



MANITOBA | Musique et Film
Film & Music | MANITOBA

MUSIC BUSINESS DEVELOPMENT FUND 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. A document may be submitted giving one specific person from the business registration or incorporation signing authority for contracts.
- 2. DETAILED BUDGET** – outline eligible expenditures, as well as projected yearly revenues and expenses
- 3. COMPANY BIOGRAPHY**
- 4. ARTIST BIOGRAPHIES AND PRESS KITS** – for all artists on company's roster
- 5. DETAILED BUSINESS PLAN** - A comprehensive business plan which outlines specific initiatives and goals over the next two years, including methods of evaluation
- 6. 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 of the account 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 business proposal as indicated in the submitted budget.
- 7. VERIFICATION OF ANY OTHER PUBLIC FUNDING** - Assuming the proposal meets necessary program criteria, applicants to **MANITOBA FILM & MUSIC**'s Music Business Development Fund must also apply to FACTOR, and copy **MANITOBA FILM & MUSIC** on the 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 BUSINESS DEVELOPMENT 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.

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.

MANITOBA COMPANY or INCORPORATION APPLYING: _____

Please See Guidelines

REGISTERED MANITOBA BUSINESS
or
INCORPORATED Federal Provincial

ADDRESS: _____

CITY: _____ PROVINCE: _____ POSTAL CODE: _____

TELEPHONE NUMBER: _____

E-MAIL: _____

WEBSITE: _____

The following contact person is authorized to submit this application on behalf of the above applicant:

CONTACT PERSON: _____

INDUSTRY FUNCTION: _____

ADDRESS: _____

CITY: _____ PROVINCE: _____ POSTAL CODE: _____

TELEPHONE NUMBER: _____

E-MAIL: _____

PART II – BUSINESS PLAN

Please submit a detailed business plan separately. This plan should indicate in great detail what you intend to do in order to grow your business over the next two years. The following points are topics that should be addressed in a basic Business Plan. **These points are meant only to serve as a guide and are not limited to the following:**

1. Company Overview
 - o History of the company
 - o List of executive officers and directors
 - o Previous Releases & Sales
 - o Promotional Activity
 - o Distribution plans
 - o Any other relevant company information

2. Purpose of the project
 - o Goals and objectives for the company over the next two years
 - o Explanation of how funding will help grow your business
 - o Methods of evaluation for initiatives undertaken in the business plan

3. Marketing/Promotion – Promotion/advertising will be established for the company via:
 - o Radio/Television/Internet
 - o Marketing Team
 - o Any other relevant marketing information

4. Operating Plan/Human Resources
 - o Description of day-to-day business operations
 - o Who you are working with
 - o How they will be an asset to your company

FACTOR Rating: _____

Name and address of company's business bank branch:

(Bank account must be with a Manitoba branch)

Business bank account number: _____

IN-HOUSE OPERATIONS (EXCLUDING SUBCONTRACTING)

Please check applicable boxes:

- | | | | |
|---|--------------------------------------|---------------------------------|-----------------------------------|
| <input type="checkbox"/> Production | <input type="checkbox"/> Management | <input type="checkbox"/> Label | <input type="checkbox"/> Promoter |
| <input type="checkbox"/> Marketing | <input type="checkbox"/> Distributor | <input type="checkbox"/> Agency | |
| <input type="checkbox"/> Direct Sales (i.e. retail, mail, or web order) | <input type="checkbox"/> Other | _____ | |

NUMBER OF EMPLOYEES (FULL-TIME AND/OR PART-TIME): _____

PART IV - FUNDING INFORMATION FOR BUSINESS PLAN

FUNDING PARTICIPANTS: AMOUNT

If the applicant has received confirmation of funding from other participants, please include the letter of commitment with this application. If not, please list the amount(s) requested from each of the following:

FACTOR/MUSICACTION \$ _____

Canada Council for the Arts \$ _____

Manitoba Arts Council \$ _____

_____ \$ _____

TOTAL REQUESTED FUNDING \$ _____

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: _____

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.

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.