to FACTOR's Business Development Program (where they meet eligibility requirements) and copy MANITOBA FILM & MUSIC on the application. Manitoba inquiries to FACTOR may be directed to the agency's regional evaluation coordinator, Manitoba Music, at (204) 942-8650 or info@manitobamusic.com

NOTE: FACTOR, Manitoba Music and Manitoba Film & Music are separate organizations and are not affiliated in any way.

Please be advised that the minimum age for application to this program is 18 years of age.

BUSINESS REGISTRATION OR ARTICLES OF INCORPORATION

All applicants to MANITOBA FILM & MUSIC must be either registered as a business in Manitoba or incorporated in Manitoba. Register or incorporate at Corporation & Business Names, 405 Broadway, 10th Floor, Winnipeg, Manitoba, (204) 945-2500.

APPLICATION PROCESS

All applicants must submit a detailed 2 year business plan including information about your artists, your company and initiatives you wish to undertake as part of this program.

Applicants must also include a detailed budget outlining proposed expenditures and dollar amounts being requested, including projected revenue and expenses. Funding amounts will be based on eligible activities and expenses incurred.

Applicants must demonstrate the financial ability to manage and complete the proposed activities. This includes written proof of adequate financing as well as financial statements for the last two years of completed operations.

Once an application and budget amount is approved, changes to the proposed activities resulting in a budgetary impact of 25% or less may be made without Manitoba Film and Music's pre-approval. All other changes must be approved by MFM.

In summary, all applicants must provide:

- A Company biography
- Financial statements from the most recent two years of operation
- A current 2 year business plan
- A detailed budget outlining eligible expenditures as well as projected yearly revenues and expenses
- A finance plan illustrating the ability to complete the proposed activities
- An outline of desired outcomes and methods of evaluation

EVALUATION PROCESS

All applications will be submitted to a qualified independent assessment panel for review. Business plans will be evaluated based on the quality of the overall plan, projected results, opportunity for economic and company growth as well as the overall benefit to the Manitoba music industry.

The level of financial participation will be determined on a case-by-case basis and determined by the overall strength of the submission, as well as the long term benefit the project will have on the Manitoba Company applying.

Processing and evaluation of applications will commence as soon as possible after the deadline dates. All applicants will be notified of the results within 8 weeks.

FINANCIAL PARTICIPATION

Financial participation may be up to 75% of the approved budget to a maximum of \$15,000 per year.

Financial participation will be in the form of a grant and no recoupment will be necessary.

Funding provided under this Program may be used toward a wide range of company development activities. Examples could include overhead costs such as: staff salaries, day-to-day office costs, equipment and supplies, rent and occupancy costs, general or administrative training courses and costs associated with incorporating your business.

An Administrative Fee is recognized as an eligible cost. Manitoba Film & Music will recognize up to a maximum of 15% of the final accepted total costs of the project or \$1500, whichever is the lesser, as the Administrative Fee.

Applicants to every Manitoba Film and Music program must declare any other Public Funds that have been received, or are expected to be received for the proposed activities. MFM's contribution plus any other public funding cannot exceed 100% of the total eligible expenses. See note below regarding Manitoba Music funding.

Manitoba Music Funding: Where an applicant receives support for expenses from Manitoba Music that are also claimed as part of an MFM Business Development grant – the combined contribution cannot exceed 75% of budget.

Funds will be disbursed according to a pre-arranged schedule subject to satisfactory reporting requirements. Schedule will be as follows: 70% of the amount approved upon the completion of a satisfactory agreement with Manitoba Film and Music and 30% upon the completion and review of your completion report with acceptable proof of payment (cancelled cheques, credit card receipts, money orders).

Up to 70% of eligible costs may be In-house and/or related party transactions. Applicants must disclose all related party and non-arm's length transactions in the submitted budget.

Funds from this program may not be used for any costs incurred by or on behalf of a specific artist, travel costs to industry events or costs associated with company parties, meals or receptions.

In-kind transactions, donated services and recoupable expenses will not be recognized.

Capital costs related to permanent structures will not be recognized.

Per diems and artist fees are not eligible expenses for this program.

REPORTING

All invoices/receipts involved with this application, as well as their corresponding **proof of payment**, are required to be submitted for the completion of the project.

MF&M accepts only the following as satisfactory forms of proof of payment:

- Copy of Credit Card statement clearly indicating payee and amount disbursed or
- FRONT AND BACK of a cleared cheque or
- Copy of Bank Transfer or
- Copy of Money Order

Applicants will be asked to provide an interim report outlining the progress of their activities, as well as a final report detailing measurable outcomes of the activities success, including actual results against projected targets and year over year company growth.

Applicants will also be asked to provide appropriate financial statements for determining recoupment levels, if any.

DEADLINE FOR APPLICATIONS

Fully completed applications must be submitted to Manitoba Film & Music at least 30 days prior to the commencement of the proposed activities. Any costs incurred before the application is submitted will not be acknowledged as expenses for the project. Incomplete applications will be returned.

PLEASE NOTE

This is a pilot program with limited funding available - not all applications will be approved for funding.

Applications must be completed on current MANITOBA FILM & MUSIC-supplied application forms.

MANITOBA FILM & MUSIC does not accept applications submitted by email or fax.

Application materials will NOT be returned. All submissions become the property of MANITOBA FILM & MUSIC.

Approval of all applications is at the discretion of MANITOBA FILM & MUSIC.

MANITOBA FILM & MUSIC may impose modifications to the budget submitted.

It is the applicant's responsibility to inform MANITOBA FILM & MUSIC of any changes to the original budget, the creative direction or the financing structure of the project in order for the project to remain eligible for funding.

Applicants must keep original copies of receipts submitted with their final reporting. Only photocopies of original receipts should accompany the final reporting paperwork. Any final reports submitted with original receipts will be returned to the applicant for resubmission in the proper format.

MANITOBA FILM & MUSIC, regardless of the budget level, will perform a test of invoices and canceled cheques, and this shall include contacting suppliers and/or payees for verification of submitted invoices and costs.

MANITOBA FILM & MUSIC reserves the right to review and amend the Music Business Development Fund Guidelines at any time.

All required forms are available on the Manitoba Film & Music website at www.mbfilmmusic.ca

as well as at our office:
410-93 Lombard Ave,
Winnipeg, MB R3B 3B1
(204) 947-2040