

# AMPLIFY BC

Music Company

Development

Program -

Operational Support

2021/2022

Sample Application

# AMPLIFY BC MUSIC COMPANY DEVELOPMENT 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. MUSIC COMPANY DEVELOPMENT PROGRAM: OPERATIONAL SUPPORT

### INTRODUCTION

The Music Company Development program is one of the Amplify BC programs funded by the Province of B.C. to support the recovery and growth B.C.'s music industry. This program supports the sustainability, growth, and capacity of B.C.'s music companies.

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

### APPLICATION INSTRUCTIONS

Read the Music Company Development - Operational Support program guidelines and the Scoring Priorities sheet thoroughly to confirm your eligibility. Complete this form to submit your funding request.

The deadline for applications is Wednesday, October 20, 2021, at 11:59PM (PDT).

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:

Mizzy Mejia | Program Coordinator, Music  
Phone: 236-455-0946  
Email: [mmejia@creativebc.com](mailto:mmejia@creativebc.com)  
Appointments: [calendly.com/mizzycrbc](https://calendly.com/mizzycrbc)

OR

Kaitlyn Reining | Program Analyst, Music  
Phone: 604-730-2254  
Email: [kreining@creativebc.com](mailto:kreining@creativebc.com)  
Appointments: [calendly.com/kreining](https://calendly.com/kreining)

**ELIGIBILITY**

**Has your company faced financial losses because of COVID-19?**

Yes  No

**Is music the primary business activity of your company?**

Yes  No

**Does your company serve more than one artist or client?**

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. CONTACT INFORMATION**

**SAVE AS YOU GO**

To save your form and prevent losing your work, please click 'Save' in the bottom right-hand corner. Input your email address, and you will receive a saved link to revisit this form at any time. Continue to click 'Save' as you go, like you would in a word document, or your info will be lost. Creative BC cannot recover unsaved forms.

**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?**

**Company Website**

**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-\$50,000. 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 music business)**

\$

**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 music)**

\$

**Estimate your company's financial losses due to COVID-19 from January 1 to June 30, 2021. (These should be losses specifically related to 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 Music Company:

(Choose your primary business activity)

If you operate more than one company or location, 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**

In total, how many artists were on your roster OR clients did you serve in the last completed fiscal year prior to the pandemic?

How many BC artists were on your roster OR BC-based clients did you serve in the last completed fiscal year prior to the pandemic?

**Activity During the Pandemic**

In total, how many artists are on your roster OR clients are you currently serving at the time of application?

How many BC artists are on your roster OR BC-based clients are your currently serving at the time of application?

**Provincial Health Orders**

Did your company close or pause operations at any time during the pandemic, by order of the Provincial Health Officer, or by company choice?

Yes  No

If 'Yes'

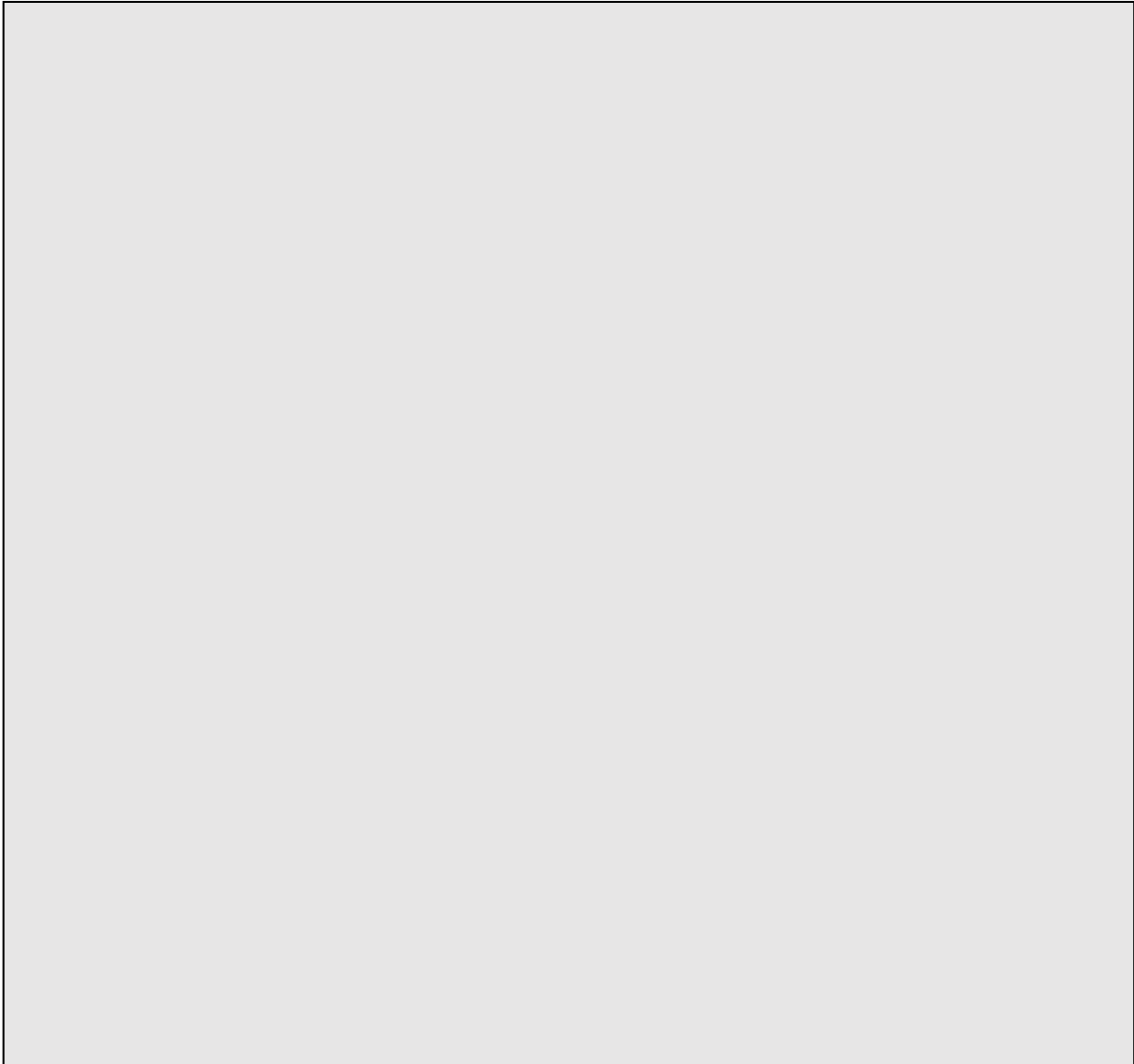
**7. RESILIENCE**

**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

If other, please specify

List the name(s) and role(s) of those in your company/organization who identify as underrepresented.

**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)**
- **Province of BC Circuit Breaker Business Relief**
- **Province of BC Small & Medium Sized Business Recovery**
- **BC Arts Council**
- **Canadian Heritage** - All emergency support and new funding received through the following agencies and programs:
  - **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](mailto: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](mailto:kreining@creativebc.com) on or before 11:59 PM on Wednesday, October 20, 2021. \*\*