



MUSIC RECORDING PRODUCTION FUND FOR OUT-OF-PROVINCE ARTISTS 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.

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. ARTIST BUSINESS REGISTRATION CERTIFICATE OR ARTICLES OF INCORPORATION –** The artist must be registered as a business or incorporated in their home province, and must provide a copy of the current registration/articles of incorporation to Manitoba Film & Music.
- 3. ARTIST BIOGRAPHY –** Biographical information should include the professional background, career highlights, and accomplishments to date of the band or artist. Please include a photo.
- 4. COPY OF SIGNED AGREEMENT BETWEEN APPLICANT MANITOBA COMPANY AND ARTIST**
- 5. DETAILED MARKETING AND DISTRIBUTION PLAN -** A comprehensive marketing plan must be included which outlines information on the release, distribution, promotional and touring plans. Also include any past activities and success.
- 6. DEMO SONGS –** 2 songs for Level 1 Demo, up to 2 songs for Level 1 Commercial Release, or 3 songs for Level 2. The songs submitted must be unreleased.
- 7. LYRICS –** For the songs to be adjudicated.
- 8. SONG TREATMENTS –** Description of what changes will be made to the submitted demo songs once the artist is in the studio.
- 9. 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.
- 10. PROMOTIONAL MATERIAL –** Past press coverage the artist has received.
- 11. 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.
- 12. 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 FOR OUT-OF-PROVINCE ARTISTS 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: Level 1 Demo (**not for release**) Level 2
Please only check one Level 1 Commercial Release

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 Yes No
or
INCORPORATED Yes No Federal Provincial

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: _____

ARTIST CONTACT INFORMATION:

NAME OF ARTIST/GROUP: _____

ADDRESS: _____

TELEPHONE NUMBER: _____

E-MAIL: _____

WEBSITE: _____

PERMANENT GROUP MEMBERS AND HIRED MUSICIANS:

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 resumes outlining professional achievements, training, etc. for the artist and any key production team members involved with this project.

Please select **only one** of the below music genres, as it will determine which jury adjudicates 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 (previous releases, if any):

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: _____

PART III - DEMO SONGS AND SONG TREATMENTS

Applicants must include demo songs and lyric sheets for songs submitted. These songs should be delivered via Dropbox or Google Drive link with the application form and supporting materials. These songs must be unreleased, and intended for inclusion on the finished record.

LEVEL 1 DEMO: two **(2)** songs to be recorded on the project.

LEVEL 1 COMMERCIAL RELEASE: up to two **(2)** songs to be recorded on the project.

LEVEL 2: three **(3)** songs to be recorded on the project.

SONGS ON ENCLOSED ROUGH DEMO CD:

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: _____

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 list any additional songs that will be recorded for the final project.

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

PART V - PROJECT PLAN (Level 1 Demo) / MARKETING AND DISTRIBUTION PLAN (all other Levels)

Please submit your Project/Marketing Plan separately. This Project/Marketing Plan should indicate in great 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 (minimum) Marketing Plan. The more information you include, the better. **These points are meant only to serve as a guide and are not limited to the following:**

1. The purpose of the project (goals/objectives)
2. Artist's Previous Experience
 - o Previous Releases & Sales
 - o Tour History
 - o Promotional Activity
 - o Etc
- 3a. Project Plan (Level 1 Demo)
 - o How will the funding of this project lead to the growth of your career?
 - o Which team members are you targeting with the demo?
- 3b. Marketing/Promotion (all other Levels)
 - 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?
 - o Provide a timeline for release, including when you will send singles to radio, make music videos, tour, etc.

PART VI: BUDGET

The project must be recorded and mixed in a Manitoba accredited recording facility properly registered in the Province of Manitoba. Studios seeking accreditation should contact Manitoba Film & Music for more information. 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 rate \$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/Artwork: _____

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: _____

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.