



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.

2019-20 DEADLINES:

- Friday September 6th, 2019 (5pm PST)
- Friday November 1st, 2019 (5pm PST)
- Friday January 10th, 2020 (5pm PST)
- Friday April 3rd, 2020 (5pm PST)
- Friday June 12th, 2020 (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 \$10,000 CAD in funding per fiscal year (March 31st, 2019 - March 31st, 2020) 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. 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 two years, or has key personnel with a minimum of two years' experience. 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 two years. Music BC reserves the right to request proof of residency, citizenship, and business history.
8. 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 and must include the individuals name, role and company when listing confirmed or pending meetings.
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, 2019 - March 31st, 2020) 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: "Supported by Creative BC and 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, however, and provided one or more of the applications are ranked highly enough to be in a position of funding, only one grant will be awarded per deadline. Funding for the successful grant application may not be transferred to another grant application. 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 jimmy@musicbc.org PRIOR to the deadline and we will provide you with assistance. Successful uploads will receive a confirmation message at the top of the submission page once you hit submit - 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 (include a website URL);
 - Biography of representative(s) attending with photo of representative(s);
 - 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. **Complete Budget Form** available at: <http://www.musicbc.org/programs/music-bc-travel-grants/business-travel-grants/>

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. 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.

Emphasis will be given to applicants who have yet to receive significant funding from Music BC. For applicants who have received support through our travel grant program, consideration will be given to initiatives or markets that have not yet been attended, visited, or funded.

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 key successes that resulted from the

initiative, and be accompanied by a spreadsheet of expenses, and organized copies of invoices or 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 cancelled 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 will not be accepted if they fall significantly outside of the travel itinerary submitted.

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 (purchased directly from the festival)
- 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, in combination with their Music BC award cannot equal more than 75% of the eligible project expenses.

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 invoice or receipts and proof of purchase for all expenses. Proof of purchase can include bank statements, returned cheques, e-transfer or wire transfer confirmations. **Cash expenses are not eligible** except as per diems which must be supported with a signed receipt form or per diem claim form (template provided by Music BC upon request and 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\[at\]musicbc\[dot\]org](mailto:info@musicbc.org) or call us at 604-873-1914