



MANITOBA | Musique et Film  
Film & Music | MANITOBA

## **MUSIC RECORDING PRODUCTION FUND FOR OUT-OF-PROVINCE ARTISTS CHECKLIST**

Please attach the following documentation with this application. Failure to attach all requested information below may result in the application being rejected as incomplete.

### **First time applicants:**

We want to help you create the best application possible. Please set up a one-on-one consultation with us to ensure you understand our programs and all the requirements. Please contact the Programs Manager or Programs Administrator at least 30 days prior to the deadline.

- 1. APPLICANT BUSINESS REGISTRATION CERTIFICATE OR ARTICLES OF INCORPORATION –** All applicants to **MANITOBA FILM & MUSIC** must be either registered as a business in Manitoba or incorporated in Manitoba. Register or incorporate at Corporation & Business Names, 405 Broadway, 10th Floor, Winnipeg, Manitoba, (204) 945-2500. New applicants to **MFM's** programs must provide a paper or emailed PDF copy of the current registration/articles of incorporation.\*
- 2. ARTIST BUSINESS REGISTRATION CERTIFICATE OR ARTICLES OF INCORPORATION –** The artist must be registered as a business or incorporated in their home province, and must provide a copy of the current registration/articles of incorporation to MFM. Emailed PDF copy will be accepted.\*
- 3. RESOLUTION FROM BOARD OF DIRECTORS (Applies to Incorporations only) –** Designating signing authority on behalf of the corporation. This verifies who is legally allowed to act on behalf of the company and execute contracts on its behalf. Applies to incorporations only. Emailed PDF copy will be accepted.\*
- 4. ARTIST BIOGRAPHY –** Biographical information should include the professional background, career highlights, and accomplishments to date of the band or artist. Please include a photo.
- 5. COPY OF SIGNED AGREEMENT BETWEEN APPLICANT MANITOBA COMPANY AND ARTIST**
- 6. DETAILED MARKETING AND DISTRIBUTION PLAN -** A comprehensive marketing plan must be included which outlines information on the release, distribution, promotional and touring plans. Also include any past activities and success.
- 7. DEMO CD –** 3 previously unreleased songs for the jury to adjudicate. Please ensure that the CD is playable in a stereo. CDs that do not play cannot be adjudicated.
- 8. LYRICS –** For the songs to be adjudicated on the demo CD.
- 9. SONG TREATMENTS –** Description of what changes will be made to the demoed songs once the artist is in the studio.
- 10. RESUMES OF KEY PRODUCTION STAFF AND TEAM -** Please provide detailed biographies and discographies for all professionals involved in the project, including the producer, engineer, manager, publicist, agent, etc.
- 11. PROMOTIONAL MATERIAL –** Past press coverage the artist has received.
- 12. DETAILED FINANCING PLAN –** Applicants must provide written confirmation of their financial ability to complete the project. A letter generated by an accredited bank, or screenshot confirming funds necessary or similar proof of funds earmarked for the project is mandatory prior to MANITOBA FILM & MUSIC drafting a contract. The applicant is expected to demonstrate the ability to finance the entire proposal as indicated in the submitted budget.
- 13. VERIFICATION OF ANY OTHER PUBLIC FUNDING -** Applicants to **MANITOBA FILM & MUSIC's** programs must also apply to FACTOR or other relevant funding agencies, and inform **MFM** of the requested/confirmed amount or reason for ineligibility. If eligible, a FACTOR company rating or artist rating is required as part of this application. Manitoba inquiries to FACTOR may be directed to the agency's regional evaluation coordinator at Manitoba Music (204) 942-8650.

**\*emailed PDF documents should be directed to [music@mbfilmmusic.ca](mailto:music@mbfilmmusic.ca)**

# MUSIC RECORDING PRODUCTION FUND FOR OUT-OF-PROVINCE ARTISTS APPLICATION

Each section must be completed IN FULL. Incomplete applications will be declined. Please ensure that all guidelines have been read and understood prior to completing this application. Illegible forms or forms completed in pencil will NOT be accepted.

APPLYING FOR:     Level I Demo (not for release)                       Level II  
Please only check one     Level I Commercial Release

## **PART I - APPLICANT**

Please be advised that the minimum age for application to Manitoba Film and Music's programs is 18. In situations where the Artist does not meet the minimum age requirement, a parent or legal guardian may apply on their behalf, providing they agree to the terms and conditions provided in the program guidelines. The parent or legal guardian **must be** a signee on the business registration.

MANITOBA COMPANY or INDIVIDUAL APPLYING: \_\_\_\_\_

**Please See Guidelines**

REGISTERED MANITOBA BUSINESS                       Yes             No

INCORPORATED     Yes             No             Federal             Provincial

CONTACT PERSON: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ PROVINCE: \_\_\_\_\_ POSTAL CODE: \_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_

E-MAIL: \_\_\_\_\_

WEBSITE: \_\_\_\_\_

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If different than above, the following contact person is authorized to submit this application on behalf of the Applicant, as well as receive all communications regarding the project as outlined in the submission:

CONTACT PERSON: \_\_\_\_\_

INDUSTRY FUNCTION: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ PROVINCE: \_\_\_\_\_ POSTAL CODE: \_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_

E-MAIL: \_\_\_\_\_

**ARTIST CONTACT INFORMATION (if different from above):**

NAME OF ARTIST/GROUP: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ PROVINCE: \_\_\_\_\_ POSTAL CODE: \_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_

E-MAIL: \_\_\_\_\_

WEBSITE: \_\_\_\_\_

**PERMANENT GROUP MEMBERS AND HIRED MUSICIANS:**

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.

NAME	MB RESIDENT (Y/N)	GENDER	FRANCOPHONE (Y/N)	FIRST NATIONS, MÉTIS, OR INUIT DESCENT (Y/N)	CULTURAL MINORITY (Y/N)

**FACTOR Artist Rating:** \_\_\_\_\_

**SOCAN Registration:** Yes  No

MFM funding is contingent on all songs for the project being registered with SOCAN.

**Recoupment reporting up to date for previous MFM-funded album(s)?** Yes  No  N/A

**Cost reporting up to date for all open files?** Yes  No  N/A

**Business bank account number:** \_\_\_\_\_

**Name and address of bank branch:** \_\_\_\_\_

(Company's business bank account must be with a Manitoba branch)

## **PART II - DEMO CD AND SONG TREATMENTS**

Applicants must include a demo CD and lyric sheets with songs that will be recorded if approved. These songs must be unreleased and intended for inclusion on the finished record.

**LEVEL I DEMO:** two **(2)** songs to be recorded on the project.

**LEVEL I COMMERCIAL RELEASE:** up to two **(2)** songs to be recorded on the project.

**LEVEL II:** three **(3)** songs to be recorded on the project.

### **SONGS ON ENCLOSED ROUGH DEMO CD:**

1. Title: \_\_\_\_\_  
Composer: \_\_\_\_\_  
Lyricist: \_\_\_\_\_  
Publisher: \_\_\_\_\_  
Recorded at: \_\_\_\_\_  
Track length: \_\_\_\_\_
  
2. Title: \_\_\_\_\_  
Composer: \_\_\_\_\_  
Lyricist: \_\_\_\_\_  
Publisher: \_\_\_\_\_  
Recorded at: \_\_\_\_\_  
Track Length: \_\_\_\_\_
  
3. Title: \_\_\_\_\_  
Composer: \_\_\_\_\_  
Lyricist: \_\_\_\_\_  
Publisher: \_\_\_\_\_  
Recorded at: \_\_\_\_\_  
Track Length: \_\_\_\_\_

### **SONG TREATMENTS**

Please submit a detailed plan of your song treatments separately. These changes should specify how the songs submitted for adjudication will be treated (changed / improved) in the studio when they are recorded, including, but not limited to: adding instruments, changing lyrics, altering arrangements, adding backing vocals, etc.. List any additional songs that will be recorded for the final project.

### **PART III - PROJECT INFORMATION**

Please note that your application must meet the Manitoba recording content requirements detailed in the Program Guidelines. Please provide resumes outlining professional achievements, training, etc. for the artist and any key production team members involved with this project. Please select **only one** of the below music genres, as it will determine which jury adjudicates your project.

- MUSIC CATEGORY:**  Hard Rock / Metal / Punk  Rock / Pop  Folk / Roots  
**Please only check one**  Children's  Adult Contemporary  Country  
 Dance / Electronic  Jazz / Blues  Classical  
 Rap / Hip-Hop  Soul / R&B  Traditional

#### **ARTIST'S DISCOGRAPHY (previous releases, if any):**

Sales record of previous product released (if any) by the artist/group. If the applicant is a new group, sales of previous solo releases may be included.

<b>Date Released</b>	<b>Title</b>	<b>Format</b>	<b>Label</b>	<b>Units Sold (Physical)</b>	<b>Units Sold (Digital)</b>	<b>Total Online Streams</b>	<b>MF&amp;M supported (Y/N)</b>

#### **PRODUCTION STAFF** (must be completed in full. Please write N/A rather than leaving a line blank):

Producer: \_\_\_\_\_ Engineer: \_\_\_\_\_  
 Mixing: \_\_\_\_\_ Mastering: \_\_\_\_\_  
 Studio: \_\_\_\_\_ MFM Accredited:  Y  N

#### **ARTIST'S TEAM**

Manager: \_\_\_\_\_ Agent: \_\_\_\_\_  
 Distributor: \_\_\_\_\_ Publicist: \_\_\_\_\_  
 Radio Tracker: \_\_\_\_\_ Publisher: \_\_\_\_\_  
 Label: \_\_\_\_\_

**ESTIMATED PRODUCTION SCHEDULE**

	Anticipated Start Date (DD/MM/YYYY)	Anticipated Completion Date (DD/MM/YYYY)
Production	_____	_____
Mixing	_____	_____
Manufacturing	_____	_____
Release Date	_____	

**PART IV - FUNDING INFORMATION FOR MUSIC RECORDING**

If the applicant has received confirmation of funding from other participants, please include the letter of commitment with this application.

<b>FUNDING PARTICIPANTS</b>	<b>AMOUNT</b>	<b>APPLICATION NUMBER</b>
FACTOR/MUSICACTION	\$ _____	_____
Canada Council for the Arts	\$ _____	_____
_____	\$ _____	_____
_____	\$ _____	_____
<b>TOTAL REQUESTED FUNDING</b>	<b>\$ _____</b>	

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## **PART V - PROJECT PLAN (Level 1 Demo) / MARKETING AND DISTRIBUTION PLAN (all other Levels)**

Please submit your Project/Marketing Plan separately. This Project/Marketing Plan should indicate in great detail what you intend to do with the project once production has completed. The following points are topics that should be addressed in a basic (minimum) Marketing Plan. The more information you include, the better. **These points are meant only to serve as a guide and are not limited to the following:**

1. The purpose of the project (goals/objectives)
2. Artist's Previous Experience
  - o Previous Releases & Sales
  - o Tour History
  - o Promotional Activity
  - o Etc
- 3a. Project Plan (Level 1 Demo)
  - o How will the funding of this project lead to the growth of your career?
  - o Which team members are you targeting with the demo?
- 3b. Marketing/Promotion (all other Levels)
  - o How will the release be distributed?
  - o What media (Radio/Television/Print/etc.) will be used, and how will they be contacted?
  - o What social media strategy will be used?
  - o Who is on your team, and how will they help you to promote the release? Include their resumes.
  - o Where will you tour?
  - o Who will you approach/have you approached to join your team (publicist, manager, etc)? Include letters of support.
  - o What are your sales goals?
  - o Provide a timeline for release, including when you will send singles to radio, make music videos, tour, etc.

**PART VII: BUDGET**

The project must be recorded and mixed in a Manitoba accredited recording facility properly registered in the Province of Manitoba. Studios seeking accreditation should contact **MANITOBA FILM & MUSIC** for more information. GST/HST is not an eligible expense. Contact Revenue Canada for information on the GST/HST exemption.

**A) RECORDING**

	<b>CASH EXPENDITURE</b>	<b>DONATED INVESTMENT</b>
<b>STUDIO NAME:</b> _____		
Hourly: # of hours _____ x rate \$ _____ or	_____	_____
Daily: # of days _____ x rate \$ _____	_____	_____
Contact: _____		
Musicians:		
# of _____ x # of sessions _____ x rate \$ _____	_____	_____
Singers:		
# of _____ x # of sessions _____ x rate \$ _____	_____	_____
Per Diems		
# of _____ x # of sessions _____ x rate \$45	_____	N/A
Engineer Fees	_____	_____
Producer Fees	_____	_____
Travel (specify): _____	_____	
Rentals (specify): _____	_____	
Misc. (specify): _____	_____	
Tax: (PST): \$ _____		
<b>TOTAL RECORDING (A)</b>	<b>\$ _____</b>	<b>\$ _____</b>

**B) MIXING**

	<b>CASH EXPENDITURE</b>	<b>DONATED INVESTMENT</b>
<b>STUDIO NAME:</b> _____		
Hourly: # of hours _____ x rate \$ _____ or	_____	_____
Daily: # of days _____ x rate \$ _____	_____	_____
Engineer Fees	_____	_____
Producer Fees	_____	_____
Per Diems		
# of _____ x # of sessions _____ x rate \$ _____	_____	_____
Rentals (specify): _____	_____	(N/A)
Tape/Supplies: _____	_____	(N/A)
Misc. (specify): _____	_____	(N/A)
Tax: (PST): \$ _____		
<b>TOTAL MIXING (B)</b>	<b>\$ _____</b>	<b>\$ _____</b>



**PART VII - BUDGET CONTINUED**

**C) MASTERING**

**CASH  
EXPENDITURE**

**DONATED  
INVESTMENT**

**FACILITY NAME:** \_\_\_\_\_

Hourly: # of hours \_\_\_\_\_ x rate \$ \_\_\_\_\_ or

Daily: # of days \_\_\_\_\_ x rate \$ \_\_\_\_\_

Tape/masters (specify): \_\_\_\_\_

Travel (specify): \_\_\_\_\_

Tax: (PST): \$ \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(N/A)

(N/A)

**TOTAL MASTERING (C)**

\$ \_\_\_\_\_

\$ \_\_\_\_\_

**D) MANUFACTURING**

**CASH  
EXPENDITURE**

**DONATED  
INVESTMENT**

Cost per unit: \_\_\_\_\_ No. of Units: \_\_\_\_\_

Photography: \_\_\_\_\_

Design/Art-work: \_\_\_\_\_

Printing: \_\_\_\_\_

Miscellaneous: (specify) \_\_\_\_\_

Tax: (PST): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(N/A)

(N/A)

(N/A)

**TOTAL MANUFACTURING (D)**

\$ \_\_\_\_\_

\$ \_\_\_\_\_

**BUDGET SUMMARY**

**CASH  
EXPENDITURE**

**DONATED  
INVESTMENT**

**TOTAL PRODUCTION (A)**

**TOTAL MIXING (B)**

**TOTAL MASTERING (C)**

**MANUFACTURING (D)**

**SUB-TOTAL (A, B, C & D)**

**ADMIN. FEE** (the lower of 15% of Sub-total or \$1500)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

(N/A)

**BUDGET SUB-TOTAL**

\$ \_\_\_\_\_

**TOTAL DONATED** (to a max. 25% of sub-total)

\$ \_\_\_\_\_

**TOTAL BUDGET**

\$ \_\_\_\_\_

**PLEASE NOTE**

Please do not use any bindings for your application materials. This includes binders, duotangs, report covers, coil binding, etc.

Applications cannot be processed until all necessary documents are received, and all application information requests are completed.

Applications must be completed on current MANITOBA FILM & MUSIC-supplied application forms. Self-generated documents, such as Word documents or Excel spreadsheets, will not be accepted.

MANITOBA FILM & MUSIC does not accept applications submitted by email.

Application materials will NOT be returned. All submissions become the property of MANITOBA FILM & MUSIC.

Please ensure that your audio CD plays on a regular stereo. MP3s and other digital formats cannot be accepted. If your demo CD does not play, then your application cannot be adjudicated.

Approval of all applications is at the discretion of MANITOBA FILM & MUSIC. MANITOBA FILM & MUSIC may impose modifications to the budget submitted.

It is the applicant's responsibility to inform MANITOBA FILM & MUSIC of any changes to the original budget, the creative direction or the financing structure of the project in order for the project to remain eligible for funding.

Applicants must keep original copies of receipts submitted with their final reporting. Only photocopies of original receipts should accompany the final reporting paperwork. Any final reports submitted with original receipts will be returned to the applicant for resubmission in the proper format.

MANITOBA FILM & MUSIC, regardless of the budget level, will perform a test of invoices and canceled cheques, and this shall include contacting suppliers and/or payees for verification of submitted invoices and costs. Do not include invoices that cannot be verified.

For MANITOBA FILM & MUSIC to fund subsequent albums by the same artist, MANITOBA FILM & MUSIC must recoup to the following minimum levels:

- 2<sup>nd</sup> CD Project      Recouped at least 10% on first CD project with MFM
- 3<sup>rd</sup> CD Project      Recouped at least 15% on second CD project with MFM
- 4<sup>th</sup> CD Project      Recouped at least 20% on third CD project with MFM
- 5<sup>th</sup> CD Project      Recouped at least 40% on fourth CD project with MFM

**Hard copies of applications and all supporting documents must be dropped off at or mailed to MANITOBA FILM AND MUSIC's office at 410-93 Lombard Ave, Winnipeg, MB, R3B 3B1.**

**By signing below, the applicant agrees that all information provided at all stages of their agreement with MFM is true and correct and hereby authorizes MANITOBA FILM & MUSIC to verify any of the costs reported therein.**

APPLICATION SUBMITTED BY \_\_\_\_\_ THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_.

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

SIGNATURE OF ARTIST: \_\_\_\_\_

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