



MANITOBA | Musique et Film
Film & Music | MANITOBA

OUT OF PROVINCE ALBUM PROJECT COMPLETION REQUIREMENTS

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.

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.**
- C) Each invoice/receipt must also have a resulting **proof of payment**. MFM 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. MFM 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, or a combination of both services: \$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 & MUSIC.

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

2. EMPLOYMENT REPORT

One 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, Sex, 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. COPIES OF THE COMPLETED PROJECT WITH MFM LOGO

In the case of Level I For Commercial Release projects, two copies of the finished CDs must accompany the final report. In the case of Level II projects, 30 copies of the finished CDs must accompany the final report. The MFM logo must appear on all copies of the project, as well the language, "Produced with the participation of Manitoba Film & Music". Please email music@mbfilmmusic.ca for a copy of the logo.

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.

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 **MFM** website under **Music Programs**:

www.mbfilmmusic.ca

as well as at our office:

410-93 Lombard Ave

Winnipeg, MB R3B 3B1



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 claimed 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



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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
TOTALS:						

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.