

AMPLIFY BC

Live Music Program

Operational Support

2021/2022

Sample Application

AMPLIFY BC

LIVE MUSIC PROGRAM: OPERATIONAL SUPPORT

SAMPLE APPLICATION FORM AND TIP SHEET

****Note:** Do not fill out this form; this is a sample application for reference only. You must submit your application using [the online application form](#)**

1. LIVE MUSIC PROGRAM: OPERATIONAL SUPPORT

INTRODUCTION

The Live Music program is one of the Amplify BC programs funded by the Province of BC to support the recovery and growth BC's music industry. This program supports BC-based live music presenters, creating engagement opportunities for audiences and artists.

This intake will provide operational support for venues, festivals, and concert presenters affected by the COVID-19 pandemic, in order to assist with the recovery and restart of the live music industry.

Step 1: Read the Live Music Program: Operational Support [Guidelines](#) and [Scoring Priorities sheet](#) thoroughly to confirm your eligibility before applying.

Step 2: Review the sample application form and prepare all answers and submission items. A checklist of require items can be found in the guidelines.

Step 3: Complete this [online application](#).

The deadline for this application is Wednesday, September 15, 2021, at 11:59PM (PST)

The review period for complete applications is approximately 6 weeks after the program deadline date. All applicants will be notified of the results in writing, by email.

If you have questions or need assistance, please contact:

Kaitlyn Reining | Program Analyst, Music
Phone: 604-730-2254
Email: kreining@creativebc.com
Appointments: calendly.com/kreining

ELIGIBILITY

Does your company primarily exist to present live music?

Yes No

Has your company faced financial loses because of COVID-19?

Yes No

Is your company headquartered in BC?

Yes No

Does your company file BC Provincial tax returns, if required?

Yes No Not Required

2. APPLICATION CONTACT

This is the contact who has signing authority on behalf of this application. If applying as a company, this person needs to have signing authority on behalf of the company.

First Name:

Last Name:

Which Pronouns should Creative BC use when referring to you?

He/Him/His She/Her/Hers They/Them/Theirs
He/They She/They Other *(please advise)*
Prefer not to answer

Role/Job Title:

Phone:

Email:

Who is the primary contact for this project? This is the person we will be in communication with throughout the grant process.

Artist Grant Writer

Mailing Address

Street Address

City Province Postal Code:

3. COMPANY INFORMATION

Type of Applicant: Business Not-For-Profit Organization

applicants are not required to have registered business at the time of application, but must register upon successfully receiving a grant

Name of company, not-for-profit, or business owner if not yet registered

Legal name of company, not-for-profit, or business owner if not yet registered. (This name should match your business registration or society certificate)

Business number, society registration number, or GST number. (If you have not registered a business yet, please type 'N/A'.)

When is your Fiscal Year End?

Provide a brief description of yourself, your organization or company, including background, mandate and activities. [Max 300 words.]

Please include my company name, location and website in Creative BC's online directory

4. NEED

Funding Request

Funding in this program is limited and intended to support as many live music companies in BC as possible. Please consider the urgency of your company's financial situation, as well as your access to other available supports at this time.

Grants available in this intake are between \$500-\$75,000. Companies are required to show losses equal to or greater than the eligible grant amount, otherwise grants will be reduced to equal lost revenues due to COVID-19

Funding Request \$

Revenues

Answer with the numerical value only and no symbols (\$) rounding to the nearest dollar. For example: \$5,000.99 would be written as 5001.

This section will help give Creative BC a snapshot of your company revenues in a 'normal' year, prior to the pandemic.

Total gross earned music revenues, from the last completed fiscal year prior to the pandemic, not including grant revenues. (Please only include revenues related to the presentation of live music events)

\$

Total gross earned revenues from all operations, from the last completed fiscal year prior to the pandemic, not including grant revenues.

\$

Losses due to COVID-19

For losses in this section, do not include any COVID-19 related subsidies or grants received. You will be able to disclose this funding in Section 8.

Estimate your company's financial losses due to COVID-19 in 2020. (These should be losses specifically related to the presentation of live music)

\$

Estimate your company's financial losses due to COVID-19 up to June 30, 2021. (These should be losses specifically related to the presentation of live music)

\$

What are your company's average monthly losses due to COVID-19, from January 1- June 30, 2021?

\$

What is your company spending in excess of income per month, to stay afloat? (What is your company's monthly burn rate?)

\$

Feel free to provide more context about how you are defining losses for your company and the timeframe you are experiencing them. (max. 250 words)

Urgency

How will this grant be spent? Identify your company's most urgent needs. Refer to the program guidelines for eligible activities. (max. 250 words)



Are there any other factors that are affecting the survival of your company? For example, issues with landlord, inability to access other funds, etc. (max. 250 words)



5. INFRASTRUCTURE

Type of Live Music Company:

Music Festival Venue Concert Presenter/Promoter

What is the name of your event, venue or series? If you operate more than one, please list all that are relevant.

What infrastructure, equipment, real estate, assets, and/or experience is at risk or could be lost? (max. 250 words)

Jobs At Risk:

How many jobs are at risk of permanently being lost in 2021, should you not receive adequate funding? If any of the sections below do not apply, type '0'.

Full Time Jobs

Part Time Jobs

Contract Jobs

6. ACTIVITY

Pre Pandemic

On average, how many in-person live music shows would you present in a typical year, prior to the pandemic?

On average, how many artists would you present in a typical year, prior to the pandemic? (1 group, band or ensemble = 1 artist)

Activity During the Pandemic

How many in-person live music shows did you present between March 2020 - June 30, 2021?

How many online or live-streamed music shows did you present between March 2020 - June 30, 2021?

How many artists were presented in total, both in-person and online between March 2020 - June 30, 2021?

(1 group, band or ensemble = 1 artist)

Was your venue or event forced to close or cancel by order of the Provincial Health Officer at any time during the pandemic?

Yes

No

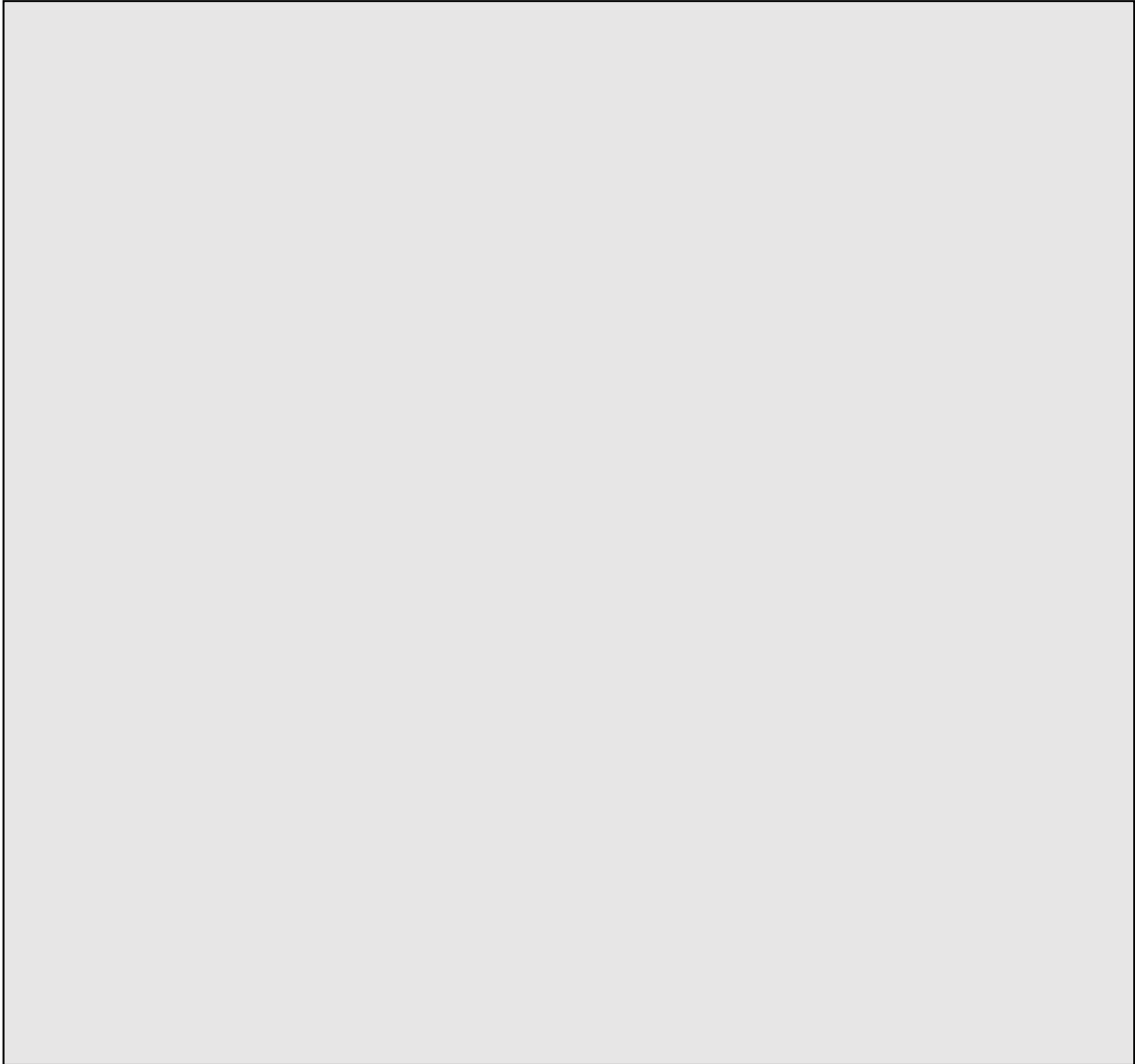
7. RESILIENCE

How has your company pivoted, adapted, or innovated during the pandemic? (max. 250 words)

Was your company able to reduce expenses, maintain viability, and find new ways to earn revenue? Explain how, here. (max. 250 words)

7. RESILIENCE cont'd

Describe the steps your company is taking to move towards re-opening and resuming regular operations



8. DIVERSITY, EQUITY, INCLUSION

Is your company or organization owned or operated by, or have individuals in key leadership positions representing the following groups? Check all that apply.

- Indigenous Peoples (First Nations, Non-Status, Métis, and Inuit)
- Black Community
- People of Colour
- LGBTQ2IA+ Community
- Deaf and Disability Community
- + those who live with chronic illness or are neurodiverse
- Women
- Other groups who experience systemic barriers to participation

Does your company, event, or venue serve a regional community, underrepresented group, or genre? Provide any information about the community you serve and list any partnerships you have within those communities. (max. 250 words)

Prioritization for Underrepresented Groups

Creative BC will prioritize applications from underrepresented groups, including Indigenous peoples (First Nations, Non-Status, Métis and Inuit), Black, People of Colour (this may include Arab, Chinese, Filipino, Japanese, Korean, Latin American, South Asian, Southeast Asian, West Asian, and people of mixed ancestry), the Deaf and Disability community, and those who live with chronic illness or are neurodiverse, LGBTQ2IA+ communities, and other groups who experience systemic barriers to participation.

Creative BC is committed to ensuring program access for all, and incorporating justice, equity, diversity and inclusion in program delivery. [Learn more.](#)

9. ACCESSIBILITY OF OTHER FUNDING

Use this section to disclose all other COVID-19 support funding received in both 2020 & 2021.

Funding bodies may be consulted to determine the accuracy of public funding declarations. For recurring or monthly Federal supports, indicate the amount received to date.

- **Canada Emergency Wage Subsidy (CEWS)**
- **Canada Emergency Rent Subsidy (CERS) / Canada Emergency Commercial Rent Assistance (CECRA)**
- **Canada Emergency Business Account (CEBA)**
- **BC Arts Council**
- **Province of BC Circuit Breaker Business Relief**
- **Province of BC Small & Medium Sized Business Recovery**
- **Vancouver Foundation**
- **Canadian Heritage - All emergency support and new funding received through the following agencies and programs:**
 - **Canadian Heritage** - via Canada Arts Presentation Fund, and Building Communities Through Arts and Heritage
 - **Canada Council for the Arts** - COVID-19 Emergency Support Fund
 - **FACTOR**

Applicants are not required to declare funding received through the Canada Emergency Response Benefit (CERB), Canada Recovery Benefit (CRB), or Employment Insurance (EI) programs.

Click '**Add Funding Source**' at the bottom of this page to add additional funding sources. Use 'Other' if you're receiving support from a funder that is not listed.

Funding Source

Name of Funding Source

Amount

Status Confirmed Unconfirmed

10. UPLOADS CHECKLIST

In this section there you will be able to upload the following documents to support your application.

Business Registration

Please upload your Certificate of Incorporation, business registration, or Society certificate. Applicants are not required to have a registered business at the time of application, but must register upon successfully receiving a grant.

Financial Statements

-Upload company financial statements for the following fiscal years:

- 2019

- 2020

- 2021 (up to June 30)

Accepted documents include audited financials, notice-to-reader, review engagement, and internal profit/loss statements.

Supporting Documents

Please feel free to upload any additional documents that may support your funding request. For example, letters of support, correspondence with landlord, etc.

Additional documents – max 5 files, 25mb

10. DECLARATION

By submitting this Application Form to Creative BC:

- I acknowledge that Creative BC shall have the authority to discuss this application (including all documentation provided thereunder) with the auditor(s), legal counsel, actual or proposed financial participants and any other person(s) or entity(s) connected with the subject project.

- I also acknowledge that Creative BC may request additional application materials in order to complete the analysis of my application, and I agree to provide any additional requested documentation in a timely manner.

- I hereby declare and warrant that to the best of my knowledge, the information contained herein is true and complete and I authorize Creative BC to contact sources necessary to verify the contents of this application and supporting documents.

Full Name

Date

You should receive a confirmation email with a PDF copy of your submission, shortly after you hit submit. If you don't receive a confirmation, please email kreining@creativebc.com to ensure your application has been received.

** If you experience any trouble submitting your application, check to see if there are any special characters (% , commas, \$, periods, text or blank spaces) after a number. If you continue to receive a form error, you can forward the saved draft link to kreining@creativebc.com on or before 11:59 PM on Wednesday, September 15, 2021. **