



ARTIST DEVELOPMENT SUSTAINABILITY FUND CHECKLIST

E-mailed applications: All applications must be emailed to music@mbfilmmusic.ca prior to marketing initiatives starting or expenses being incurred to be eligible. The completed application form, along with support documents, must be delivered via a Dropbox or Google Drive link by 5 p.m. on March 3, 2022. **The folder should be labelled “Artist Name– Program Applied For”, and all documents except the budget must be in PDF format.** Applications sent in multiple emails will be declined.

Please attach the following documentation with this application. Failure to attach all requested information below may result in the application being rejected as incomplete.

- 1. APPLICANT BUSINESS REGISTRATION CERTIFICATE 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 the [Companies Office](#). New applicants to Manitoba Film & Music’s programs must provide a PDF copy of their registration/articles of incorporation.
- 2. DETAILED BUDGET –** Using Manitoba Film & Music-supplied [budget template](#).
- 3. ARTIST BIOGRAPHY AND PRESS KIT –** Please include information on the artist's track record and recent details of activities.
- 4. DETAILED PROJECT PLAN –** Detailing how the project will support business continuity and sustainability, protect/create jobs, facilitate an increased capacity for reopening, further the adoption of new business models, assisting in a safe reopening of the artist's career and business, and have a strong community impact.
- 5. LINK TO STREAM CURRENT RELEASE**

ARTIST DEVELOPMENT SUSTAINABILITY FUND APPLICATION

Each section must be completed IN FULL. Incomplete applications will be declined. Please ensure that all guidelines have been read and understood prior to completing this application. Illegible forms or forms completed in pencil will NOT be accepted.

PART I – APPLICANT

Please be advised that the minimum age for application to Manitoba Film and Music's programs is 18. In situations where the Artist does not meet the minimum age requirement, a parent or legal guardian may apply on their behalf, providing they agree to the terms and conditions provided in the program guidelines. The parent or legal guardian **must be** a signee on the business registration.

MANITOBA COMPANY/INCORPORATION NAME: _____

Please See Guidelines

REGISTERED MANITOBA BUSINESS
or
INCORPORATED Federal Provincial

ARTIST/GROUP NAME: _____

CONTACT PERSON: _____

ADDRESS: _____

TELEPHONE NUMBER: _____

E-MAIL: _____

STREAMING LINK TO CURRENT RELEASE: _____

(Soundcloud, Bandcamp, etc.) Can also be emailed to music@mbfilmmusic.ca.

COMMUNICATION AUTHORIZATION

The Applicant hereby authorizes and designates the individual(s) listed below to, on behalf of the Applicant, communicate and share information with Manitoba Film & Music, and to be contacted by Manitoba Film & Music, regarding all aspects of this Application, contracts with Manitoba Film & Music, cost reporting, and any other deliverables related to this Application. Manitoba Film & Music will need to be advised in writing if the Applicant wishes to terminate this Communication Authorization or remove/add any individuals:

NAME: _____ INDUSTRY FUNCTION: _____

E-MAIL: _____ TEL: _____

NAME: _____ INDUSTRY FUNCTION: _____

E-MAIL: _____ TEL: _____

PERMANENT GROUP MEMBERS AND HIRED TEAM:

For this program, Manitoba Film & Music requests that you indicate your gender, cultural origin and language of communication below. Completing this information is entirely voluntary. Manitoba Film & Music values diversity and takes it into account when reviewing applications. This information will be kept strictly confidential.

Manitoba Film & Music also uses this information internally for program planning, evaluation and policy development. It will help Manitoba Film & Music identify whether its programs are reaching a diverse and wide range of clients as intended.

NAME	MB RESIDENT	GENDER	FRANCOPHONE	FIRST NATIONS, MÉTIS, OR INUIT DESCENT	CULTURAL MINORITY

Cost reporting up to date for all open files? Yes No N/A

Social Media and Streaming Statistics (Please indicate the number of followers):

Facebook: _____ Instagram: _____ Twitter: _____
 YouTube: _____ Spotify: _____ Apple Music: _____
 Sound Cloud: _____ Bandcamp: _____ _____: _____

PART II - PROJECT INFORMATION

- MUSIC CATEGORY:** Hard Rock / Metal / Punk Rock / Pop Folk / Roots
 Please only check one Children's Adult Contemporary Country
 Dance / Electronic Jazz / Blues Classical
 Rap / Hip-Hop Soul / R&B Traditional
 Other

DISCOGRAPHY:

Sales record of previous recordings released by the artist.

Date Released	Title	Label	Units Sold (Physical)	Units Sold (Digital)	Total Online Streams	MF&M supported (Y/N)

ALBUM/EP/SINGLE WHICH THE PROJECT SUPPORTING: _____

Recording must not have been released more than two years before the application date or, if it has not yet been released, it must be released within six months of the application date to be eligible. If the album/single is not yet released, then recordings must be mastered and ready for release at time of application. **The release of the first single from an EP or album marks the beginning of the two-year eligible release window for that EP or album.** The confirmed release date must be indicated in the application.

RELEASE DATE: _____
(DD/MM/YYYY)

STUDIO: _____

COMPOSER/LYRICIST: _____

PRODUCER: _____

LABEL: _____

PUBLICIST: _____

PUBLISHER: _____

MANAGER: _____

DISTRIBUTOR: _____

AGENT: _____

PART III - PROJECT PLAN

Please include a detailed project plan, outlining the initiatives that will be undertaken with the funding.

The more innovative the initiatives, and comprehensive the plan, the higher ranking it will receive when it is evaluated. The project plan should be formatted as follows and be no more than six pages in length:

1. **Executive summary:** In this section, please explain how the COVID-19 pandemic has affected the artist's business, and how the planned activities will meet the program's priorities of supporting business continuity and sustainability, protecting/creating jobs, facilitating an increased capacity for reopening, furthering the adoption of new business models, assisting in a safe reopening of the artist's career and business, and having a strong community impact. Summarize the scope of the activities the funding will support. Please note how the project and initiatives fit into the artist's career and current release plans. Max three pages.
2. **Project initiatives:** In this section, please detail the activities that will be undertaken with the funding. Max two pages.
3. **Goals and project outcomes:** In this section, please explain how the activities outlined in the previous section will help the artist's business grow and adapt. Max one page.

Please refer to the program guidelines for a full list of eligible expenses. Expenses must be incurred after January 1, 2022 to be eligible.

Expenses claimed under this program are neither eligible for funding from other Manitoba Film & Music programs, nor the Manitoba Arts Council's programs. The project and expenses must be unique to this application.

Applications will only be accepted by email to music@mbfilmmusic.ca prior to the deadline of March 3, 2022 at 5 p.m.

By signing below, the applicant agrees that all information provided at all stages of their agreement with Manitoba Film & Music is true and correct and hereby authorizes Manitoba Film & Music to verify any of the costs reported therein.

APPLICATION SUBMITTED BY: _____

DATE: _____

SIGNATURE: _____

SIGNATURE OF ARTIST (if different than above): _____

DATE: _____

PLEASE NOTE

Applications must be completed on current Manitoba Film & Music-supplied application forms. Self-generated application forms will not be accepted.

Application materials will NOT be returned. All submissions become the property 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.

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. Do not include invoices that cannot be verified.