

RECORDING ARTIST ONLINE CONCERT SUPPORT PROGRAM COMPLETION REQUIREMENTS

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.

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. Please send completed cost reports to music@mbfilmmusic.ca.

All required forms are available on the **Manitoba Film & Music** website at www.mbfilmmusic.ca, as well as at our office: 410-93 Lombard Ave., Winnipeg, MB, R3B 3B1.

1. FINAL COST REPORT

Cost Report Form: Only the accepted per-show fees are required to be listed on the Cost Report Form as "Performance Fees". The admin fee and donated services are not eligible expenses under this program.

2. EMPLOYMENT REPORT

One completed **Employment Report Form** is expected to be submitted as part of the completion requirements. All Manitoba-based individuals directly involved in the tour 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. ONLINE CONCERTS REPORT

Please include a summary of the outcomes of the online concerts (increase in social media followers, increase in streams, etc.). The summary should also list the final online concert itinerary.

4. SCREEN SHOT OF COMPLETED CONCERT(S)

Please submit screen shots from each of the live events.



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.

FOR OFFICE USE ONLY

RECEIPT NO.	PAYEE	DESCRIPTION OF SERVICE PROVIDED	PAID AMOUNT (LESS GST/HST)	DONATED AMOUNT*	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
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
TOTALS:						

ARTIST SERVICES INVOICE FOR ONLINE CONCERTS

APPLICANT'S INFORMATION

Applicant name: _____

MFM Contract #: _____ Applicant Phone #: _____

Email: _____

ONLINE CONCERT FINAL ITINERARY AND FEES

Artist fees for online concerts are payable at a flat rate of \$500 per concert performed for solo artists, or \$500 for the first musician, and \$200 for each additional musician, to a maximum of \$1500 per concert.

CONCERT 1: Date: _____ Platform(s): _____

Presenter/Publicist: _____

Base Rate for First Musician: \$500

Number of Additional Musicians: _____ x \$200

Total Fees (Base Rate + Additional Musicians' Fees): \$ _____

CONCERT 2: Date: _____ Platform(s): _____

Presenter/Publicist: _____

Base Rate for First Musician: \$500

Number of Additional Musicians: _____ x \$200

Total Fees (Base Rate + Additional Musicians' Fees): \$ _____

CONCERT 3: Date: _____ Platform(s): _____

Presenter/Publicist: _____

Base Rate for First Musician: \$500

Number of Additional Musicians: _____ x \$200

Total Fees (Base Rate + Additional Musicians' Fees): \$ _____

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

Applicant's signature: _____ Date: _____