



MANITOBA | Musique et Film
Film & Music | MANITOBA

MUSIC RECORDING PRODUCTION FUND APPLICATION CHECKLIST

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

- 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 registration/articles of incorporation.
- ARTIST BUSINESS REGISTRATION CERTIFICATE OR ARTICLES OF INCORPORATION* –** Required if the applicant is not the artist. New applicants to **MFM's** programs must provide a paper or PDF copy of the registration/articles of incorporation. Emailed PDF copy will be accepted.
- 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. Emailed PDF copy will be accepted.
- ARTIST BIOGRAPHY –** Biographical information should include the professional background, career highlights, and accomplishments to date of the band or artist. Please include a photo.
- 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.
- DEMO CD –** 2 songs for Level 1 Demo, up to 2 songs for Level 1 Commercial Release, or 3 songs for Level 2&3. Please ensure that the CD is playable in a stereo. CDs that do not play cannot be adjudicated.
- LYRICS –** For the songs to be adjudicated on the demo CD.
- SONG TREATMENTS –** Detailed description of what changes will be made to the demoed songs once the artist is in the studio.
- 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.
- PROMOTIONAL MATERIAL –** Past press coverage the artist has received.
- PROOF OF SALES (Level 3 only) -** This may be a letter from a distribution company, a Nielsen Soundscan sales report, digital distribution sales report, etc., showing a minimum of 750 units sold.
- DETAILED FINANCING PLAN –** Applicants must provide written confirmation of their financial ability to complete the project. **A letter generated by an accredited bank confirming funds necessary or similar proof of funds earmarked for the project is mandatory prior to MANITOBA FILM & MUSIC drafting a contract.** A screenshot is also acceptable, providing the business name is visible. The applicant is expected to demonstrate the ability to finance the entire proposal as indicated in the submitted budget.
- 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

MUSIC RECORDING PRODUCTION FUND 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
Only check one Level 1 Commercial Release Level III

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

ARTIST/GROUP NAME: _____

CONTACT PERSON: _____

ADDRESS: _____

CITY: _____ PROVINCE: _____ POSTAL CODE: _____

TELEPHONE NUMBER: _____ FAX NUMBER: _____

E-MAIL: _____

WEBSITE: _____

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

CONTACT PERSON: _____

INDUSTRY FUNCTION: PRODUCER LABEL ARTIST
 MANAGER SONGWRITER PUBLISHER

ADDRESS: _____

CITY: _____ PROVINCE: _____ POSTAL CODE: _____

TELEPHONE NUMBER: _____ FAX NUMBER: _____

E-MAIL: _____

ARTIST CONTACT INFORMATION (if different from above):

NAME OF ARTIST/GROUP: _____

ADDRESS: _____

CITY: _____ PROVINCE: _____ POSTAL CODE: _____

TELEPHONE NUMBER: _____ FAX NUMBER: _____

E-MAIL: _____

WEBSITE: _____

PERMANENT GROUP MEMBERS, HIRED MUSICIANS, AND PRODUCTION STAFF:

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 Company Rating: _____ **FACTOR Artist Rating:** _____

Starmaker eligible: Yes No

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

Cost reporting up to date for all open files? Yes No

Business bank account number: _____

Name and address of bank branch: _____

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

PART II - PROJECT INFORMATION

Please note that your application must meet the Manitoba recording content requirements detailed in the Program Guidelines. Please provide a separate biography outlining professional achievements, career highlights, etc. for the artist and any key production team members involved with this project. Select **only one** of the below genres, as it will determine which jury will adjudicate 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

ARTIST'S DISCOGRAPHY:

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.

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

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 (This will be your deadline for completion)	_____	

PART III – 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: two **(2)** songs to be recorded on the project, unless the release is a radio/iTunes single.

LEVEL II & III: 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.. You may also list any additional songs that will be recorded for the final project.

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.

FUNDING PARTICIPANTS	AMOUNT REQUESTED	APPLICATION NUMBER
FACTOR/MUSICACTION	\$ _____	_____
Radio Starmaker Fund	\$ _____	_____
Canada Council for the Arts	\$ _____	_____
Manitoba Arts Council	\$ _____	_____
_____	\$ _____	_____
TOTAL FUNDING REQUESTED	\$ _____	

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 VI: 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. Artist fees are capped at \$150 per day or session, and may be included as a donated service, paid expense, or a combination of the two, not to exceed \$150 per day or session. If requesting a higher fee, session rates for musicians should be in reasonable compliance with local AFM demo session rates.

A) RECORDING

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

B) MIXING

	CASH EXPENDITURE	DONATED INVESTMENT
STUDIO NAME: _____		
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)
PST: _____	_____	
 TOTAL MIXING (B)	\$ _____	\$ _____

PART VI - 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): _____

PST: _____

(N/A)

(N/A)

TOTAL MASTERING (C)

\$ _____

\$ _____

D) CD PREPARATION/MANUFACTURING

**CASH
EXPENDITURE**

**DONATED
INVESTMENT**

Cost per unit: _____ No. of Units: _____

Photography: _____

Design/Art-work: _____

Printing: _____

Miscellaneous: (specify) _____

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)

CD PREP/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

\$ _____

PART VII - REFERENCES

Name and phone number of three persons who can provide references for the applicant (cannot be members of the band):

_____	Phone: _____
_____	Phone: _____
_____	Phone: _____

APPLICATION SUBMITTED BY _____ THIS _____ DAY OF _____, 20____.

SIGNATURE: _____

SIGNATURE OF ARTIST: _____

DATE: _____

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.

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.

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.

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 nd CD Project	Recouped at least 10% on first CD project with MFM
3 rd CD Project	Recouped at least 15% on second CD project with MFM
4 th CD Project	Recouped at least 20% on third CD project with MFM
5 th 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 & MUSIC's office at:

**410-93 Lombard Ave
Winnipeg, MB R3B 3B1**

By signing above, 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.