

AMPLIFY BC  
IS BACK

# Career Development

# Offer Letters

- Results for the Career Development program for 2021 were emailed on Thursday, January 28, 2021.
- Results emails were emailed to the primary contact and grant writer contact for the application. Make sure you received them.
- Recipients applying as individuals must submit their **social insurance information** prior to receiving payment.
- Your offer letter contains your application number.

# Grant Amounts

Your grant covers 75% of your final eligible expenses upon the submission of the final report

- Grant offers may have been less than the original funding requested.
- Grant amounts may be reduced to support more artists and increase the representation of recipients.
- Amounts may be reduced based previous funding history through Creative BC, removal of ineligible expenses, other grants exceed the public funding limit, or if the application scored close to the funding line.
- Most grant amounts this year were rounded to equal whole numbers

# Funding Agreements

Your formal contract with Creative BC that outlines your responsibilities for your project.

- Your Application Number: 2021CD\*\*\*
- Requirements of the grant
- Deadline date for final report
- Your approved budget
- Sign and return via DocuSign
- Save the .pdf of your contract

Read your contract carefully. Make sure the business name, address, and signatory on the agreement is correct. We can't give you money until you've signed your contract.

# Changes to the Applicant Company

The business or individual listed on the funding agreement should be the entity paying for all expenses related to the project.

If a new company is taking on the responsibility for the project, such as a label, the original recipient must notify Creative BC and give permission to the new company to receive funds and take on the financial responsibility for the project and final grant reporting.

# Balancing Multiple Grants

The Career Development program covers 75% of your final expenses, up to the grant amount. There is a public funding limit of 75%; unless you are an Indigenous artist or an artist from an underrepresented group.

If you are an Indigenous artist or an artist from an underrepresented group, you can use your other grant funding to cover the remaining 25% of your budget.

Use your other grant to cover entirely separate activities. In your final report, we will want to know how much of your other grant also contributed to the expenses in your cost report.

# Grants in the time of COVID-19

- September 1, 2021 is the last day for the submission of all final reports. This date is tied to our internal reporting requirements with the Province.
- No extensions to the September 1, 2021 deadline are expected.
- Plan accordingly and practice safety protocols.
- Grants are taxable and to be reported as income. You will need to check the CRB website and or call them to get direct information from them on how money received from grants may affect your eligibility.

# Payments

## Funding Agreement: Section 3

Advance payments are 75% of your grant offer and issued within 15 business days of signing your funding agreement.

- Creative BC has payment cycles twice a month
- Payments under 10K are usually issued by e-transfer
- Payments over 10K have to be issued by direct deposit
- Grant payments can only be issued to the individual or company listed on your funding agreement

Final payments are issued within 5-8 weeks of the submission of your final report.

Creative BC will notify you once your final report has been reviewed and approved, and payment request submitted.



# Planning & Application

- Bookmark or print out guidelines.
- Read and save a copy of your offer letter.
- Read your funding agreement carefully and keep it in a safe place.
- Click through the final report form at the beginning of your project, so you know what is expected at the end.
- Ask questions if you're not sure about something.
- Understand your project timeline and plan to complete activities on time.

# Minor Project & Budget Changes

Minor changes do not need to be approved and can be reflected in your final report

- Changes to song names you are recording
- The number of songs you are recording
- Hiring a different videographer, publicist, session player, etc. You must maintain a minimum of 50% BC-based expenses
- Anticipated costs of activity increasing or decreasing from what's in your original budget
- Additional studio days
- Your release date

# Major Project & Budget Changes

Major changes to your approved project need to be submitted in writing and approved before the additional activity takes place

- Filming a video not included in your application.
- Major changes to the video treatment included in your application.
- Changes to your band name.
- Major expenses not included in your application.

# Eligible Activities

- **Sound recording** activities for commercial release including recording, production, mixing, and mastering occurring in BC or engaging out-of-province professionals remotely.
- **Video** production that takes place in BC or engages out-of-province professionals remotely. Eligible projects include but are not limited to music videos, pre-recorded and live streamed performance videos, music documentaries, or other promotional video content that support a BC artist. Live-streamed performances must be available for permanent viewing.
- **Marketing** and promotional activities related to a recording, video, event, or live stream, including, but not limited to photography, websites, bio writing, publicity, social media marketing, radio promotion, or promotional merch for an eligible BC artist.

# Eligible Recording Business

Artists applying for recording projects must include an eligible BC recording business for at least one aspect of the recording process, such as producing, editing, mixing, or mastering. Eligible recording businesses include studios, record producers, and engineers.

- It is the responsibility of the applicant to ensure their recording businesses meet the requirements and have submitted the required forms to Creative BC.
- If projects include one eligible recording business, artists can hire other professionals not on the list, including artist-producers, beatmakers, session players, engineers, etc.
- The list of eligible recording business can be found on the Creative BC website.

## 2020-2021 Updates

- Project budgets must maintain a minimum of 50% BC-based expenses overall.**
- Live streamed videos are supported if the video continues to be available after the live stream as a permanent promotional asset.
- Gear purchases related to the project up to 10% of the total funding offer can be included in the budget as eligible.
- GST can be claimed for applicants who do not have GST accounts.

# What is proof of payment

Applicant is responsible for all payments related to the project

Proof of payment examples display the name of the recipient, amount, and date of the expense to match the invoice. This includes:

- Bank statement
- Credit card statement
- Processed cheque
- E-transfer email
- Wire transfer confirmation

Cash payments are not eligible for reimbursement

All expenses must be paid, and work completed between April 1, 2020 and September 1, 2021.  
Expenses cannot be pre-paid for work to be completed after September 1, 2021.

# Organizing Invoices and POPs

SAMPLE COMPANY ZIP FILE > SAMPLE INVOICES & EXPENSES

Name	Date modified	Type	Size
1_SampleProducer_Invoice	10/28/2019 11:11 ...	Text Document	0 KB
1_SampleProducer_POP	10/28/2019 11:11 ...	Text Document	0 KB
2_SampleDirector_Invoice	10/28/2019 11:11 ...	Text Document	0 KB
2_SampleDirector_POP	10/28/2019 11:11 ...	Text Document	0 KB
3_SampleDOP_Invoice	10/28/2019 11:16 ...	Text Document	0 KB
3_SampleDOP_POP	10/28/2019 11:16 ...	Text Document	0 KB
4_SampleVenueRental_Invoice	10/28/2019 11:16 ...	Text Document	0 KB
4_SampleVenueRental_POP	10/28/2019 11:16 ...	Text Document	0 KB
5_SampleCameraRental_Invoice	10/28/2019 11:16 ...	Text Document	0 KB
5_SampleCameraRental_POP	10/28/2019 11:16 ...	Text Document	0 KB
6_SampleEditor_Invoice	10/28/2019 11:16 ...	Text Document	0 KB
6_SampleEditor_POP	10/28/2019 11:16 ...	Text Document	0 KB
7_SampleColouring_Invoice	10/28/2019 11:16 ...	Text Document	0 KB
7_SampleColouring_POP	10/28/2019 11:16 ...	Text Document	0 KB
8_SampleHairMakeUp_Invoice	10/28/2019 11:16 ...	Text Document	0 KB
8_SampleHairMakeUp_POP	10/28/2019 11:16 ...	Text Document	0 KB
9_SampleProductionDesigner_Invoice	10/28/2019 11:19 ...	Text Document	0 KB
9_SampleProductionDesigner_POP	10/28/2019 11:19 ...	Text Document	0 KB
10_SampleProductionAssistant_Invoice	10/28/2019 11:19 ...	Text Document	0 KB
10_SampleProductionAssistant_POP	10/28/2019 11:19 ...	Text Document	0 KB



# Completion & Reporting

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

- Online Final Report
- Detailed Cost Report (template provided)
- Copies of all invoices and proof of payment; and
- Approved Creative BC and Province of BC logo placement(s).



# Narrative Report

## Project Plan and Goals

Reflect back on the impact of your project on your career and how you might carry forward the project and its results. (Max 100 words per question.)

**Did your project meet or exceed its goals? Why or why not? Did your project have any additional or unexpected outcomes?\***

**Were there any changes to your original project plan? Explain why it changed.\***

**List any challenges or roadblocks that you experienced while pursuing this project.\***

**What did you learn by pursuing this project, and what would you change next time?\***

# Technical Errors

**Please submit a decimal value:** This means there is an unexpected character in your form. This is usually a blank space after a number, dollar sign, or comma. Remove any special characters and try to resubmit.









**You hit submit and nothing happens:** This is usually a section of the form where data has been entered, but is now hidden based on how you entered a different question in the form, usually out of order.

**Can't find your saved form:** Save your form when you start your application or final report. Make sure you've received your link.



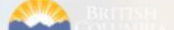

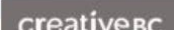

**You did not receive a pdf confirmation of your submission:** Email [gloes@creativebc.com](mailto:gloes@creativebc.com). This usually means your form is stuck and needs to be corrected on the back end.

# Logos Downloads

**HORIZONTAL LOGO**

		Colour	<a href="#">png</a>	<a href="#">eps</a>
		Colour Reverse	<a href="#">png</a>	<a href="#">eps</a>
		Black	<a href="#">png</a>	<a href="#">eps</a>
		White	<a href="#">png</a>	<a href="#">eps</a>
		White-Grey	<a href="#">png</a>	<a href="#">eps</a>
		Grey	<a href="#">png</a>	<a href="#">eps</a>

**VERTICAL LOGO**

		Colour	<a href="#">png</a>	<a href="#">eps</a>
		Colour Reverse	<a href="#">png</a>	<a href="#">eps</a>
		Black	<a href="#">png</a>	<a href="#">eps</a>
		White	<a href="#">png</a>	<a href="#">eps</a>
		Grey	<a href="#">png</a>	<a href="#">eps</a>

Downloads of the joint lock-up Creative BC and Provincial Logo can be found [here](#).  
 Prioritize the horizontal logos. Vertical logos are only for layouts with very limited space.

# Logos

## Funding Agreement: Section 6

Refer to the [Usage Guidelines](#) to make sure you are using the logo correctly:

- The logo you chose will depend on your background
- Black or dark backgrounds should use the Colour Reverse Logo or the White logo
- The inside of the sun must always be the brightest part of the logo.
- Make sure your logo floats and any boxes around the logo are removed
- Make sure your logo is clear and legible
- Logos should not be stretched or altered.

# Logo Submissions

Assets that use the Creative BC and Provincial Logo must be submitted prior to the public release of content and are subject to approval.

- You must upload a screenshot of your logo use into the [Third Party Use Form](#)
- Logo approvals come from the Province, not Creative BC.
- Logo approvals can take five business days. Plan ahead. Logo approvals cannot be rushed.
- If your logo has errors, you may be required to resubmit.

# Correct Logo Examples





# Logo Errors



# Releasing Content

- You have up to 12 months after the submission of your final report to publicly release content.
- You **do not** have release supported assets by September 1, 2021.
- In your final report you can specify a future release date
- Let us know when your content comes out so we can share it!
- We are often looking for content to share between now and September. If you are releasing throughout the spring and summer, let us know.

# Key Dates

Supporting projects occurring between:  
April 1, 2020 and September 1, 2021

Final reports due:  
ongoing until September 1, 2021

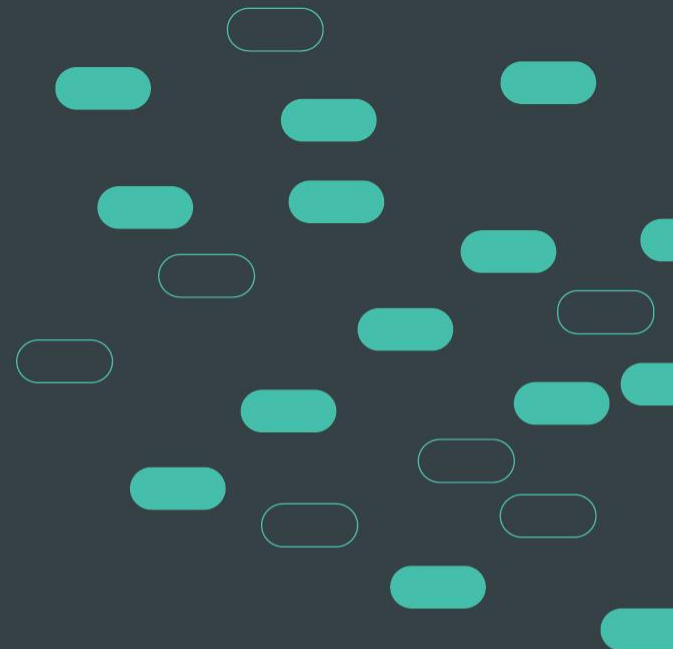
# CAREER DEVELOPMENT PROGRAM

**Contact:** Gina Loes Program Analyst, Music

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**Schedule:** [calendly.com/gloes](https://calendly.com/gloes)

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