



MUSIC BC TRAVEL GRANTS

BUSINESS GUIDELINES

OVERVIEW

Music BC Travel Grants provide assistance to BC based companies and individuals undertaking business travel activities in support of the BC music community domestically and internationally.

UPCOMING DEADLINES:

- Friday May 25th, 2018 (5pm PST)

BUSINESS GUIDELINES

1. Applications must be received on or before the deadline AND prior to the initiative taking place.
2. Companies may receive up to \$18,000 CAD in funding per fiscal year (March 31st, 2018 - March 31st, 2019) through the Business Travel Grant program.
3. No applicant may receive further assistance under this program if an application from a previous grant remains incomplete.
4. Grant contributions are limited to 75% of the total eligible expenses, and to a maximum of \$2,000 CAD per application.
5. ****UPDATE**** Applications must name one company representative as the applicant, however funding is limited to two company representatives per application. For clarity, Music BC will only accept one application per initiative. If two individuals working for the same company are attending the initiative, they must be on the same application. Details must be provided as to why you are sending two representatives.
6. Applicants representing companies, partnerships or sole proprietorships must be Canadian citizens or permanent residents of Canada, and must have resided in BC for a period of six months or more prior to and at the time of applying under this program. Company must have been in operation for at least one year. Music BC reserves the right to request proof of residency, citizenship, and business registration.
7. Applicants that are individuals must be Canadian citizens or permanent residents of Canada, and must have resided in BC for a period of six months or more prior to and at the time of applying under

this program. Individual must have a history of doing business in the music industry for at least one year. Music BC reserves the right to request proof of residency, citizenship, and business history.

8. ****UPDATE**** Eligible travel activities include attending music industry conferences, trade shows, trade missions, and showcases at recognized festivals and events that are occurring at least 300 km outside of the company or individual's geographical area. Expenses may also be considered for travel to attend meetings and business activities – a detailed itinerary must be provided with confirmation of activities if so.

9. Artists may also apply under the business travel grant program if they are traveling for business development purposes and not for performing or showcasing – for example, radio promotion tours, songwriting trips, or attending conferences or trade missions. A detailed itinerary of activities must be provided with confirmation of activities. Artists may receive up to \$40,000 CAD in funding per fiscal year (March 31st, 2018 - March 31st, 2019) through the Artist and/or Business Travel Grant programs as well as any travel support for Music BC Outbound and Inbound Export Showcasing Initiatives.

10. Applicants are required to complete a report detailing the outcome of their funding including measurable results, business contacts, and actual and potential deals secured as a result of the initiative. This report will be required in order to receive the final funding payment.

11. As a condition of funding, recipients are required to acknowledge funding assistance on all public print, digital and online materials (including social media mentions when possible) related to the project being funded as follows: "We acknowledge the support of Creative BC, financially supported by the Province of British Columbia." Grant recipients will be required to submit examples of acknowledgement and approved logo use in their final report. Specific instructions regarding credit, acknowledgment and logo use are available on the Creative BC website: https://www.creativebc.com/about-us/creative-bc-brand-assets/sb_expander_articles/592.php

12. Applicants cannot claim expenses or apply for a grant deadline more than 6 months in advance of the first date of the travel initiative.

13. Applicants may submit more than one application per deadline, keeping in mind Music BC's maximum contribution to any one company is \$18,000 CAD per fiscal, and to any one artist is \$40,000 CAD per fiscal. A qualifying applicant and project does not guarantee approval.

14. Applicants do not need a Music BC membership to apply.

APPLICATION INFORMATION

All applications must be submitted online via the Music BC website. Applications must be complete; no additional materials or changes will be accepted after the deadline. Music BC will not accept applications or support materials in person, by fax, or by email.

If you experience any difficulties with the online form, please email lindsay@musicbc.org PRIOR to the deadline and we will provide you with assistance. Successful uploads will receive confirmation

emails - If you are unsure if your application was received please check with the office before the deadline. After the deadline has passed we won't be able to assist with incomplete applications.

ONLINE APPLICATION DETAIL

Your online application will require the following information and uploads:

1. **Marketing Plan** that includes the following:
 - Company overview;
 - Biography of representative(s) attending;
 - Itinerary that includes dates and details of activities;
 - Goals and desired outcomes, and how those outcomes will be measured;
 - Names of any scheduled meetings and activities;
 - Artist Info if specific artists are being represented;
2. **Promo Photo (JPG)**
3. **Website URL**
4. **Complete Budget Form** (available from musicbc.org [HERE](#))

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 professionals and a range of music genres. Juries will review applications within six (6) to eight (8) weeks after an application deadline to select grant recipients. The identities of the jurors will not be made available to the public or applicants. All jurors are required to acknowledge any potential conflict of interest in order to ensure adjudication fairness.

Applications will be assessed on the completed application form and the quality of the support material. Music BC has discretion to award less than the amount requested and to pro-rate funding between various applicants.

Applications will be assessed on the basis of the following criteria: the career leveraging opportunities outlined in the marketing plan; the attainability of the goals and outcomes; the experience and potential of the applicant in building opportunities for the BC music community.

Successful applicants will be presented a contractual agreement. Upon completion and return of a signed agreement, 75% of the award will be released to the applicant.

To receive the final payment, applicants must submit a completed final report form (supplied by Music BC upon completion of initiative). The report form should highlight some key successes that resulted from the initiative, and be accompanied by a spreadsheet of expenses, and organized copies of receipts and proof of payments of those expenses.

Significant changes to the initiative must be brought to Music BC's attention for approval. If the initiative is canceled or altered in any way without the 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 instalments other than what is outlined above, or to withhold any portion of the award, pending completion or acquisition of required documents.

BUDGET AND ELIGIBLE EXPENSES

Applicants must upload completed versions of the budget form provided with their applications. Budgets are to be realistic estimates for their initiative, including projected revenue.

ELIGIBLE EXPENSES INCLUDE:

- airfare (economy-rate flights)
- ground travel (cabs, trains, ferries, etc.)
- accommodation (max \$300 per room)
- per diems at a max of \$50 per representative per day
- event registration fees
- communication expenses (phone, mail, data charges directly related to this initiative)
- fuel
- vehicle rental
- If using own vehicle, per km vehicle rate is allowed at \$.50/km. Please note this rate includes fuel, so no additional gas receipts may be submitted. Include a breakdown of km driven.
- insurance
- marketing/collateral materials

Applicants must claim additional funding sources in their budget (e.g., FACTOR, Creative BC). Public funding sources from any source, or other public agency cannot equal more than 75% of the project budget.

If you are uncertain about the eligibility of a cost, please contact our office at 604-873-1914 or email info@musicbc.org.

If selected, final reports must include a complete detailed spreadsheet of expenses (template provided by Music BC upon completion of initiative) as well as invoices/proofs of purchase for all expenses. Proof of purchase can include receipts, bank statements, returned cheques, e-transfer or wire transfer confirmations. **Cash expenses are not eligible** except as per diems must be supported with a signed receipt form or per diem claim form (provided by Music BC with additional completion templates upon completion of initiative).

Note: Applicant representative(s) claimed under any Business Travel Grant cannot also be claimed as "crew" under an Artist Travel Grant for the same initiative.

Still have questions? Contact us at info@musicbc.org or call us at 604-873-1914