

## MUSIC VIDEO AND VIRAL VIDEO GRANT PROJECT 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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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 [www.mbfilmmusic.ca](http://www.mbfilmmusic.ca), as well as at our office: 410-93 Lombard Ave., Winnipeg, MB, R3B 3B1.

### 1. FINAL COST REPORT

**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:** 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. Do not submit the original invoices/receipts because you must keep an original copy for yourself. **Please submit photocopies of all invoices/receipts only.** Please ensure that the date and amounts charged are legible on each invoice/receipt submitted. 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 over \$150 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.

**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.

**Donated Services:** Donated services made towards the project must be listed separately on the Cost Report Form. These services must have corresponding invoices to account for the amount of the investment made,

as well as an indication on the invoice that the service was donated. Invoices for donated services must be signed and dated by the service provider. Donated services may not exceed 25% of the total final expenses after the administrative fee is calculated.

**Artist Fees and Per Diems:** These expenses are considered an allowance, and may be submitted for cost reporting purposes on a single invoice per musician (see: Artist Services Invoice). Artist fees and per diems may be paid in cash, and are exempt from the cash payment limit of \$150 per invoice. Invoices must be signed by each individual person claiming the per diems and artist fee. Allowable per diem, and paid or donated artist fee rates are as follows:

Per Diem: \$45 per artist, per day with valid receipt signed by the recipient

Artist Fees allowable as paid, donated services, or a combination of the two: \$300 per artist, per day

**In-house Costs:** In-house costs are not accepted as eligible expenses. Examples of in-house costs may include doing your own graphic design, self-management fees, self-booking fees, etc.

**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, plus donated services (if any).

## **2. EMPLOYMENT REPORT**

One completed **Employment Report form** is required to be submitted as part of the completion requirements. All Manitoba-based 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 Manitoba Film & Music's own statistical purposes, and will not be shared publicly.

## **3. 2 DVD COPIES or 1 USB CONTAINING THE COMPLETED PROJECT**

To be delivered to Manitoba Film & Music along with all final reporting.

## **4. MANITOBA FILM & MUSIC CREDIT**

The Manitoba Film & Music logo must appear on all distributed copies of the project, as well as at the end of the video itself as credit for providing funding. Please email [music@mbfilmmusic.ca](mailto:music@mbfilmmusic.ca) for a copy of the logo.

## **5. CHANGES TO ANY DOCUMENTATION PROVIDED AT CONTRACT STAGE**

This includes a written explanation for personnel changes, and discrepancies between the budget and final expense amounts.

## **6. VERIFICATION OF FACTOR/OTHER FUNDING**

The letter(s)/email(s) from other funding agencies showing the approved amount awarded to the project. Manitoba Film & Music's contribution, when combined with all other funding sources, cannot exceed 100% of the final expenses.

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# 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  
 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>						



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<b>MUSIC VIDEO AND VIRAL VIDEO FINAL COST REPORT SUMMARY</b>
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	Projected Manitoba Expenditure	Actual Manitoba Expenditure
Pre-production	_____	_____
Director	_____	_____
Assistant Director	_____	_____
Principal Players	_____	_____
Actors	_____	_____
Producer/Production Company	_____	_____
Writer	_____	_____
Equipment Rental	_____	_____
Location Rental	_____	_____
Crew	_____	_____
Lighting	_____	_____
Cinematographer	_____	_____
Set Design/Construction	_____	_____
Make-up/Hair/Wardrobe	_____	_____
Per Diems	_____	_____
Film Stock/Supplies	_____	_____
Editor	_____	_____
Editing Facility	_____	_____
Other:	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
<b>BUDGET SUBTOTAL</b>	_____	_____
<b>Admin Fee</b> (15% of subtotal, maximum \$1500):	_____	_____
<b>Donated Services</b> (25% of subtotal+admin fee):	_____	_____
<b>TOTAL BUDGET:</b>	_____	_____
<b>FACTOR/MUSICACTION:</b>	_____	_____

## ARTIST SERVICES INVOICE

Each musician claiming artist fees and per diems 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: \_\_\_\_\_

Date(s) of Service Provided: \_\_\_\_\_ to: \_\_\_\_\_

**ARTIST FEES** (May be paid, donated, or a combination of both. For applications approved prior to April 1, 2020, the Artist Fee is limited to \$150 per person, per concert/studio day. For applications approved after April 1, 2020, the limit is \$300 per person, per concert/studio day. NOTE: Festival appearances count as 1 concert, regardless of number of performances. Artists can only claim 1 studio day, regardless of how many sessions occurred.)

Rate: \$ \_\_\_\_\_ Concert  Studio Day

Total Number of Concerts or Studio Days: \_\_\_\_\_ Total Fees: \$ \_\_\_\_\_

Donated Service  Amount: \$ \_\_\_\_\_ Paid Service  Amount: \$ \_\_\_\_\_

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

**PER DIEMS** (Cannot be donated. Limit per person, per day: Canada: \$45 / USA: \$60 / International: \$100)

Rate: \$ \_\_\_\_\_ x \_\_\_\_\_ days = Total \$ \_\_\_\_\_

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

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

Supplier's signature: \_\_\_\_\_ Date: \_\_\_\_\_, 20\_\_\_\_\_