

RECORDING PROJECT COMPLETION REQUIREMENTS FOR LEVELS 1-3

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.

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: 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 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.

Payments in cash are allowable up to \$150 per receipt/invoice, providing they are accompanied by an approved, verifiable receipt (eg.: Holiday Inn, ESSO Gas Station, etc.).

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.

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 the studio.

Manitoba Film & Music will permit an applicant to pay Artist Fees at higher rates but will only allow the maximum of \$300 per day to be claimed as an eligible artist services day rate expense.

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 permanent members of the group. This information is strictly for our own statistical purposes.

3. COPIES OF THE COMPLETED PROJECT

Digital mp3 copies will not be accepted. Manitoba Film & Music reserves the right to request up to 50 CDs of any funded project.

a) In the case of Level 1 Demo projects, two CD copies with WAV files of the finished recordings must accompany the final report.

b) In the case of Level 1 Commercial Release projects, 15 CD copies of the finished recordings must accompany the final report, unless it is a digital-only release, in which case, two CD copies with WAV files are required.

c) In the case of Level 2 and Level 3 projects, 15 copies of the finished CDs must accompany the final report.

4. MANITOBA FILM & MUSIC CREDIT

The Manitoba Film & Music logo must appear on all copies of the project, as well as the language, "Produced with the financial participation of Manitoba Film & Music". Please email 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 combined with all other funding sources cannot exceed 100% of the final expenses.

7. PROJECT PROMOTIONAL/PUBLICITY MATERIAL WITH MANITOBA FILM & MUSIC LOGO

Please include one complete copy of the promotional material. This may include a poster, website screenshots, handbills, etc.



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

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____

Disco Upload Information:

Disco is a music library in which Manitoba Film & Music is storing funded recordings. It is a requirement that your completed recording be uploaded to the service. Please follow the steps below.

Manitoba Film & Music Sync Library Intake Process:

1. Please fill out the follow page with your album's metadata (it is very important that all fields are complete) and email it, along with the album lyrics and cover art, to music@mbfilmmusic.ca.
2. Drop in your latest Manitoba Film & Music-funded recording, along with instrumental versions of the songs (if you have them), at the link below. The preferred file type is AIFF (it usually contains most metadata) but Disco also accepts WAV and MP3.
[Manitoba Film & Music Sync Library music intake portal](#)

We will let you know when we have received the tracks, the form, album artwork, and lyrics, and if anything further is required.

Please note that this library will be used to present your music to our funders, and to local film and TV productions.

Manitoba Film & Music will not be representing your music in any negotiation and is only presenting your music to productions for potential inclusion in their soundtracks. Music supervisors like to have access to instrumental-only mixes of the songs, so we recommend that you have those available, as well. If you have them ready to go, please add them to the Disco link provided.

Disco Metadata Form

Please fill out this form to complete the metadata required for Manitoba Film & Music's Disco Library.
Please submit lyric sheets and the album cover art separately.

Artist Name:

Album Title:

Release Date:

Genre:

Recording Ownership (label or self release). Please include contact info for owner if you are not owner:

Publisher and PRO (example: SOCAN):

Tracklisting (Please copy & paste the headings if you need additional track sections):

1) Song Title:

Songwriter(s) w/ Splits:

Composer(s):

Tags (lyric themes, instruments, genre, mood/feel, tempo):

BPM:

ISRC:

2) Song Title:

Songwriter(s) w/ Splits:

Composer(s):

Tags (lyric themes, instruments, genre, mood/feel, tempo):

BPM:

ISRC:

3) Song Title:

Songwriter(s) w/ Splits:

Composer(s):

Tags (lyric themes, instruments, genre, mood/feel, tempo):

BPM:

ISRC:

4) Song Title:

Songwriter(s) w/ Splits:

Composer(s):

Tags (lyric themes, instruments, genre, mood/feel, tempo):

BPM:

ISRC:

5) Song Title:

Songwriter(s) w/ Splits:

Composer(s):

Tags (lyric themes, instruments, genre, mood/feel, tempo):

BPM:

ISRC:

6) Song Title:

Songwriter(s) w/ Splits:

Composer(s):

Tags (lyric themes, instruments, genre, mood/feel, tempo):

BPM:

ISRC:

7) Song Title:

Songwriter(s) w/ Splits:

Composer(s):

Tags (lyric themes, instruments, genre, mood/feel, tempo):

BPM:

ISRC:

8) Song Title:

Songwriter(s) w/ Splits:

Composer(s):

Tags (lyric themes, instruments, genre, mood/feel, tempo):

BPM:

ISRC:

9) Song Title:

Songwriter(s) w/ Splits:

Composer(s):

Tags (lyric themes, instruments, genre, mood/feel, tempo):

BPM:

ISRC:

10) Song Title:

Songwriter(s) w/ Splits:

Composer(s):

Tags (lyric themes, instruments, genre, mood/feel, tempo):

BPM:

ISRC:

11) Song Title:

Songwriter(s) w/ Splits:

Composer(s):

Tags (lyric themes, instruments, genre, mood/feel, tempo):

BPM:

ISRC:

12) Song Title:

Songwriter(s) w/ Splits:

Composer(s):

Tags (lyric themes, instruments, genre, mood/feel, tempo):

BPM:

ISRC:

13) Song Title:

Songwriter(s) w/ Splits:

Composer(s):

Tags (lyric themes, instruments, genre, mood/feel, tempo):

BPM:

ISRC:

14) Song Title:

Songwriter(s) w/ Splits:

Composer(s):

Tags (lyric themes, instruments, genre, mood/feel, tempo):

BPM:

ISRC:

15) Song Title:

Songwriter(s) w/ Splits:

Composer(s):

Tags (lyric themes, instruments, genre, mood/feel, tempo):

BPM:

ISRC: