



MUSIC BUSINESS DEVELOPMENT FUND CHECKLIST

E-mailed applications: The completed application form, along with support documents must be delivered via a Dropbox or Google Drive link. The folder should be labeled "Company Name – Program Applied For", and all documents must be in PDF format. Links to application folders must be emailed to music@mbfilmmusic.ca prior to 5 p.m. on the day of the deadline. Applications sent in multiple emails will be declined. Applications must be received by Manitoba Film & Music prior to any of the initiatives starting or expenses are incurred to be eligible.

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 their requirements. Please contact the [Music Programs Coordinator](#) at least 30 days prior to the deadline.

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 –** outline eligible expenditures, as well as projected yearly revenues and expenses
- 3. COMPANY BIOGRAPHY**
- 4. ARTIST BIOGRAPHIES AND PRESS KITS –** for all artists on company's roster (if applicable)
- 5. DETAILED BUSINESS PLAN -** A comprehensive business plan which outlines specific initiatives and goals. For Emerging Companies submit a one-year plan; for Established Companies submit a two-year plan.
- 6. DETAILED FINANCING PLAN –** Applicants must provide written confirmation of their financial ability to complete the project. A financing plan must be submitted along with the application. The financing plan can consist of a written statement saying how the applicant plans to finance the budget shortfall not covered by Manitoba Film & Music funding or other funds/revenues.
- 7. APPLICATIONS FOR OTHER PUBLIC FUNDING -** Applicants Manitoba Film & Music's programs are encouraged to also apply to FACTOR or other relevant funding agencies, and inform Manitoba Film & Music of the requested/confirmed amount. Inquiries to FACTOR may be directed to the agency's regional evaluation coordinator at Manitoba Music, (204) 942-8650.

MUSIC BUSINESS DEVELOPMENT 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.

Applying for: Emerging Companies Established Companies

PART I – APPLICANT

Please be advised that the minimum age for application to Manitoba Film & Music's programs is 18. In situations where the Applicant 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.

MANITOBA COMPANY or INCORPORATION NAME: _____

Please See Guidelines

REGISTERED MANITOBA BUSINESS
or
INCORPORATED Federal Provincial

ADDRESS: _____

TELEPHONE NUMBER: _____

E-MAIL: _____

WEBSITE: _____

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: _____

PART II – BUSINESS PLAN

Please submit a detailed business plan separately. This plan should indicate in detail what you intend to do in order to grow your business. For Emerging Companies, this plan is for the next one (1) year of business. For Established Companies, this plan will cover the next two (2) years. The following points are topics that should be addressed in a basic Business Plan. **These points are only meant to serve as a guide and are not limited to the following:**

1. Company Overview
 - o History of the company
 - o List of executive officers and directors
 - o Previous Releases & Sales
 - o Promotional Activity
 - o Distribution plans (For labels/managers only)
 - o List of previous concerts presented (For presenters only)
 - o Any other relevant company information (social media followers/e-list subscribers)

2. Purpose of the project
 - o Goals and objectives for the company over the next one/two years
 - o Explanation of how funding will help grow your business
 - o Details of special projects, new initiatives, products, collaborations, or business models that may be undertaken with the funding
 - o Methods of evaluation for initiatives undertaken in the business plan

3. Marketing/Promotion – Promotion/advertising will be established for the company via:
 - o Radio/Television/Internet
 - o Marketing Team
 - o Any other relevant marketing information

4. Operating Plan/Human Resources
 - o Description of day-to-day business operations
 - o Who you are working with
 - o How they will be an asset to your company

FACTOR Rating (if applicable): _____

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

IN-HOUSE OPERATIONS (EXCLUDING SUBCONTRACTING)

Please check applicable boxes:

- | | | | |
|--------------------------------------|--------------------------------------|---|--|
| <input type="checkbox"/> Production | <input type="checkbox"/> Management | <input type="checkbox"/> Label | <input type="checkbox"/> Music Presenter |
| <input type="checkbox"/> Marketing | <input type="checkbox"/> Distributor | <input type="checkbox"/> Direct Sales (i.e. retail, mail, or web order) | |
| <input type="checkbox"/> Other _____ | | | |

NUMBER OF FULL-TIME EMPLOYEES: _____

NUMBER OF PART-TIME EMPLOYEES: _____

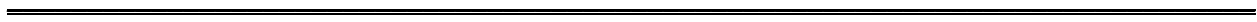
PART III – ARTISTS ON COMPANY’S ROSTER

Please list the recordings released in the past 12-24 months – attach a separate sheet if necessary.
 Presenters, please attach a list of concerts presented in the last 12 months.

ARTIST	TITLE	DISTRIBUTOR	MB RESIDENT (Y/N)	SALES

Please list titles planned for the next 12 months – attach a separate sheet if necessary.
 Presenters, please attach a list of concerts to be presented in the next 12 months.

ARTIST	DISTRIBUTOR	Manitoba Resident (Y/N)



PART IV - FUNDING INFORMATION FOR BUSINESS PLAN

FUNDING PARTICIPANTS: AMOUNT

If the applicant has received confirmation of funding from other participants, please include the letter of commitment with this application. If not, please list the amount(s) requested from each of the following:

FACTOR/MUSICACTION \$ _____

Canada Council for the Arts \$ _____

Manitoba Arts Council \$ _____

_____ \$ _____

TOTAL REQUESTED FUNDING \$ _____

PART V - FINANCING PLAN

Please explain how the applicant will pay for the shortfall not covered by Manitoba Film & Music's funding. This may include other public funding sources, personal savings, a business account, etc.

Applications will only be accepted by email to music@mbfilmmusic.ca.

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 _____ THIS _____ DAY OF _____, 20____.

SIGNATURE: _____

SIGNATURE OF APPLICANT (if different than above): _____

DATE: _____

PLEASE NOTE

Applications cannot be processed until all necessary documents are received, and all application information requests are completed.

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.

Applicants must keep original copies of receipts submitted with their final reporting. Only scans, digital copies or 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. Do not include invoices that cannot be verified.