



LET'S HEAR IT! LIVE

MICRO GRANT PROGRAM GUIDELINES

OVERVIEW

Music BC's *Let's Hear It! Live* micro grants provide assistance to BC based artists, venues, promoters, music organizers and entrepreneurs to present unique musical experiences that will engage audiences across the Lower Mainland and in communities throughout the province of BC.

DEADLINE: Friday February 28th, 2020 @ 5:00PM (PST)

PROGRAM GOALS:

- Celebrate local music, build community and support creativity.
- Open opportunities for local musicians to connect with new audiences.
- Present music in a variety of venues and underutilized spaces across B.C.
- Grow community by promoting local music and creating connections between local musicians, promoters, BIAs and the music industry at large.
- Create inclusive, safe spaces where music can flourish, focusing on the rich diversity of our province.

GUIDELINES & ELIGIBILITY

1. Applicants 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.
2. Applicants may include:
 - **Limited companies, partnerships or sole proprietorships:** 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 Canadian citizens or permanent residents of Canada. Music BC reserves the right to request proof of residency and citizenship. Company must have been in operation for at least 2 years or has key personnel with a minimum of two years' experience.
 - **Incorporated Canadian not-for-profit organizations of BC Society:** Must offer significant benefit to BC's music industry.
 - **Individual applicants:** Canadian citizens or permanent residents of BC 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.
3. Applicants may receive up to **\$1,000 CAD** in funding for live music events taking place in British Columbia between **January 1st and August 1st, 2020**.
4. Venues can include clubs, rented halls, theatres, house shows, school shows, outdoor concert spaces.
5. Ineligible events include: Ceremonies, award shows, fundraisers, luncheons, receptions, mixers, networking events, galas, parties, events that primarily feature or promote one artist (e.g., album release shows) or events where music is not the primary focus (e.g., farmers markets).
6. Applicants may submit more than one application per deadline. Funding for a successful grant application may not be transferred to another grant application. A qualifying applicant and project does not guarantee approval.
7. No applicant may receive further assistance under this program if an application from a previous Music BC grant program remains incomplete.
8. Grant contributions are limited to 75% of the total eligible expenses, and to a maximum of \$1,000 CAD.

9. As a condition of funding, successful recipients are required to acknowledge funding assistance on all public print, digital and online materials (including social media mentions when possible) related to the initiative being funded as listed below. Grant recipients will be required to submit examples of acknowledgement and approved logo use in their final report.

“Supported by Creative BC and the Province of British Columbia.”

Specific instructions regarding acknowledgment and logo use are available on the Creative BC website under *Music Funding Recipient Protocol*: <https://www.creativebc.com/about-us/creative-bc-brand-assets#music-funding-recipient-protocol>

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

APPLICATION INFORMATION

All applications must be submitted online via the Do604 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 jaeden@musicbc.org PRIOR to the deadline and we will provide you with assistance. If you are unsure if your application was received, please check with the office before the deadline. Music BC will be unable to assist with incomplete applications after the deadline.

ONLINE APPLICATION DETAIL

Your online application will require the following information:

1. Event details; date, venue, city, artist(s) performing (please indicate “unconfirmed” if details are unknown).
2. Project Plan; a brief description of the event (include whether it is a new or expanded initiative) and a breakdown of how the funding will be utilized.
3. Goals; a short description on how you plan to achieve the program goals (include detail on inclusivity, originality, diversity and regional representation). Include your strategies for promotion and team.

ADJUDICATION AND METHOD OF PAYMENT

The micro grant jury will be made up of a minimum of 5 members, consisting of:

- Staff & board member(s) of Music BC
- Staff member(s) of DoBC
- Established local musician/entrepreneur/professional(s)

Juries will review applications within four (4) to six (6) weeks after the 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:

- Create engaging and memorable experiences of music across the province;
- Support the growth and visibility of local music;
- Must demonstrate viability of execution based on budget, timeframe and team;
- The project plan and promotion strategy submitted;
- While applicants of all experience levels are accepted, previous experience presenting successful music events is an asset and will be considered in the adjudication process.
- Priority will be given to new or expanded initiatives, and to projects that serve a clear need or gap (i.e., those that present a wide variety of styles of music that represent and engage the full diversity of the city and province – genre, gender, language, ethnicity, age, etc.)

Successful applicants will be presented a contractual agreement. Funding will be released AFTER the event is completed and upon receipt and approval of a brief written and cost report (templates provided by Music BC upon completion of the event).

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.

ELIGIBLE EXPENSES INCLUDE:

Production Fees

- venue rental
- backline rental
- equipment rental
- event insurance

Artist and Crew Fees

- per diems, max \$50 per musician per day (only eligible for BC-based musicians travelling more than 300km to perform at event)
- performance fees for BC artists only, recommended \$250 minimum per individual or group
- crew fees (producer fee, coordinator fee, sound & light tech fee)

Marketing Fees

- graphic design fees (event poster, Facebook ad, etc.)
- online & traditional advertising
- publicist

Other expenses not listed above must be approved by Music BC. If you are unsure about the eligibility of an expense, please email jaeden@musicbc.org or call our office at 604-973-1914.

Projected Revenue:

Applicants must claim any and all confirmed guarantees, contract fees, confirmed government grants or additional funding sources (e.g., FACTOR, Creative BC, SOCAN, Canada Council, etc.) Public funding sources from any source, or other public agency (in combination with the Music BC award) cannot equal more than 75% of the eligible expenses. Door/ticket and merchandise revenues may be projected. Revenue information is for jury's use only. Do not deduct your total revenues from your total expenses. If you are uncertain about the eligibility of a cost, please contact our office at 604-873-1914 or email jaeden@musicbc.org.

FINAL REPORTING

Funding will be released once a final report has been submitted and approved. Successful applicants will be required to complete a report detailing the outcome of their funding including highlights and results (i.e., attendance figures, ticket revenue, benefit to the community, etc.)

Expense Documentation:

Final reports must include a detailed spreadsheet of all eligible and ineligible expenses (template provided by Music BC upon completion of initiative) as well as invoices/proof of purchase for a **minimum of three (3) different expenses**. Proof of purchase can include bank statements, photocopies of cleared cheques, e-transfer or PayPal confirmations. **Cash expenses are not eligible** except as musician per diems/fees and must be supported with a signed receipt form, however e-transfers are the preferred method.

Note:

All professional fees (excluding performance fees) must be paid to a third-party source. For example, the payee for graphic design, crew fees, publicist, etc., cannot be a permanent performing member of the group.

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