



MUSIC RECORDING PRODUCTION FUND APPLICATION CHECKLIST

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.

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 Director or Music Programs Coordinator at least 30 days prior to the deadline.

- 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 Corporation & Business Names, 405 Broadway, 10th Floor, Winnipeg, Manitoba, (204) 945-2500. New applicants to Manitoba Film & Music programs must provide an emailed PDF copy of the 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, a Nielsen Soundscan sales report, digital distribution sales report, etc., showing a minimum of 750 units sold. 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. VERIFICATION OF ANY OTHER PUBLIC FUNDING -** Applicants to Manitoba Film & Music's Level 1, 2, and 3 programs must also apply to FACTOR or other relevant funding agencies, and inform Manitoba Film & Music of the requested/confirmed amount or reason for ineligibility. If eligible, a FACTOR artist rating is required as part of this application. Manitoba inquiries to FACTOR may be directed to the agency's regional evaluation coordinator at Manitoba Music (204) 942-8650. Applicants to the Preproduction Level are not required to apply for other funding support.

The completed application form, along with support documents and the demo/example songs must be delivered via a Dropbox or Google drive link. Applications must be emailed to music@mbfilmmusic.ca prior to 5 PM on the day of the deadline. Applications sent in multiple emails will be declined.

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

- Preproduction Level
 Level 1 Demo (**not for release**)
 Level 1 Commercial Release

- Level 2
 Level 3

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 APPLYING: _____

Please See Guidelines

REGISTERED MANITOBA BUSINESS Yes No

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: _____

EMAIL: _____ TEL: _____

NAME: _____ INDUSTRY FUNCTION: _____

EMAIL: _____ 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. Manitoba Film & Music uses this information internally for program planning, evaluation and policy development. This information will not be used to assess your application.

Completing this information is entirely voluntary. 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

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

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 Date / 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.

- PREPRODUCTION LEVEL:** two '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

If the applicant has received confirmation of funding from other participants, please include the letter of commitment with this application.

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

\$ _____

The completed application form, along with support documents and demo/example songs must be delivered via a Dropbox or Google drive link. Applications must be emailed to music@mbfilmmusic.ca prior to 5 PM on day of deadline. Applications sent in multiple emails will be declined.

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 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. Do not include invoices that cannot be verified.

Studios seeking accreditation should contact Manitoba Film & Music for more information. A full list of accredited recording studios available at mbfilmmusic.ca