



MUSIC RECORDING PRODUCTION FUND APPLICATION CHECKLIST

E-mailed applications: The completed application form, along with support documents and the demo/example songs must be delivered via a Dropbox or Google Drive link. The folder should be labeled "Artist 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 within 30 days of production 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 the requirements. Please contact the [Music Programs Coordinator](#) at least 30 days prior to the deadline.

The following documentation must be included 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. ARTIST BIOGRAPHY –** Biographical information should include the professional background, career highlights, and accomplishments to date of the band or artist. Please include a photo.
- 3. DETAILED PROJECT PLAN OR MARKETING PLAN -** A comprehensive project plan (for Preproduction Level/Level I Demo) or marketing plan (for Level 1 Commercial Release, Level 2, Level 3) must be included, which outlines information on the project and/or release, distribution, promotional and touring plans. See page 6 for details.
- 4. DEMO/EXAMPLE SONGS –** two 'example' songs of past work for Preproduction Level, two demo songs for Level 1 Demo, up to two demo songs for Level 1 Commercial Release, or three demo songs for Levels 2 & 3. For Levels 1, 2, and 3, the songs submitted must be unreleased.
- 5. LYRICS –** For the songs to be adjudicated.
- 6. SONG TREATMENTS (LEVEL 1, 2, 3) –** Detailed description of what changes will be made to the submitted demo songs once the artist is in the studio.
- 7. RESUMES OF KEY PRODUCTION STAFF AND TEAM -** Please provide detailed biographies and discographies for all professionals involved in the project, including the producer, engineer, manager, publicist, agent, etc.
- 8. PROMOTIONAL MATERIAL –** Past press coverage or press quotes the artist has received.
- 9. PROOF OF SALES (LEVEL 3 ONLY) -** This may be a letter from a distribution company, an MRC Data (Nielsen) Soundscan sales report, digital distribution sales report, etc., showing a minimum of 750 units sold (or equivalent streams). Please see the guidelines for download and streaming sales equivalencies.
- 10. 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.
- 11. 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 RECORDING PRODUCTION 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:
Only check one

- | | |
|--|----------------------------------|
| <input type="checkbox"/> Preproduction Level | <input type="checkbox"/> Level 2 |
| <input type="checkbox"/> Level 1 Demo (not for release) | <input type="checkbox"/> Level 3 |
| <input type="checkbox"/> Level 1 Commercial Release | |

PART I - APPLICANT

Please be advised that the minimum age for application to Manitoba Film & 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 Yes No
or
INCORPORATED Yes No Federal Provincial

ARTIST/GROUP NAME: _____

CONTACT PERSON: _____

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: _____

PERMANENT GROUP MEMBERS, HIRED MUSICIANS, AND PRODUCTION STAFF:

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 (Y/N)	GENDER	FRANCOPHONE (Y/N)	FIRST NATIONS, MÉTIS, OR INUIT DESCENT (Y/N)	CULTURAL MINORITY (Y/N)

FACTOR Artist Rating:_____

SOCAN Registration: Yes No

Manitoba Film & Music funding is contingent on all songs for the project being registered with SOCAN.

Recoupment reporting up to date for previous Manitoba Film & Music-funded album(s)?

Note: Loan repayments are due up to March 31, 2020, and then forgiven.

Yes No N/A

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

Please note that your application must meet the Manitoba recording content requirements detailed in the Program Guidelines. Please provide a separate biography outlining professional achievements, career highlights, etc., for the artist and any key production team members involved with this project.

Select **only one** of the below genres, as it will determine which jury will adjudicate your project.

- 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

ARTIST'S DISCOGRAPHY:

Sales record of previous product released (if any) by the artist/group. If the applicant is a new group, sales of previous solo releases may be included.

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

PRODUCTION STAFF (must be completed in full. Please write N/A rather than leaving a line blank):

Producer: _____ Engineer: _____
 Mixing: _____ Mastering: _____
 Studio: _____ Manitoba Film & Music Accredited:
 Y N

ARTIST'S TEAM

Manager: _____ Agent: _____
 Distributor: _____ Publicist: _____
 Radio Tracker: _____ Publisher: _____
 Label: _____

ESTIMATED PRODUCTION SCHEDULE

	Anticipated Start Date (DD/MM/YYYY)	Anticipated Completion Date (DD/MM/YYYY)
Production	_____	_____
Mixing	_____	_____
Mastering	_____	_____
Release/Completion Date	_____	

(This will be the deadline for the final cost report. **Do not leave blank.**)

PART III – EXAMPLE SONGS/DEMOS AND SONG TREATMENTS

Applicants must include 'example songs' (Preproduction Level) or demo songs (Level 1, 2, 3) and lyric sheets for songs submitted. These songs should be delivered via Dropbox or Google Drive link with the application form and supporting materials. Songs submitted for Levels 1, 2, and 3 must be unreleased material and if for commercial release, intended for inclusion on the finished record.

PREPRODUCTION LEVEL: two previously released 'example' songs which highlight previous work of the songwriter.

LEVEL 1 DEMO: submit two songs to be recorded for the project.

LEVEL 1 COMMERCIAL RELEASE: submit one song for singles or two songs for longer recordings.

LEVEL 2 & 3: submit three songs to be recorded for the project.

'EXAMPLE' SONG or ROUGH DEMO SONG DETAILS

1. Title:_____ Year of composition:_____
Composer/Lyricist:_____
Publisher:_____
Recorded at:_____
Track length:_____
2. Title:_____ Year of composition:_____
Composer/Lyricist:_____
Publisher:_____
Recorded at:_____
Track length:_____
3. Title:_____ Year of composition:_____
Composer/Lyricist:_____
Publisher:_____
Recorded at:_____
Track length:_____

DEMO SONG TREATMENTS

Please submit a detailed plan of your song treatments separately. These changes should specify how the songs submitted for adjudication will be treated (changed / improved) in the studio when they are recorded, including, but not limited to: adding instruments, changing lyrics, altering arrangements, adding backing vocals, etc.. Please include a list of any additional songs that will be recorded for the final project.

PART IV - FUNDING INFORMATION FOR MUSIC RECORDING

Applicants to Manitoba Film & Music's programs are encouraged to apply for other funding. 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:

FUNDING PARTICIPANTS	AMOUNT REQUESTED	APPLICATION NUMBER
FACTOR/MUSICACTION	\$ _____	_____
Canada Council for the Arts	\$ _____	_____
_____	\$ _____	_____
TOTAL FUNDING REQUESTED	\$ _____	

PART V – PROJECT PLAN (Preproduction & Level 1 Demo) / MARKETING PLAN (Level 1 Commercial Release, Level 2, Level 3)

Please submit your Project/Marketing Plan in the email with the application form and download links to the songs. This Project/Marketing Plan should indicate in detail what you intend to do with the project once production has completed. The following points are topics that should be addressed in a basic Marketing Plan. **These points are meant only to serve as a guide and are not limited to the following:**

1. Project Overview: detail the purpose of the project and goals/objectives (all levels)
2. Artist's Previous Experience/Track Record (all levels)
 - o Artist Biographical Information
 - o Details of Notable Accomplishments (sync placements, awards)
 - o Previous Releases & Sales
 - o Tour History
 - o Promotional Activity
 - o Radio Tracking Information
 - o Social Media Followers' numbers (all relevant platforms)
- 3a. Project Plan (Preproduction, Level 1 Demo)
 - o How will the funding of this project lead to the growth of your career?
 - o How will the songs be used for you career in the future?
 - o Which team members are you targeting with the demo (if applicable)?
- 3b. Marketing/Promotion (Level 1 Commercial Release, Level 2, Level 3)
 - o How will the release be distributed?
 - o What media (Radio/Television/Print/etc.) will be used, and how will they be contacted?
 - o What social media strategy will be used?
 - o Who is on your team, and how will they help you to promote the release? Include their resumes.
 - o Where will you tour?
 - o Who will you approach/have you approached to join your team (publicist, manager, etc.)? Include letters of support.
 - o What are your sales goals? Be realistic.
 - o Provide a timeline for release, including when you will send singles to radio, make music videos, tour, etc.

Accredited Studios Information: The Level 1 program will allow for tracking in a non-accredited facility (such as home studio, or jam space, etc.) only if the project is done in partnership with a local accredited studio where the accredited studio is serving as producer or mixer. For Level 2 and 3, the project must be recorded in a Manitoba Film & Music accredited recording facility. Note: Preproduction level applicants are not required to work with an accredited studio. Please see guidelines for further details.

PART VI: BUDGET

Note: The Preproduction Level is a flat \$1500. Applicants to this program do not need to submit a budget.

GST/HST is not an eligible expense. Contact Revenue Canada for information on the GST/HST exemption.

Artist fees are capped at \$300 per day, and may be included as a donated service, paid expense, or a combination of the two, not to exceed \$300 per day. If requesting a higher fee, session rates for musicians should be in reasonable compliance with local AFM demo session rates.

A) RECORDING	CASH EXPENDITURE	DONATED INVESTMENT
STUDIO NAME: _____		
Hourly: # of hours _____ x rate \$ _____ or	_____	_____
Daily: # of days _____ x rate \$ _____	_____	_____
 Musicians:		
# of _____ x # of days _____ x rate \$ _____	_____	_____
Singers:		
# of _____ x # of days _____ x rate \$ _____	_____	_____
Per Diems		
# of _____ x # of days _____ x \$45	_____	N/A
Engineer Fees	_____	_____
Producer Fees	_____	_____
 Travel (specify): _____	_____	_____
Rentals (specify): _____	_____	_____
Misc. (specify): _____	_____	_____
PST: _____	_____	_____
 TOTAL RECORDING (A)	\$ _____	\$ _____

B) MIXING	CASH EXPENDITURE	DONATED INVESTMENT
STUDIO NAME: _____		
Hourly: # of hours _____ x rate \$ _____ or	_____	_____
Daily: # of days _____ x rate \$ _____	_____	_____
 Engineer Fees	_____	_____
Producer Fees	_____	_____
 Rentals (specify): _____	_____	(N/A)
 Tape/Supplies: _____	_____	(N/A)
Misc. (specify): _____	_____	(N/A)
PST: _____	_____	_____
 TOTAL MIXING (B)	\$ _____	\$ _____

PART VI - BUDGET CONTINUED

C) MASTERING

**CASH
EXPENDITURE**

**DONATED
INVESTMENT**

FACILITY NAME: _____

Hourly: # of hours _____ x rate \$ _____ or _____

Daily: # of days _____ x rate \$ _____

Tape/masters (specify): _____

Travel (specify): _____

PST: _____

(N/A)

(N/A)

TOTAL MASTERING (C)

\$ _____

\$ _____

D) MANUFACTURING

**CASH
EXPENDITURE**

**DONATED
INVESTMENT**

Cost per unit: _____ No. of Units: _____

Photography: _____

Design/Art-work: _____

Printing: _____

Miscellaneous: (specify) _____

PST: _____

(N/A)

(N/A)

(N/A)

TOTAL MANUFACTURING (D)

\$ _____

\$ _____

BUDGET SUMMARY

**CASH
EXPENDITURE**

**DONATED
INVESTMENT**

TOTAL PRODUCTION (A)

TOTAL MIXING (B)

TOTAL MASTERING (C)

MANUFACTURING (D)

SUB-TOTAL (A, B, C & D)

ADMIN. FEE (the lower of 15% of Sub-total or \$1500)

(N/A)

BUDGET SUB-TOTAL

\$ _____

TOTAL DONATED (to a max. 25% of sub-total)

\$ _____

TOTAL BUDGET

\$ _____

PART VII - 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 ARTIST (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.