

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

BUSINESS 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 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:

Business Travel Grants = \$1000

For the following four programs, please see the ARTIST guidelines and application document:

- | | |
|---------------------------------------|---|
| 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 |

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



BRITISH
COLUMBIA

The Best Place on Earth

Ministry of Tourism,
Culture and the Arts



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GUIDELINES - REVIEW ALL BEFORE APPLYING.

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) being represented by the company on this business travel initiative, 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. Businesses must be representing at least two (2) BC artists when applying to the Business Travel grant. At least one (1) of the BC artists being represented must have a commercial release of sound recordings on a recognized distributor within a twenty-four (24) month period prior to the first date of travel for the business travel initiative. For example, the album must be have been released at least the day before the company representative leaves for the business travel.
8. The album(s) the initiative is in support of, may be distributed independently or through a recognized distributor, and must be available for sale in BC.
9. Business travel initiatives must have confirmed dates. For example, businesses cannot apply for business travel expenses in "March of 2010." Dates must be specific on the application.
10. Business travel initiatives will be considered for businesses to attend established music industry conferences and festivals. In the case of a business not attending an established music industry conference or festival, the applicant must present their case to the jury by an attached written document explaining the nature of their travel, specific dates, how this initiative fits into their business plan, and which music industry representatives will be present or confirmed meetings with.
11. Only one business can apply on a MITAP application form for BUSINESS Travel grants. For example, if there are multiple businesses working together, they each must submit separate MITAP applications to apply for funding. If a grant is awarded to one business for the initiative, the funds cannot be used to cover expenses for other business(es) also present on those travel initiatives.
12. No more than one (1) business can represent any BC artist on a Business Travel grant during any given round. In the case of two or more businesses applying for a MITAP business grant where they both or all state representation for the same BC artist(s), Music BC will contact both applicants via phone and/or email for a response within 48 hours as to which application is to be removed from consideration for funding, or pending if one applicant can remove said BC artist from their application and still remain eligible, Music BC can remove that information from the application. If Music BC does not receive a response within 48 hours from either applicant, both applications may be removed from consideration for funding at Music BC's discretion. Applicants are instructed to contact other businesses involved in representing their BC artists to ensure they are not also applying for a MITAP Business travel grant representing said artist(s).

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13. Applicants cannot apply for a MITAP deadline more than 6 months in advance of the first date of the travel initiative.
14. Business 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 you leave 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.

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: BUSINESS TRAVEL GRANT

- Completed and signed **Application form** (1 copy)
- Company biography** (5 copies)
- Info on BC artists being represented only:** Bio, Photo, Press Clippings, brief (1 page) marketing plan overview (5 copies)
- CD(s)** for BC artists only, and only their most recent album. Can also include a sampler with at least two tracks by BC artists being represented. Only two songs by BC artists will be listened to by jury for each applicant. (1 copy)
- Marketing/ Business 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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BUSINESS TRAVEL APPLICATION FORM

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SECTION ONE: APPLICANT INFORMATION

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

Has the applicant previously applied for funding through MITAP? yes _____ no _____
If yes, when? month _____ year _____

___ Canadian ___ Landed Immigrant

Place of residence: _____
(must be BC resident and BC based company to apply to MITAP for Business Travel)

B) CONTACT PERSON INFORMATION

Name _____

Company _____

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

Daytime Phone Number: _____ Email address: _____

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

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 to send in missing materials or information after the deadline.

- ___ Completed and signed **Application form** (1 copy)
- ___ **Company biography** (5 copies)
- ___ **Info on BC artists being represented only:** Bio, Photo, Press Clippings, brief (1 page) marketing plan overview (5 copies)
- ___ **CD(s)** for BC artists only, and only their most recent album. Can also include a sampler with at least two tracks by BC artists being represented. Only two songs by BC artists will be listened to by jury for each applicant. (1 copy)
- ___ **Marketing/ Business 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.

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
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C) Company type:

Incorporation ___ Limited Company ___ Sole Proprietorship ___ Partnership ___

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

SECTION TWO: TRAVEL DETAILS

Don't forget: you must attach a marketing plan outlining the objectives of your proposed business travel.

Conference / Initiative: _____

Location: _____

Date(s): _____

Name(s) of person(s) attending on behalf of company: _____

SECTION THREE: BC ARTISTS BEING REPRESENTED DURING THIS TRAVEL INITIATIVE: (at least 2 artists)

ARTIST NAME / GROUP NAME	BC CITY OF RESIDENCY	GENRE	ALBUM NAME	RELEASE DATE <small>At least one BC artist must have released an album within 24 months of the first date of the business travel initiative</small>	1-2 tracks for jury to hear	Company's role in representing Artist (ie. Manager, label, etc)

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SECTION THREE CONTINUED:

This initiative must be supporting at least two BC artists and for at least one of the BC artists, their album must be released no more than 24 months BEFORE this initiative takes place. If you have additional BC artists that this space cannot accommodate, please list them in the same format, typed on a separate page. Please ensure to attach a CD for each BC artist with 1-2 tracks selected for the jury to listen to, OR a sample compilation including songs by the following artists, with at least 2 tracks selected for the jury to listen to.

For an artist to be considered a resident of BC, they must have resided in BC for at least 6 months prior and at the time of this application. For a group/band, the MAJORITY of the group's performing members must have resided in BC for at least 6 months prior and at the time of this application. Music BC reserves the right to request proof of residency for all artist's being represented for this initiative.

SECTION FOUR: BUDGET

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

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

Media Kit Expenses and/or manufacturing _____

Vehicle Rental _____

Fuel, Cabs, Tolls, Parking _____

Travel Costs _____

Accommodations _____

Per Diems:
of people ____ x \$ _____ each day X # of days ____ = _____

Other supplies (specify) _____

EXPENSE TOTAL _____

50% OF EXPENSE TOTAL _____

AMOUNT REQUESTED
(cannot exceed 50% of expense total, to a max of \$1000) \$ _____

- 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.

Date _____ Signature of Applicant: _____

Print Name: _____

Music BC Industry Association 604-873-1914 info@musicbc.org www.musicbc.org

