

AMPLIFY BC

**CAREER DEVELOPMENT GUIDELINES 2019-2020
RECORD IN BC**

creativeBC



**BRITISH
COLUMBIA**

Supported by the Province of British Columbia

AMPLIFY BC

CAREER DEVELOPMENT RECORD IN BC GUIDELINES 2019-2020

The Career Development Program is one of four Amplify BC programs funded by the Province of BC to stimulate growth and activity in BC's music industry.

Record in BC is part of the Career Development program and designed to attract established out-of-province and international artists to BC to record, increase music tourism in BC, and create jobs for BC recording professionals.

Record in BC Budget: Approximately \$400,000

The budget for Record in BC may change based on the number and quality of applications received.

KEY DATES:

Applications open: **July 31, 2019**

Rolling deadline until **November 30, 2019** at 11:59 PM PST, or until funds are no longer available

Applications reviewed at the end of each month.

Supports projects occurring between **July 31, 2019 and September 1, 2020**

Final reports due: ongoing until **September 1, 2020**

WHAT ARE THE PRIORITIES OF THE CAREER DEVELOPMENT PROGRAM?

- Increase and sustain earning potential and economic activity for BC artists, studios, recording professionals, and music companies;
- Develop audiences for BC artists in local and export markets;
- Invest in the creation and marketing of intellectual property and expanded digital presence for BC artists;
- Support a diverse range of artists across genres with broad regional and cultural representation; and
- Attract national and international business to BC's recording industry.

ELIGIBLE ACTIVITIES

Applicants may apply for sound recording activities for an established out-of-province or international artist. Recording projects must be for commercial release and take place in BC at an eligible recording facility (as defined on page four). Eligible projects include, but are not limited to

singles, EPs, and LPs in the form of original music or interpretations of existing music. This program does not support commissions or the creation of new works prior to recording.

This program enables a quick turnaround on funding approvals for medium to large scale projects that bring new business to BC. This program supports established out-of-province and international artists that demonstrate financial viability, create BC jobs, support BC music companies, and increase the profile of BC studios and recording professionals.

ELIGIBLE APPLICANTS

Applicants must meet all the following minimum criteria in order to be considered eligible:

- Artists must live outside of BC and travel to BC to record. Artists or groups with 50% or more BC residents, are not eligible in Record in BC and must apply to Career Development for the BC artist deadlines.
- Artists must be established in their music career and exhibit the following milestones:
 - Earn a significant portion of their livelihood from music related activities including songwriting, sales, royalties, and live performances;
 - Are supported by a team of industry professionals such as a label, manager, booking agency, publisher, etc.;
 - Have produced an extensive body of recorded work commercially released with a strong, recognizable style and sound;
 - Track record of media traction in the form of radio, blogs, press, or awards;
 - Recent tour history with national and/or international tour dates with press; and
 - Demonstrate a substantial audience on social media, streaming services, or at live performances.
- Artists must apply as a music company or be represented by a music company and meet the following requirements:
 - The primary business activities of the company must include music;
 - The applicant company must have a business number and be a legal entity in the form of a sole proprietorship, registered partnership, incorporated company, or not-for-profit society. The business must have a valid statement of business registration or certificate of incorporation; and
 - A signed contract between the artist and the company that outlines business relationship is required, if the applicant company is not owned by the artist.
- Creative BC aims to fund a variety of recording studios and producers. Producers can be listed on a maximum of three approved Record in BC projects between August 2019 and March 2020.

- Emphasis will be given to applications that support Indigenous and other underrepresented groups and artists who have yet to receive significant funding from Creative BC.
- The owners, principals, directors, officers and shareholders of the applicant company must be in good standing (i.e. not in default) with Creative BC.

All eligible expenses must be third party costs; therefore, recording studios and music producers are not eligible to apply on behalf of the artist. Managers are only eligible to apply through the management company if they are assuming full financial responsibility for all payments related to the project, otherwise the applicant company should be the artist's company or record label.

FUNDING

Out-of-province or international artists can apply for a minimum grant of **\$10,000** and a maximum of **\$35,000**.

Applicants may apply to Creative BC for a grant of **up to 50%** of budgeted eligible expenditures. Applicants are expected to contribute to the financing of the project. Total public funding from combined sources cannot exceed 75% of the budget; however, grant funding from combined sources can equal up to 100% of the eligible budget for Indigenous artists.

Creative BC reserves the right to adjust funding requests prior to approval based on funds available or to serve a diverse range of projects, studios, and recording professionals.

ELIGIBLE RECORDING FACILITIES

Recording facilities must meet the minimum criteria to be considered an eligible expense in this program. The current [List of Eligible Recording Facilities](#) is available on the Creative BC website. It is the responsibility of the applicant to ensure their studio meets the requirements and has submitted the required forms to Creative BC. Recording facilities can complete the [Eligible Recording Facilities Application Form](#) on the Creative BC website and submissions will be reviewed within 2-5 business days.

- The facility must be a legal entity in the form of a registered sole proprietorship, partnership, incorporated company in British Columbia or Canada;
- The company or registered business must have its head office in British Columbia, and have filed income tax returns in BC in the taxation year prior to the date of application, if legally required to do so;
- The facility must be located in British Columbia;
- The facility must be a commercial studio and cannot be a private or project studio primarily for the benefit of one artist;
- The facility must be in active use, have recorded music with a variety of external music clients within the past 12 months, and have a professional track record; and

- The owners, principals, directors, officers and shareholders of the recording facility company must be in good standing (i.e. not in default) with Creative BC.

BUDGET

Applicants must provide a detailed proposed budget for their project and declare all expenses and sources of revenue including grants, whether confirmed or unconfirmed, in their application. Applicants are expected to contribute to the financing of the project and seek other sources of financing where appropriate. Artists should only apply for activities they can complete and pay for prior to **September 1, 2020**.

Examples of eligible expenses include, but are not limited to:

- Recording, mixing and mastering activities that take place within BC including studio rental, gear rentals, producer fees, or session players for hire;
- Catering OR per diems for artists coming to BC. Maximum per diem is \$80 per day per person and maximum eligible BC hotel rate is \$250 per room per night;
- Flights, gas, taxis, or other travel costs while working on the recording in BC;
- Album artwork if created in BC;
- Fees for hired performers, arrangement fees;
- Short term pre-production facility rental or rehearsal fees for hired players; and
- Grant writing fees up to \$300 for artists with self-declared disabilities or English language barriers.

Ineligible activities include, but are not limited to:

- Touring, marketing, or video production;
- Demo recordings or recordings not intended for commercial release;
- Commissions, composer fees, session fees for the primary artist, songwriting, or music creation prior to recording;
- Distribution or manufacturing costs associated with the production of merchandise for sale;
- Non-third-party costs, in-kind expenses or donated services, GST, or expenses paid in cash;
- Grant writing fees, legal fees, or management fees;
- Capital, purchase of equipment, musical instruments, or alcohol;
- Music production activity that takes place outside of BC;
- Any work that has been paid up front but that has not been completed by the deadline; and
- Major expenses not included in the approved budget and incurred prior to Creative BC approval.

APPLICATION EVALUATION

Applications will be scored by Creative BC staff according to the priorities of the program, the economic impact of the project, and the applicant's capacity to deliver the project.

- **Track Record of Artist:** Does the artist have a track record of success and are they likely to build on this activity in the future? Will this artist help build the capacity of BC studios and recording professionals?
- **Economic Impact:** Does the project demonstrate a commitment to creating BC jobs and investing in the BC economy? Will the completed recording be competitive in the marketplace?
- **Diversity of Artist and Music Professionals:** Does this project support or expand the diversity of BC's music industry? Is the program supporting a range of producers and recording studios? Diversity can be demonstrated through regional activity, genre, activity, cultural, or gender representation, and other means.
- **Label and Team:** Are core members of the artist's team based in BC? Is the artist creating jobs for other BC musicians? Does the artist have the industry support to make this recording a success?
- **Budget:** How realistic and achievable is the budget? What is the financial track record of the applicant? Did the budget include specific vendors and have vendor quotes to support the costs?

The total funding available in this program is limited and competitive. Applying does not guarantee funding. This program is intended to support a broad range of established artists, producers and recording studios. Creative BC encourages applications from Indigenous and underrepresented groups.

LOGO AND ACKNOWLEDGEMENT

Successful recipients are required to publicly acknowledge Creative BC and the Province of British Columbia on supported content as indicated in the [Usage Guidelines and Graphics Criteria](#). Logos must be included on the back of album art and in digital and online materials related to the project. Graphic representations of the logo require approval prior to releasing content through the [Application for Third Party Use of BC ID](#). Approval takes approximately 2-5 business days.

For digital-only releases, the tagline must be visible where music appears online (Bandcamp credits, YouTube description, and artist's website) as follows: "Supported by Creative BC and the Province of British Columbia".

High resolution graphics can be downloaded on the [Creative BC Brand Assets](#) page.

PROJECT COMPLETION

Successful applicants will receive an approval letter via email, followed by a funding agreement. To accept the offer of funding, successful applicants must:

- Pay the initial deposit with the studio or producer listed in their funding application and submit proof of payment to Creative BC; and
- Read and sign the funding agreement.

Both the agreement and initial deposit must be completed within **30 days** to accept the funding offer. Applicants who fail to complete their project deposit will forfeit their offer of funding and may choose to reapply if funding is still available in the program.

Upon signing the agreement and confirming their deposit, successful Canadian based applicants will receive a **60% advance payment**. The remaining amount will be disbursed after review of the final report based on final eligible expenditures.

International applicants may submit one interim cost report to receive a payment of 50% of their expenses paid to date as an advance. The remaining amount will be paid upon review of the final report based on eligible final expenditures.

Grants will be released to the applicant company and not the individual or project vendors involved. Changes to the producer, recording studio, or significant changes to the proposed project, or timeline must be submitted in writing in advance and are subject to approval.

Deadlines for final reports are **ongoing up until September 1, 2020**. Projects cannot be extended beyond this date. Final reports can be submitted as soon as all supported activities have been paid and completed. Commercial releases may take place up to 12 months after the completion of the final report; however, expenses cannot be prepaid for work in progress or any other activity taking place after September 1, 2020.

To complete the final report and receive the balance of funding, applicants must submit the following:

- Online Final Report (available at www.creativebc.com);
- Detailed Cost Report (template available at www.creativebc.com);
- Invoices and proof of payment;
- Delivery of funded creative assets and/or progress; and
- [Approved Creative BC and Province of BC logo placement\(s\)](#).

The applicant company is responsible for issuing all payments related to the project. Acceptable proof of payment includes a bank statement, credit card statement, processed cheque, e-transfer, email or wire transfer confirmation all of which need to include the date, amount paid, and the name of the account holder that match the invoice. Cash payments or signed invoices are not eligible for reimbursement.

FORFEITURE AND DEFAULT

If the applicant company fails to deliver the funded project, makes significant changes that would affect the original evaluation without advance approval, or fails to submit all final reports by the deadline date without an approved extension, the applicant company is required to return funding. If funds are not repaid within 30 days, the applicant company will be placed in default. This limits the applicant, its principals and any related companies from accessing further funding from Creative BC.

HOW TO APPLY

The online application is available on the Creative BC website. Artists can submit one application only. Labels may be named on multiple applications, but an individual application must be submitted for each artist. Applicants with questions are encouraged to contact Creative BC staff prior to applying.

APPLICATION REQUIREMENTS

Applicants must complete and submit the following items in Windows compatible formats:

- Online application form (available at www.creativebc.com);
- Letter of support from BC producer or BC studio involved in the project;
- Business Statement of Registration, Certificate of Incorporation, or business number;
- Signed contract between the applicant company and artist, if the artist is not the applicant;
- Budget (template available at www.creativebc.com); and
- Vendor quotes or estimates (recommended).

Record in BC opens **July 31, 2019** | Deadline is rolling until **November 30, 2019** at 11:59 PM PST, or until funds are no longer available.

Applications will be reviewed by Creative BC staff at the end of each month. Results will be available before the end of the following month, or approximately every 4 weeks. Unsuccessful applications may be revisited if their original scores are more competitive the following month. All applicants will be notified about their application results in writing via email.

The total funding committed to date for Record in BC will be updated on the Creative BC website each month. Applications will only be discussed with the artist and the application contact.

FOR MORE INFORMATION

Amplify BC funding programs offer support in the areas of artist development, music company development, live music, and industry development to stimulate the economy and serve BC's diverse music sector.

For more information about this program and upcoming opportunities, please contact:

Gina Loes | Program Analyst, Music

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