This document is available in alternate formats upon request.

MANITOBA FILM & MUSIC | MUSIQUE ET FILM MANITOBA

# RECORDING ARTISTS TOURING AND ONLINE CONCERTS SUPPORT PROGRAM CHECKLIST

**E-mailed applications:** All applications must be emailed to music@mbfilmmusic.ca prior to the commencement of the tour or online concerts. 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 their requirements. Please contact the Music Programs Coordinator at least 30 days prior to applying.

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. **LIVE CONCERT TOUR ITINERARY or ONLINE CONCERT ITINERARY –** List of confirmed dates, cities, venues, promoter and contact information, or a list of confirmed online concert livestreams.

3. **ARTIST BIOGRAPHY AND PRESS KIT –** if not available on website.

4. **DETAILED MARKETING PLAN -** A comprehensive marketing plan specific to the online concerts, or tour must be included outlining promotional activities to be undertaken, and measures of success. For online concerts please also include a letter from the confirmed presenter(s) and/or PR/Digital marketing person.

5. **LINK TO STREAM CURRENT RELEASE**

6. **DETAILED FINANCING PLAN (Live Concerts only) -** 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's funding or other funds/revenues.

7. **APPLICATIONS FOR OTHER PUBLIC FUNDING -** Applicants for 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.

# RECORDING ARTISTS TOURING AND ONLINE CONCERTS SUPPORT PROGRAM 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.**

**Choose one program stream:** ☐ Live Concert Tour Grant ☐ Online Concerts Grant

## 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 ☐
or
INCORPORATED ☐ ☐ Federal ☐ Provincial

ARTIST/GROUP NAME:_____

CONTACT PERSON:_____

ADDRESS:_____

TELEPHONE NUMBER:_____

E-MAIL:_____

WEBSITE:_____

STREAMING LINK TO CURRENT RELEASE:_____
(Soundcloud, Bandcamp, etc.) Can also be emailed to music@mbfilmmusic.ca.

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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:_____

**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) |
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**FACTOR Artist Rating:**_____

**Starmaker eligible:** Yes ☐ No ☐
Please note that artists who are Radio Starmaker-eligible can only apply to Manitoba Film & Music for the Online Concert stream.

**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

**MUSIC CATEGORY:**
**Please only check one**

- ☐ Hard Rock / Metal / Punk
- ☐ Rock / Pop
- ☐ Folk / Roots
- ☐ Children's
- ☐ Adult Contemporary
- ☐ Country
- ☐ Dance / Electronic
- ☐ Jazz / Blues
- ☐ Classical
- ☐ Rap / Hip-Hop
- ☐ Soul / R&B
- ☐ Traditional

**ALBUM/EP/SINGLE THAT TOUR/CONCERTS ARE SUPPORTING:**

_____

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.

**RELEASE DATE:**_____
(DD/MM/YYYY)

**RADIO TRACKER:**_____ **PRODUCER:**_____

**PUBLICIST:**_____ **COMPOSER:**_____

**MANAGER:**_____ **LYRICIST:**_____

**AGENT:**_____ **LABEL:**_____

**DISTRIBUTOR:**_____ **PUBLISHER:**_____

If you do not feel that members of your production team are established enough to be easily recognizable, please provide us with resumes of their professional achievements, training, etc.

## PART III - FUNDING INFORMATION FOR TOUR/ONLINE CONCERT

**FUNDING PARTICIPANTS:**

Applicants to Manitoba Film & Music's programs are encouraged to apply for other funding, including showcasing. 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 REQUESTED | APPLICATION NUMBER |
|---|---|---|
| FACTOR/MUSICACTION | $_____ | _____ |
| Manitoba Music Export Program | $_____ | _____ |
| Manitoba Arts Council | $_____ | _____ |
| SOCAN | $_____ | _____ |
| Canada Council for the Arts | $_____ | _____ |
| _____ | $_____ | _____ |

**TOTAL REQUESTED FUNDING** **$**_____

## PART IV - TOUR BUDGET

**Please note:** If you are applying to the Online Concerts stream, you do not need to submit a budget.

GST/HST is not an eligible expense. Contact Revenue Canada for information on the GST/HST exemption. The applicant may claim only **one** vehicular cost: mileage (if using personal vehicle) or gas receipts (if renting a vehicle). Please note that merchandise manufacturing costs are not eligible expenses.

| | CASH EXPENDITURE | DONATED INVESTMENT |
|---|---|---|
| Vehicle/trailer rental: | _____ | |
| Gas (estimated) OR mileage ($0.58/km): | _____ | |
| Artist and hired musician fees:<br># of musicians_____x # of performances_____<br>x fee (to a maximum of $300/show) $_____ | _____ | _____ |
| Per diems:<br># of musicians_____x # of days_____<br>x rate $_____<br>Canada = $45 per musician, per day<br>USA = $60 per musician, per day<br>International = $100 per musician, per day | _____ | N/A |
| Accommodations: | _____ | |
| Airfare: | _____ | |
| Ferry: | _____ | |
| Equipment/instrument rental: | _____ | |
| Insurance: | _____ | |
| Misc. travel (i.e., tolls, taxis, parking, postage etc.): | _____ | |
| Tour promo (to a max of $750): | _____ | _____ |
| Crew fees: | _____ | |
| Agent fee: | _____ | _____ |
| Management fee: | _____ | _____ |
| Booking fee: | _____ | _____ |
| **SUB-TOTAL** (before donated services) | _____ | |
| **ADMIN. FEE** (the lower of 15% of Sub-total or $1500) | _____ | |
| **DONATED SERVICES** (max of 25% of Sub-total + Admin fee) | _____ | |
| **BUDGET TOTAL** | **$**_____ | |
| **PROJECTED TOUR REVENUE** | **$**_____ | |

## PART V - ONLINE CONCERT ITINERARY AND BUDGET

Please note: All musicians claimed here must also be listed on page three. Applicants may apply for up to three concerts per application with a per concert award comprising a $500 base fee (first musician), plus increases of $200 per additional musician. Applicant may also claim a production cost of up to $200 per concert which must be verified with expense receipts and proofs of payment. The max award including production costs per concert is $1700.

**CONCERT 1 Date:_____ No. of MUSICIANS:_____**

**Platform:_____ Presenter:_____**

**CONCERT 2 Date:_____ No. of MUSICIANS:_____**

**Platform:_____ Presenter:_____**

**CONCERT 3 Date:_____ No. of MUSICIANS:_____**

**Platform:_____ Presenter:_____**

**Total Musician fees:** _____

**Production costs (only items listed below are eligible):**

**Camera Rental:** _____

**Light Rental:** _____

**Crew Fees (CV must be included):** _____

**Audio Production Equipment Rental:**_____

**Total Production Costs:** _____

**Total financial request for Online Concerts: $_____**

## PART VI - 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.**

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APPLICATION SUBMITTED BY _____THIS_____DAY OF _____,20___.

SIGNATURE:_____

SIGNATURE OF ARTIST (if different than above):_____

DATE:_____

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## 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.