

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

ARTIST TRAVEL GRANT

GENERAL INFORMATION

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The Music Industry Travel Assistance Program ("MITAP") is administered by the Music BC Industry Association on behalf of the *Province of British Columbia's Ministry of Tourism, Culture and the Arts*. 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 five (5) MITAP programs to apply for:

- 1) Artist Tour Only (Domestic or International)
- 2) Artist Showcase Only (Domestic or International)
- 3) Artist Tour/Showcase (Domestic or International)
- 4) Artist Promotional Tour (Domestic or International)
- 5) Business Travel (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, 2009 - March 31, 2010).

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:

MONDAY FEBRUARY 1ST, 2010 by 5pm (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 |
| 4) Promotional Tour Domestic = \$2000 | Promotional Tour International = \$4000 |
| 5) 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.



The Best Place on Earth

Ministry of Tourism,
Culture and the Arts



MUSIC BC INDUSTRY ASSOCIATION

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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 example, the album must be have been released at least the day before your first tour date.
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.
9. Touring initiatives must include confirmed performances at a MINIMUM of three recognized theatrical or concert venues (ie. clubs, rented halls, theatres, etc); Promotional tours must include a MINIMUM of three confirmed spots. (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, 2010, and the closest application deadline is May 23rd 2010, we must receive your application at the Music BC office no later than May 16th, 2010 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.

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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, Promotional Tour)

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.

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.

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ARTIST TRAVEL GRANT APPLICATION FORM

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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: _____

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.

Complete applications must be received by February 1st, 2010 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**

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musicbc

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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

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)

TOUR ONLY SHOWCASE ONLY TOUR/ SHOWCASE PROMOTIONAL TOUR

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 | RELEASE DATE | LABEL/DISTRIBUTOR |
|-----------|--------------|-------------------|
| | | |
| | | |
| | | |
| | | |

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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"**

C) PROMOTIONAL TOUR (*Don't forget to attach a marketing plan outlining the objectives of your proposed initiative*)

You must have a minimum of three confirmed stops to qualify for funding under this program. Please list confirmed promotional itinerary. Please follow this format on additional pages if necessary.

Date _____ With Whom/Where _____ Telephone _____

Purpose _____

Date _____ With Whom/Where _____ Telephone _____

Purpose _____

Date _____ With Whom/Where _____ Telephone _____

Purpose _____

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ARTIST TRAVEL GRANT APPLICATION FORM

SECTION THREE: BUDGET

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

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

Note: Only 15% 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 15% 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

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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 4) Promotional Tour Domestic = \$2000 / Promotional Tour 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: _____

