

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

# 2012 ARTIST TRAVEL GRANT

## GENERAL INFORMATION

Page 1 of 3

The Music Industry Travel Assistance Program ("MITAP") is administered by the Music BC Industry Association on behalf of the *Province of British Columbia*. MITAP provides assistance to BC based recording artists to participate in performance and showcasing initiatives that are undertaken in support of BC owned sound recordings. MITAP also assists BC based music businesses to participate in conferences and other business travel in order to support BC based recording artists.

There are 3 types of initiatives supported by MITAP Artist Travel Grants

- 1) Artist Tour Only (Domestic or International)
- 2) Artist Showcase Only (Domestic or International)
- 3) Artist Tour/Showcase (Domestic or International)

Applications must be received on or before the deadline AND prior to the initiative taking place.

A recording artist, group or individual may receive assistance under this program once per fiscal year. (April 1, 2012 - March 31, 2013).

Companies, representatives, managers, labels, publishers or distributors may be eligible for multiple artists for artist touring, showcasing and promotion but may only be eligible for one business travel grant in any given fiscal year.

No applicant may receive further assistance under this program if an application from a previous MITAP deadline remains incomplete.

---

## THE DEADLINE FOR APPLICATIONS ARE:

**FRIDAY MAY 25th, 2012 at 5:00pm (PST)**

**FRIDAY SEPTEMBER 14th, 2012 at 5:00pm (PST)**

All applications **must be RECEIVED BY** Music BC by the deadline. Not post-marked by. **Absolutely no exceptions will be made.**

---

MITAP contributions are limited to 50% of the total eligible expenses to a maximum of:

- |                                    |                                      |
|------------------------------------|--------------------------------------|
| 1) Tour Only Domestic = \$2000     | Tour Only International = \$4000     |
| 2) Showcase Only Domestic = \$1000 | Showcase Only International = \$4000 |
| 3) Tour/Showcase Domestic = \$2000 | Tour/Showcase International = \$4000 |

Business Travel Grants Domestic & International = \$1000 (see Business Travel Application & Guidelines)

Eligible expenses are detailed in the budget of the application. Domestic: anywhere in Canada; International: anywhere outside of Canada.



### MUSIC BC INDUSTRY ASSOCIATION

***Mailing Address:***

#530 - 425 Carrall St  
Vancouver, BC  
V6B 6E3

***Entrance Address:***

#530 - 23 W Pender St  
Vancouver, BC  
V6B 1R3

***PHONE***

(604) 873-1914

***TOLL FREE IN BC***

1-888-866-8570

***FAX***

(604) 873-9686

***EMAIL***

info@musicbc.org

***WEBSITE***

www.musicbc.org

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

---

## GENERAL INFORMATION

Page 2 of 3

---

### GUIDELINES

1. Applicants which are limited companies, partnerships or sole proprietorships must be registered BC businesses whose majority ownership must be held by BC residents (having resided in BC for a period of six months or more) who are citizens or landed immigrants of Canada. Music BC reserves the rights to request proof of residency and citizenship. Company must also be in operation for at least 1 year.
2. All individual applicants must be Canadian citizens or landed immigrants and must have resided in BC for a period of six months or more prior to applying under this program.
3. The artist(s) who will benefit from this grant must be BC artist(s). A BC artist is an artist that has been a resident of BC for six months or more prior to and at the time of the application and are Canadian Citizens or Landed Immigrants of Canada. In the case of a band or group, the majority of the performing members must have been residents of BC for six months or more prior to and at the time of the application and are Canadian Citizens or Landed Immigrants of Canada.
4. The content of the sound recordings being used to support the application must be original Canadian works, although exceptions are made particularly for jazz, classical, and roots/traditional genres.
5. Applicants shall be required to complete a survey detailing the outcome of their funding including company and artist background, measurable results, business contacts and actual and potential deals secured as a result of the initiative.
6. As a condition of funding, recipients are required to acknowledge ministry assistance on all print and online materials related to the project being funded as follows: *"We acknowledge the financial support of the Government of British Columbia."*
7. Album that initiative is in support of must have been released within 24 months BEFORE the first date of the initiative. For greater clarity; the album must be have been released at least the day before your first tour date. Music BC will also consider albums being released up to 3 months following the first date of your travel initiative, provided that you deliver a copy of the final album to Music BC no later than 90 days following the first date of your travel initiative or proof of digital distribution, before the final payment will be issued.
8. The album the initiative is in support of, may be distributed independently or through a recognized distributor, and must be available for sale in BC. An "album" shall be considered a commercially releasable sound recording, single, EP, or album format.
9. Touring initiatives must include confirmed performances at a MINIMUM of three recognized theatrical or concert venues (ie. clubs, rented halls, theatres, etc); Must provide copies of at least three contracts. Grants are in support of tours occurring at least 200 km outside of the artist's geographical area. For example, a Vancouver artist must be have a minimum of 3 confirmed shows outside of the lower mainland of British Columbia.
10. Showcase events can include competitions, festivals, or industry events. If the showcase is self-produced or not part of an existing event, a detailed description of the showcase and proposed attendees must be enclosed. The showcase must be occurring at least 200 km outside of the artists' geographical area in order to be eligible for funding.
11. Only one artist/band can apply on a MITAP application form for ARTIST Travel grants. For example, if there are multiple artists/ groups going on tour together, they each must submit seperate MITAP applications to apply for funding. If a grant is awarded to one artist on the tour, the funds cannot be used to cover expenses for other artists also on tour.
12. Artist travel initiatives will only be considered for funding if the application is RECEIVED by Music BC before the first date of the travel initiative. For example, if your first tour date is May 17th, 2012, and the closest application deadline is May 21st 2012, we must receive your application at the Music BC office no later than May 16th, 2012 for those dates to be considered for funding.
13. Applicants cannot apply for a MITAP deadline more than 6 months in advance of the first date of the travel initiative.

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

---

## GENERAL INFORMATION

Page 3 of 3

---

### TO APPLY:

THE FOLLOWING MUST ALL BE COMPLETED AND ENCLOSED WITH YOUR APPLICATION BEFORE SUBMITTING. *Any incomplete applications will be deemed ineligible, and no grace periods will be provided by Music BC for the applicant sending in missing materials after the deadline. If you are unsure which program to apply under, please contact Music BC.*

### Checklist for: ARTIST Travel grants (Tour, Showcase, Tour/Showcase, domestic or international)

Completed and signed **Application form** (1 copy)

**Artist Biography** ( 5 copies)

**Photo** (1)

**CD** of recent release with 2 tracks selected for jury (1)

**Marketing Plan** that includes: (5 copies)

1. An outline of the objectives of the initiative;
2. A description of the activities and elements of the initiative;
3. A description of how this initiative fits into the applicant's overall career strategy within a marketing or business plan.
4. A complete schedule of the tour/showcase dates.

### ADJUDICATION AND METHOD OF PAYMENT:

Music BC will develop anonymous, independent, fair and equitable peer adjudication panels comprising of three to five persons representing artists, music industry and a range of music genres. Music BC will also ensure that a representative of the Province is invited to attend each jury with observer status. Juries will review applications no later than six (6) weeks after an application deadline to select grant recipients. The identities of the jurors will not be made available to the public or applicants. Music BC will secure different industry professionals for each jury who are knowledgeable of the genres and types of initiatives applications outline for that deadline. Music BC will ensure that jurors do not have any conflicts of interest with the applicants for that jury. All jurors shall be required to sign an acknowledgement of conflict of interest in order to ensure adjudication fairness.

Applications will be assessed on the basis of the completed application form AND the support material. A qualifying applicant and project does not guarantee approval. The jury has discretion to award less than the amount requested and to pro-rate funding as between various applicants.

The jury shall be instructed to consider balancing between the types of applications and genres being represented when granting awards. The jurors will also consider the relative merits of the applications and the desire for representation from a range of genres and geographical locations throughout the province.

Applications will be assessed on the basis of the following criteria: The market potential of the recording artist or group within their genre; the significance of the showcase or touring venues the overall marketing strategy submitted in support of the project; the career leveraging opportunities for the participating artists.

Business applicants shall be adjudicated based on the merit of the artists being represented, the quality of the marketing plan and the feasibility of the results being presented.

Successful applicants will be presented a contractual agreement. Upon completion and return of a signed agreement, 50% of the award will be released to the applicant. Upon completion of a survey & final report form supplied by Music BC and submission of receipts and documentation related to the initiative, the remaining funds will be released pending review by Music BC staff and the Music BC bookkeeper.

If the initiative is cancelled or altered in any way without consent of Music BC, the applicant must immediately return any monies given to the applicant by Music BC. Music BC reserves the right to pay awards by installments other than what is outlined above, or to withhold any portion of the award, pending completion or acquisition of required documents.

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

**ARTIST TRAVEL GRANT APPLICATION FORM**

Page 1 of 5

**SECTION ONE: APPLICANT / ARTIST INFORMATION**

A) COMPANY/ INDIVIDUAL APPLYING (if successful, this is who chq will be made out to)

\_\_\_\_\_

Has the applicant previously applied for funding through MITAP? yes \_\_\_ no\_\_\_

\_\_\_ Canadian \_\_\_ Landed Immigrant

Place of residence: (in case of band - majority of members) \_\_\_\_\_

Length of time: \_\_\_\_\_

**B) CONTACT PERSON INFORMATION**

Name \_\_\_\_\_

Full Mailing Address (PO Box/Street, City, Prov, Postal Code)

\_\_\_\_\_

Daytime Phone Number: \_\_\_\_\_

Contact person's industry function: (label, manager, publisher, performer, etc) \_\_\_\_\_

Contact person's email address: \_\_\_\_\_

**FRIDAY MAY 25th, 2012 at 5:00pm (PST)  
FRIDAY SEPTEMBER 14th, 2012 at 5:00pm (PST)**

**If you would like your recordings and other support materials returned after assessment, please enclose a self-addressed envelope bearing the correct postage for the size and weight of the package.**

**THE FOLLOWING MUST ALL BE COMPLETED AND ENCLOSED WITH YOUR APPLICATION BEFORE SUBMITTING.** Any incomplete applications will be deemed ineligible, and no grace periods will be provided by Music BC for the applicant sending in missing materials after the deadline.

- \_\_\_ Completed and signed **Application form** (1)
- \_\_\_ **Artist Biography** (5 copies)
- \_\_\_ **Photo** (1)
- \_\_\_ **CD** of recent release with 2 tracks selected for jury to listen to (1)
- \_\_\_ A **marketing plan** that includes the following information: (5 copies)
  1. An outline of the objectives of the initiative;
  2. A description of the activities and elements of the initiative;
  3. A description of how this initiative fits into the applicant's over all career strategy within a marketing or business plan.
  4. A complete schedule of the tour/showcase dates

**Complete applications must be received by the deadline date by 5pm at Music BC. LATE or INCOMPLETE applications will not be accepted. All components of your application must be received by the deadline date and time of deadline. NO EXCEPTIONS WILL BE MADE. Do not fax/email application or support materials as they will not be accepted. Please ensure the application form is signed and all requested materials are enclosed before submitting.**

**FOR OFFICE USE ONLY**

Application received: \_\_\_\_\_

Deadline: \_\_\_\_\_

Approved: Y / N

Shortlist #: \_\_\_\_\_

Amount: \_\_\_\_\_

Initiative: \_\_\_\_\_

Agreement received: \_\_\_\_\_

Chq #: \_\_\_\_\_

Amount: \_\_\_\_\_

Date mailed: \_\_\_\_\_

Final Reports/receipts

Due: \_\_\_\_\_

Received: \_\_\_\_\_

Chq#: \_\_\_\_\_

Amount: \_\_\_\_\_

Date mailed: \_\_\_\_\_

**Music BC Industry  
Association**

*Mailing Address:*  
#530 -425 Carrall St  
Vancouver, BC V6B 6E3

*Entrance/Courier Address:*  
#530 - 23 W Pender St  
Vancouver, BC V6B 1R3

(604) 873-1914  
Toll Free in BC  
1-888-866-8570  
info@musicbc.org  
www.musicbc.org



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

**ARTIST TRAVEL GRANT APPLICATION FORM**

**C) Company type:** (if not a company, please proceed to Section D)

Incorporation  Limited Company  Sole Proprietorship  Partnership

BC Registration #: \_\_\_\_\_ Years in Operation \_\_\_\_\_ (1 year requirement)

**D) Artist / Group Name**

**Artist / Group Genre**

Canadian  Landed Immigrant

Place of residence \_\_\_\_\_

*(Majority of band MUST be BC residents for at least the past 6 months and at time of this application)*

**E) Please specify which initiative (select only one of the following)**

TOUR ONLY  SHOWCASE ONLY  TOUR/ SHOWCASE

**Please specify which initiative (select only one of the following)**

DOMESTIC  INTERNATIONAL

This initiative is supporting the album titled: \_\_\_\_\_

Release date: \_\_\_\_\_

(must be released no more than 24 months before the first date of this travel initiative)

Will the album be distributed in the territory(ies) in which the initiative takes place? YES NO

If "YES" provide details:

TERRITORY (include online)	RELEASE DATE	LABEL/DISTRIBUTOR/INDEPENDENT

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

---

**ARTIST TRAVEL GRANT APPLICATION FORM**

**SECTION TWO: INITIATIVE DETAILS**

You must have a minimum of three confirmed dates at least 200km outside of the artist/group's city of residence to qualify for funding in this program.

Please fill out the following, as applicable to your initiative.

**A) TOUR** *(Don't forget to attach a marketing plan outlining the objectives of your proposed initiative, and copies of at least three confirmed contracts)* If you have more than 3 dates confirmed, please follow this format and attach a full itinerary on additional pages.

DATES	Venue/Capacity	City/Country	Fees(CDN\$)	Promoter (if applicable)

**Please provide us with a brief description of your live show:** \_\_\_\_\_

*(attach a separate page if necessary)*

---

**B) SHOWCASE** *(Don't forget to attach a marketing plan outlining the objectives of your proposed initiative)*

*(Showcases at events like: CMW, NXNE, SXSW, WOMEX, etc)*

Date of Showcase \_\_\_\_\_

Venue and location of Showcase \_\_\_\_\_ Venue Capacity \_\_\_\_\_

Type of Showcase (ie. trade show, conference, etc.) \_\_\_\_\_

Please list the industry representatives (ie. label, media, publishers, agents, etc.) invited to see the artist perform at this showcase **on additional pages with the following headings: "Name", "Company represented" and "Phone/Email"**

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

**ARTIST TRAVEL GRANT APPLICATION FORM**

**SECTION THREE: BUDGET**

**Note: HST is not an eligible expense. Do not include in calculation.**

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

*Note: Only 10% of the TOTAL ELIGIBLE EXPENSES may be claimed under this section.*

*(Expenses you incur in preparation BEFORE your tour)*

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 (flight, etc)				_____
Accommodations				_____

**TOTAL A** (not to exceed 10% of the total eligible expenses)

**A** \$   
do not include GST

**B) 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** (not to exceed 40% of the total eligible expenses)

**If awarded a grant, receipts of these expenses are required for the final report.**

**B** \$   
do not include GST

# Music BC's Music Assistance Program: MITAP - Music Industry Travel Assistance Program

## ARTIST TRAVEL GRANT APPLICATION FORM

Page 5 of 5

### C) 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

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

### AMOUNT REQUESTED

\$

Cannot exceed 50% or a maximum of:

1) Tour Only Domestic = \$2000 / Tour Only International = \$4000 2) Showcase Only Domestic = \$1000 / Showcase Only International = \$4000

3) Tour/Showcase Domestic = \$2000 / Tour/Showcase International = \$4000

### SECTION FOUR: PROJECTED REVENUE

We request the following information for the jury's use only. Do not deduct your total revenues from your total expenses.

Gross performance income ( actual/projected) \_\_\_\_\_

Merchandise Income (projected) \_\_\_\_\_

Contributions from Others:	Name of Company	Amount
Record Companies	_____	_____
Government Funding	_____	_____
Tour Production Co.	_____	_____
Corporate Sponsors	_____	_____
Promoters	_____	_____
Other (specify) _____	_____	_____

### TOTAL PROJECTED REVENUE

\$

Please enclose all required support materials as listed on page one of this application. By signing below, the applicant certifies that all information provided in this application is true and correct. The applicant also acknowledges they have thoroughly reviewed the guidelines and application in its entirety before signing, and accepts all rules and guidelines as stated in the document.

PRINT NAME: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

