

**Music BC Industry Association's
MITAP - Music Industry Travel Assistance Program**

TRAVEL ASSISTANCE FINAL REPORT FORM

Page 1 of 4



Company/ Individual applying (this is who the cheque will be made out to):

For Deadline: _____

ACTUAL BUDGET

Note: GST is not an eligible expense. Do not include in calculation.
All calculations must be made in Canadian funds only

Exchange rate used in calculation = _____ (if expense in foreign funds)

A) ACTUAL COMBINED PRE-INITIATIVE EXPENSES (list costs in CDN\$ only)

Note: Only 15% of the TOTAL ELIGIBLE EXPENSES may be claimed under this section.

Phone / Fax / Courier / Mail (related to this initiative)	_____
Media Kit Expenses and/or manufacturing	_____
Rehearsal Venue Rental	_____
Wages and Per Diems: # of people _____ x \$ _____ each x # of days _____ =	_____
Equipment Rental	_____
Vehicle Rental	_____
Fuel, Cabs, Tolls, Parking	_____
Travel Costs (ight, etc)	_____
Accommodations	_____

TOTAL A (not to exceed 15% of the total eligible expenses)

A \$

do not include GST

B) ACTUAL COMBINED FEES / COMMISSIONS DURING INITIATIVE

Artist(s) / Band	# of performers _____ x \$ _____ each x # of performances _____ =	_____
Hired Musicians	# of performers _____ x \$ _____ each x # of performances _____ =	_____
Road Crew	# of people _____ x \$ _____ each x # of performances _____ =	_____
Casual Labour/Tech	# of people _____ x \$ _____ each x # of performances _____ =	_____
Driver(s)/Wages	# of people _____ x \$ _____ each x # of performances _____ =	_____
Per Diems	# of people _____ x \$ _____ each x # of days _____ =	_____
Agency Fee	_____	_____
Management Fee	_____	_____
Publicist Fee	_____	_____
Legal / Accounting Fees	_____	_____

TOTAL B

B \$

do not include GST

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C) ACTUAL COMBINED INITIATIVE EXPENSES

Phone / Fax / Courier / Mail (related to this initiative)

Equipment Rental _____

Vehicle Rental _____

Fuel, Cabs, Tolls, Parking _____

Travel Costs _____

Accommodations _____

Advertising and Promotions _____

Merchandise _____

PA Rental _____

Lighting Rental _____

Bonds / Carnets/ Insurance _____

Freight / Cargo _____

Other (specify) _____

TOTAL C

C \$
do not include GST

Total A

Total B _____

Total C _____

EXPENSE TOTAL

50% of Expense Total _____

MITAP AWARD AMOUNT \$

LESS MITAP ADVANCE _____

TOTAL FINAL PAYMENT \$

- Please enclose **PHOTOCOPIES** of all receipts pertaining to your budget; *please mark or organize receipts according to the budget's line items.*

- Please submit an anecdotal report detailing the outcomes of your travel initiative

- Please complete the supplied survey

- This **report form, copies of receipts, survey** and the **anecdotal report** must be received by Music BC no later than 60 days after the completion of your travel initiative. Failure to do so will result in loss of funds.

As a condition of subsidy, recipients are required to acknowledge ministry assistance on all materials related to the program or project as follows:

"We acknowledge the financial support of the Government of British Columbia."

By signing below the applicant certifies that all information provided is true and correct.

DATE: _____

SIGNATURE: _____

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TRAVEL ASSISTANCE FINAL REPORT FORM: SURVEY

Page 3 of 4

As part of the Music Industry Travel Assistance Program, we require that all approved applicants complete this survey in order to help us evaluate the program. Your name will not be released to the public in this study, and any data obtained will be used solely for the purpose of evaluating MITAP and identifying any shortfalls or areas of improvement for future funding rounds.

Your assistance in filling out this survey is greatly appreciated.

1. Was this grant for a: (Check one)

- a. Tour
- b. Showcase
- c. Business Travel

2. Where did your tour, showcase or conference take place?

3. What was the duration of your travel initiative? (i.e 2 weeks, 1 day, etc)

4. What were the OVERALL EXPENSES incurred?

5. What was the OVERALL REVENUE you made? (includes performance fees, merchandise sales, recording deals, publishing etc.)

6. On a scale of 1-10, how would you rank this MITAP grant in accordance to meeting your needs? (1= Not at all, 10 = Very Much) _____

7. What were the outcomes of your initiative? Secured:

- a. Recording Contract
- b. Publishing Deal
- c. Management Deal
- d. Agency Deal
- e. Licensing Deal
- f. Distribution Deal
- g. Obtained Future Gigs
- h. Gained Exposure Outside Your Market
- i. Other _____

8. Please set out the split of revenues required to finance this initiative:

Private financing: _____

Revenue from initiative: _____

MITAP: _____

Federal: _____

FACTOR: _____

