



## **RECORDING ARTISTS TOURING SUPPORT PROGRAM CHECKLIST**

**E-mailed applications:** All applications must be emailed to [music@mbfilmmusic.ca](mailto: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 –** List of confirmed dates, cities, venues, venue capacity, promoter and contact information.
- 3. ARTIST BIOGRAPHY AND PRESS KIT –** if not available on website.
- 4. BUDGET –** Please use the Manitoba Film & Music-supplied budget template located [here](#).
- 5. DETAILED MARKETING PLAN -** A comprehensive marketing plan specific to the tour must be included outlining promotional activities to be undertaken, and measures of success.
- 6. LINK TO STREAM CURRENT RELEASE**
- 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 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.**

## **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](mailto: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)

**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.

**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**

- 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

**ALBUM/EP/SINGLE THAT TOUR IS 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.

**WAS THE RECORDING FUNDED BY MANITOBA FILM & MUSIC?** Yes  No

**RELEASE DATE:** \_\_\_\_\_  
(DD/MM/YYYY)

**RADIO TRACKER:** \_\_\_\_\_

**PRODUCER:** \_\_\_\_\_

**PUBLICIST:** \_\_\_\_\_

**COMPOSER:** \_\_\_\_\_

**MANAGER:** \_\_\_\_\_

**LYRICIST:** \_\_\_\_\_

**AGENT:** \_\_\_\_\_

**LABEL:** \_\_\_\_\_

**DISTRIBUTOR:** \_\_\_\_\_

**PUBLISHER:** \_\_\_\_\_

**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:

	<b>AMOUNT REQUESTED</b>	<b>APPLICATION NUMBER</b>
FACTOR/MUSICACTION	\$ _____	_____
Manitoba Music Export Program	\$ _____	_____
Manitoba Arts Council	\$ _____	_____
SOCAN	\$ _____	_____
Canada Council for the Arts	\$ _____	_____
_____	\$ _____	_____
<b>TOTAL REQUESTED FUNDING</b>	<b>\$ _____</b>	

**PART IV - TOUR BUDGET**

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

**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.

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**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.

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**Applications will only be accepted by email to [music@mbfilmmusic.ca](mailto: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: \_\_\_\_\_

DATE: \_\_\_\_\_

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.

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.