



## **MUSIC COMPANIES SUSTAINABILITY 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 except the budget must be in PDF format.** Links to application folders must be emailed to [music@mbfilmmusic.ca](mailto:music@mbfilmmusic.ca) prior to 5 p.m. on March 3, 2022. 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.

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 –** The applicant must have been either registered as a business or incorporated in Manitoba for a minimum of two years. 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. COMPANY INFORMATION –** Provide background information on the company, as well as the following:
  - Music venues or presenters:** include a list of concerts produced
  - Recording or mastering Studios:** include list of recordings produced/mastered
  - Booking agents or artist managers:** include roster of clients and information on clients
  - Record labels:** include roster and both current releases, as well as upcoming ones
  - Audio production/backline companies:** include a list of concerts that services were provided for
- 4. FINANCIAL STATEMENTS FOR THE YEAR ENDING 2019**
- 5. 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 company's business, and have a strong community impact.

# MUSIC BUSINESS 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 & Music's programs is 18.

MANITOBA COMPANY or INCORPORATION NAME: \_\_\_\_\_

**\*Please See Guidelines\***

REGISTERED MANITOBA BUSINESS   
or  
INCORPORATED   Federal  Provincial

Booking agency  Venue  Backline  Accredited Recording/Mastering studio

Presenter  Record label  Manager  Audio production

ADDRESS: \_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_

E-MAIL: \_\_\_\_\_

WEBSITE: \_\_\_\_\_

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## **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 – PROJECT/BUSINESS PLAN**

Please include a detailed project or business 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 company'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 company's business, and having a strong community impact. Summarize the scope of the activities the funding will support. 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 company's business grow and adapt. Max one page.

Please refer to the program guidelines for a full list of eligible expenses. Expenses must have been 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.

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

Facebook: \_\_\_\_\_ Instagram: \_\_\_\_\_ Twitter: \_\_\_\_\_  
\_\_\_\_\_:

**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/Venue |
| <input type="checkbox"/> Marketing      | <input type="checkbox"/> Distributor | <input type="checkbox"/> Direct Sales (i.e. retail, mail, or web order) |                                                |
| <input type="checkbox"/> Booking agency | <input type="checkbox"/> Other _____ |                                                                         |                                                |

**NUMBER OF FULL-TIME EMPLOYEES:** \_\_\_\_\_

**NUMBER OF PART-TIME EMPLOYEES:** \_\_\_\_\_

**2019 GROSS BUSINESS INCOME:** \_\_\_\_\_

Applications will only be accepted by email to [music@mbfilmmusic.ca](mailto: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.

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APPLICATION SUBMITTED BY: \_\_\_\_\_

DATE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

SIGNATURE OF APPLICANT (if different than above): \_\_\_\_\_

DATE: \_\_\_\_\_

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### **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.