

## SUSTAINABILITY FUND COMPLETION REQUIREMENTS

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Staff of Manitoba Film & Music will review all documentation submitted by Applicants to ensure the expected level of honesty and integrity is being maintained. Be advised that, regardless of the budget level, Manitoba Film & Music will review all invoices and proofs of payments filed in support of cost reports, which will include contacting suppliers/payees directly for verification of submitted invoices/costs.

Applicants attempting to defraud Manitoba Film & Music by filing false or misleading documentation shall be subject to denial of any future dealings with Manitoba Film & Music with themselves or related parties, and may be liable to being criminally prosecuted.

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**Emailed cost reports:** Cost reports must be emailed to [music@mbfilmmusic.ca](mailto:music@mbfilmmusic.ca). They must be in a downloadable Google Drive or Dropbox folder and labeled "Company/Artist Name – Contract Number." The contract number can be found in the letter of commitment, and in the contract. All documents must be in PDF format.

All cost reports are required in the following format. Any cost reports submitted against this format will be returned to the applicant and expected to be completed correctly and re-submitted.

All required forms are available on the **Manitoba Film & Music** website at <https://mbfilmmusic.ca>, as well as at our office.

**Final Report Due:** Final reports are due by December 1, 2022. Due to the nature of this program, extensions to the deadline will not be granted.

### 1. FINAL COST REPORT

Applicants are required to complete a cost report form and the project's costs will be subject to a spot audit.

**Cost Report Form:** Each expense must be itemized individually (i.e. each gas receipt must be written on its own line) on the Cost Report Form. Please use additional forms as necessary.

**Invoices and Receipts:** Once Manitoba Film & Music staff have reviewed the submitted cost report form, they will request the invoices and proof of payments for the spot audit. Each expense listed on the Cost Report Form must be substantiated by a valid invoice or receipt. These invoices/receipts must be given a number which corresponds to its line item on the cost report form. Missing invoices/receipts will not be deemed eligible. Please ensure that the date and amounts charged are legible on each invoice/receipt submitted. The eligibility period for expenses is January 1, 2022-December 1, 2022. Illegible invoices/receipts will not be deemed eligible.

**Proof of Payment:** Each invoice/receipt must have a corresponding proof of payment. Manitoba Film & Music accepts only the following forms as satisfactory proof of payment:

- Copy of the FRONT AND BACK of a cancelled cheque or
- Copy of Credit Card Statement clearly indicating payee and amount disbursed or
- Copy of Bank Transfer/eTransfer showing confirmation that the transaction was processed or
- Copy of Money Order

For example, if an invoice/receipt was paid by cheque/credit/bank transfer/money order, we would need to see a copy of that proof. This is expected for each expense indicated on the cost report form. Without an acceptable proof of payment, that expense will be removed from the cost report and not acknowledged in the total cost of the project.

**Cash Payments:** Up to \$150 per invoice/receipt may be paid in cash, providing they are accompanied by a verifiable receipt (e.g.: Holiday Inn, ESSO Gas Station, etc.). If this limit is exceeded, then only \$150 is eligible to be claimed for that invoice/receipt on the cost report form.

**Currency:** All expenses listed on the cost report form must be in Canadian dollars. Please include a note with your final report which indicates the conversion rate used for foreign currencies.

**Administrative Fee:** Manitoba Film & Music will recognize up to a maximum of 15% of the final accepted total costs of the project, or \$1500, whichever is lower, as the administrative fee.

**Final Total Expenses:** The final total of the entire project is established by combining the amounts of all eligible expenses after GST/HST has been deducted, plus the administrative fee.

## **2. PROJECT REPORT**

A project report detailing the outcomes of receiving the funding, how the funding supported a safe reopening, adaptation of new business models, supported business continuity and sustainability, and data on the jobs created and/or maintained is required as part of the completion requirements. The report should be 1-2 pages in length.

## **3. FINAL COST REPORT VARIANCE SUMMARY**

One completed **Final Cost Report Variance Summary Form** is expected to be submitted as part of the completion requirements for this project. This form will outline all projected expenditures listed in the original submitted budget along with the actual expenditures submitted with the final cost reporting. This includes a written explanation for personnel changes, and discrepancies between the budget and final expense amounts.

## **4. EMPLOYMENT REPORT**

One completed **Employment Report form** is expected to be submitted as part of the completion requirements. All individuals directly involved in the production of the project must be listed as well as their Position, Gender, Indigenous and Francophone status, and the estimated number of days they worked on the project. This includes the applicant and all permanent members of the group. This information is strictly for our own statistical purposes.

## **5. COMPLETED MEDIA CONTENT DELIVERABLES WITH MANITOBA FILM & MUSIC LOGO**

Samples of all marketing materials (print ads, hand bills, posters, radio tracking reports, etc.), and video content **with Manitoba Film & Music's logo** must be included with your final cost report. Screenshots of streamed performances must also be included. Reports submitted without proof of corresponding deliverables may not be accepted as approved costs. Please refer to the Resources section on [www.mbfilmmusic.ca](http://www.mbfilmmusic.ca) for print-ready graphics.

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Contract #: \_\_\_\_\_  
 Contact: \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Date: \_\_\_\_\_

410-93 Lombard Ave  
 Winnipeg, Manitoba R3B 3B1  
 P: (204) 947.2040  
 www.mbfilmmusic.ca  
 music@mbfilmmusic.ca

**IMPORTANT: KEEP A COPY OF ALL FORMS AND RECEIPTS FOR YOUR RECORDS.**

**Cost Report Form**

All corresponding invoices/receipts with their acceptable proof of payment must be attached.

RECEIPT NO.	PAYEE	DESCRIPTION OF SERVICE PROVIDED	PAID AMOUNT (LESS GST/HST)	DONATED AMOUNT*	FOR OFFICE USE ONLY	
					ADMIN	MANAGER

I confirm that all information is verified true and correct. As the applicant I hereby authorize MANITOBA FILM & MUSIC to verify any of the costs reported herein.

Applicant Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Artist Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

A. TOTAL THIS PAGE/ALL PAGES:	
B. ADMIN FEE (A. x 15%; \$1500 max.)	
C. TOTAL A + B	
D. DONATED SERVICES (max. 25% of C)*	
FINAL TOTAL (A. + B. + D.)	

\*All donated services must be accompanied by an invoice/receipt. Do not include the donated amount from the invoice/receipt in the "Paid Amount" column.

NOTE: MANITOBA FILM & MUSIC RESERVES THE RIGHT TO PERFORM A RANDOM TEST OF INVOICES AND CANCELED CHEQUES, REGARDLESS OF BUDGET LEVEL. THIS SHALL INCLUDE CONTACTING SUPPLIERS AND/OR PAYEES FOR VERIFICATION OF SERVICES.

# SOUND EMPLOYMENT REPORT

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.

410-93 Lombard Ave  
 Winnipeg, Manitoba R3B 3B1  
 P: (204) 947.2040  
 F: (204) 956.5261  
 E: [music@mbfilmmusic.ca](mailto:music@mbfilmmusic.ca)  
[www.mbfilmmusic.ca](http://www.mbfilmmusic.ca)



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

ALL INFORMATION VERIFIED TRUE AND CORRECT:

CONTRACT #: \_\_\_\_\_

\_\_\_\_\_  
 (APPLICANT SIGNATURE)

APPLICANT: \_\_\_\_\_

EMPLOYMENT REPORT FOR THE PERIOD OF \_\_\_\_\_ TO \_\_\_\_\_

NAME OF MANITOBA RESIDENT	POSITION	GENDER	FIRST NATION, METIS, OR INUIT DESCENT (Y/N)	FRANCOPHONE (Y/N)	CULTURAL MINORITY (Y/N)	# of Days of Employment
<b>TOTALS:</b>						

## ARTIST SERVICES INVOICE

Each musician claiming artist fees must complete their own invoice.

### APPLICANT'S INFORMATION

Applicant name: \_\_\_\_\_

MFM Contract #: \_\_\_\_\_ Applicant Phone #: \_\_\_\_\_

Email: \_\_\_\_\_

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### SUPPLIER'S/HIRED MUSICIAN'S INFORMATION

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

Type of Service Provided: \_\_\_\_\_

### ARTIST FEES

Artists and hired musicians may claim a flat fee for the work done on this project. The usual limit of \$300 is not applicable for this program.

Total Fees: \$ \_\_\_\_\_

Paid by: Cash  Cheque  Other  (specify): \_\_\_\_\_

**I certify that the information provided in this form is true and correct.**

Supplier's signature: \_\_\_\_\_ Date: \_\_\_\_\_