



MANITOBA | Musique at Film  
Film & Music | MANITOBA

## LEVEL 2 RECORDING PROJECT COMPLETION REQUIREMENTS

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Staff of Manitoba Film & Music will review all documentation filed with Manitoba Film & Music 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 cancelled cheques 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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### 1. FINAL COST REPORT

A) One completed **Cost Report form** is expected to be submitted as part of the completion requirements. All Cost Report forms are to have each expense itemized individually, use additional forms as necessary. The final total of the entire project is established by combining the amounts of all expenses after GST or HST has been deducted, plus the Admin Fee, plus donated services.

B) **Photocopies of all invoices and/or receipts** are also required to be submitted. These invoices/receipts must be corresponding with each expense listed on the Cost Report form. Please ensure that the date and amounts are legible on each receipt/invoice submitted. Illegible submissions will not be deemed eligible. **\*Note: it is required that all artists sign/print/date their name on all artist services invoices being submitted. Invoices should be detailed and clearly indicate services rendered. DO NOT INCLUDE ORIGINAL RECEIPTS. PLEASE SUBMIT PHOTOCOPIES ONLY.**

**Invoices for studio time as well as producer and engineer fees must be itemized by the hour and signed by both the artist and the producer to be accepted as an approved cost.**

C) Each invoice/receipt must also have a resulting **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.).**

D) Any **donated services** made towards the project must also be listed on the cost report form. These services must also have corresponding invoices to account for the amount of the investment made, as well as an indication on the invoice that the service was in fact donated. Donated services may not exceed 25% of the total approved budget after Admin Fee.

- E) An Administrative Fee is recognized as an eligible cost. 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.
- F) Per diems and artist fees may be paid in cash and submitted for cost reporting purposes on a single receipt per person, for the full amounts paid out. Receipts must be signed by each individual person claiming the per diem or 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\*: \$150 per artist, per day or session

\*Artist fees paid in full with a valid receipt and verified proof of payment are allowable at higher rates, providing they are pre-approved by Manitoba Film and Music.

**IMPORTANT: As of April 1, 2015, in-house costs are no longer accepted as eligible expenses.**

## **2. EMPLOYMENT REPORT**

A 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, Aboriginal, 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. MINIMUM 30 CD COPIES OF THE COMPLETED PROJECT WITH MFM LOGO**

To be delivered to MANITOBA FILM & MUSIC along with all final reporting. 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](mailto:music@mbfilmmusic.ca) for a copy of the logo. MFM reserves the right to request up to 50 CDs of any funded project.

## **4. 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.

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

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

## **6. PROJECT PROMOTIONAL / PUBLICITY MATERIAL WITH MFM LOGO**

Please include one complete copy of the promotional material. This may include posters, stickers, t-shirt images, website screenshots, etc.

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**ALL COST REPORTS ARE REQUIRED IN THIS 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 **MF&M** website under **Music Programs**:

[www.mbfilmmusic.ca](http://www.mbfilmmusic.ca)  
as well as at our office:  
410-93 Lombard Ave  
Winnipeg, MB R3B 3B1





# 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



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

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

PROJECT TITLE: \_\_\_\_\_

COMPANY/APPLICANT: \_\_\_\_\_

**ALL INFORMATION VERIFIED TRUE AND CORRECT:**

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

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

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

# ARTIST SERVICES INVOICE



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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: \_\_\_\_\_, 20\_\_\_\_\_

## SUPPLIER/HIRED MUSICIAN'S INFORMATION

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

City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

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

Type of Service Provided: \_\_\_\_\_  
(Instrument played/tour manager/merch person/etc.)

Date(s) of Service Provided: \_\_\_\_\_ to: \_\_\_\_\_ 20\_\_\_\_\_

**ARTIST FEES** (May be paid, donated, or a combination of both. Limit \$150 per person, per concert/studio session. NOTE: Festival appearances count as one (1) concert, regardless of number of performances.)

Rate: \$ \_\_\_\_\_ Concert  Studio Session

Total Number of Concerts or Sessions: \_\_\_\_\_ 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\_\_\_\_\_

Witness\* Signature: \_\_\_\_\_ Witness Print Name: \_\_\_\_\_

\*Witness must be someone other than the applicant, artist, or supplier.