



MUSIC VIDEO AND VIRAL VIDEO FUND APPLICATION CHECKLIST

E-mailed applications: All applications must be emailed to music@mbfilmmusic.ca prior to video production starting or expenses are incurred to be eligible. The completed application form, along with support documents, must be delivered via a Dropbox or Google Drive link. The folder should be labelled "Artist Name – Program Applied For", and all documents must be in PDF format. Applications sent in multiple emails will be declined.

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 applying.

Please attach the following documentation with this application. Failure to include 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 AND PRESS KIT –** if not available on website.
3. **BUDGET –** Please use the Manitoba Film & Music-supplied budget template located [here](#).
4. **ONE COPY OF THE SCRIPT OR OUTLINE OF THE PROJECT TO BE UNDERTAKEN**
5. **RIGHTS AGREEMENT/EXECUTED AGREEMENT BETWEEN PRODUCER AND ARTIST –** indicating who owns the rights to the music, and who is responsible for any budget overage.
6. **DETAILED MARKETING PLAN**
7. **LINK TO STREAM CURRENT RELEASE**
8. **DIRECTOR'S C.V.**
9. **APPLICATIONS FOR OTHER PUBLIC FUNDING -** Applicants to 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 VIDEO AND VIRAL VIDEO 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.

Please note: Songs not produced in conjunction with Manitoba Film & Music's "Music Recording Production Fund" are eligible to apply for Viral Video funding only.

Applying for: Music Video Grant Viral Video Grant

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

ARTIST/GROUP NAME: _____

CONTACT PERSON: _____

ADDRESS: _____

TELEPHONE NUMBER: _____

E-MAIL: _____

STREAMING LINK TO CURRENT RELEASE: _____

(Soundcloud, Bandcamp, etc.) Can also be emailed to music@mbfilmmusic.ca.

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 AND HIRED PERFORMERS/CREW:

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	GENDER	FRANCOPHONE	FIRST NATIONS, MÉTIS, OR INUIT DESCENT	CULTURAL MINORITY

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: _____ Soundcloud: _____
 Bandcamp: _____ : _____ : _____

PART II - PROJECT INFORMATION

1) ALBUM/EP/SINGLE RELEASE INFORMATION

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

TITLE OF ALBUM/SINGLE: _____

Recording must not have been released more than two years before the application date or, if it has not yet been released, it must be released within six months of the application date to be eligible. If the album/single is not yet released, then recordings must be mastered and ready for release at time of application. **The release of the first single from an EP or album marks the beginning of the two-year eligible release window for that EP or album.** The confirmed release date must be indicated in the application.

Album/Single Release Date: _____
(DD/MM/YYYY)

Video Release Date: _____
(DD/MM/YYYY)

Title of song to be used for video: _____

Is the album/single Manitoba Film & Music-funded? Yes No

Manager: _____

Label/Distro: _____

Agent: _____

Publicist: _____

Publisher: _____

Songwriter(s): _____

2) MUSIC VIDEO PERSONNEL

Video Producer: _____

Manitoba resident Yes No

Director: _____

Manitoba resident Yes No

Assistant Director: _____

Manitoba resident Yes No

Scripting/Story Animator: _____

Manitoba resident Yes No

Prod. Manager: _____

Manitoba resident Yes No

Dir. of Photography: _____

Manitoba resident Yes No

Art Director: _____

Manitoba resident Yes No

Editor: _____

Manitoba resident Yes No

Performers: _____

Manitoba resident Yes No

Manitoba resident Yes No

Manitoba resident Yes No

Manitoba resident Yes No

Manitoba resident Yes No

Manitoba resident Yes No

LOCATION(S) SCHEDULED FOR SHOOTING:

PRODUCTION SCHEDULE

Start Date: _____

End Date: _____

PART III - FUNDING INFORMATION FOR MUSIC VIDEO

FUNDING PARTICIPANTS:

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:

	AMOUNT	APPLICATION NUMBER
FACTOR/MUSICACTION	\$ _____	_____
_____	\$ _____	_____
_____	\$ _____	_____
TOTAL REQUESTED FUNDING	\$ _____	

PART IV: BUDGET

Please use the budget template provided by Manitoba Film & Music. The template can be downloaded [here](#).

The project must be filmed in the Province of Manitoba. Only expenses incurred in Manitoba will be eligible.

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

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: _____

DATE: _____

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.

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.