

## BCMF INDUSTRY INITIATIVES PROGRAM / GUIDELINES 2017-2018

### WHAT IS THE BCMF INDUSTRY INITIATIVES PROGRAM?

The BCMF Industry Initiatives Program is one of the funding programs of the \$15 million BC Music Fund supported by the Province of BC. This program is designed to support new or expanded initiatives and events that will grow and develop British Columbia's music ecosystem. Successful projects will build the capacity of BC's music industry through knowledge transfer, skills development, and the creation of new business opportunities. Projects must demonstrate a collective benefit to BC's music industry, or to one aspect of BC's music industry, and cannot predominantly benefit one artist, company or organization.

Industry Initiatives Program Budget: \$1 million

### WHAT ARE THE PRIORITIES OF THE BCMF INDUSTRY INITIATIVES PROGRAM?

- Build collective capacity through knowledge transfer and skills development;
- Create projects and platforms that foster new business opportunities;
- Support projects that explore evolving and innovative business models and practices; and
- Foster diversity through projects by supporting broad regional and cultural engagement.

### ELIGIBLE ACTIVITIES

This program is intended to support new or expanded initiatives and events that will grow BC's music industry. The types of projects this program will fund include, but are not limited to:

- Industry conferences, forums, events, and activities;
- Opportunities for training, professional development, and growing business networks;
- Collaborative business initiatives, showcases, trade missions or export activities; and
- Innovative business projects (such as a new online music platform or a feasibility study).

Ineligible projects include ceremonies, award shows, receptions, mixers, galas, and parties, and ongoing activities that do not demonstrate expanded activity, growth or change.

### ELIGIBLE APPLICANTS

Applicants must be one of the following:

- An incorporated Canadian not-for-profit organization offering significant benefit to BC's music industry; or
- A Canadian corporation or registered business that meets the following requirements:
  - o Is a music company with primary business activities in the music industry OR is a company active within the music industry serving a need or gap in BC's music industry,
  - o Has operated for a minimum of 2 years OR has key personnel with a minimum of two years' professional experience.

In addition, the principals, directors, officers, shareholders and owners of all applicant companies must be in good standing (i.e. not in default) with Creative BC.

Creative BC encourages applications from Indigenous and diverse groups.

Applicants that apply to the BCMF Industry Initiatives Program are not able to apply for the same project through Creative BC's Industry Initiatives Program, and vice versa.

## FUNDING

Applicants can receive a minimum grant of \$5,000 and a maximum grant of \$60,000.

Eligible applicants may apply to Creative BC for a grant of up to 50% of budgeted cash expenditures. For projects applying for expanded activity, applicants can apply to Creative BC for a grant of up to 50% of budgeted cash expenditures for the expanded activity. Applicants are expected to contribute to the financing of the project, and seek other revenue sources where appropriate. This program will fund activities and related expenses incurred after the launch of this program on December 15, 2016.

Capital purchases or operating costs not specific to a program, including utilities, corporate overhead or salaries, are ineligible.

The Funding Agreement will include a schedule of deliverables, which will include, but is not limited to, a final report, and a cost report.

Creative BC reserves the right to reduce the award based on the applicant's final report and cost report for the project.

Successful recipients are required to publicly acknowledge Creative BC and The Province of British Columbia in all promotional materials associated with the project.

## APPLICATION EVALUATION

Applications will be scored on the potential impact of their project, as well as their capacity to deliver the project.

Impact Assessment – Applications will be scored on the impact of the project according to the evaluation criteria below. Applications must strongly respond to one or more of the following evaluation criteria:

- **Relevance:** Does this project address a need or gap in BC's music industry? Does this project impact a broad section of BC's music industry? Does this project demonstrate collaboration or meaningful partnerships?
- **Economic Impact:** Does this project support new business opportunities within BC's music industry?
- **Innovation / Sustainability / Capacity:** Does this project inform industry evolution or innovation, build industry capacity, and/or enhance the sustainability of BC's music industry?
- **Investment in BC Talent:** Does this project support the knowledge, growth and development of BC artists and music industry professionals?
- **Out-of-Province / Export Investments:** Does this project create export opportunities for BC artists and companies? Does this project create opportunities for out-of-province companies to invest in BC's music industry?
- **Diversity:** Does this project support or expand the diversity of BC's music industry? Diversity can be demonstrated through regional activity, genre, cultural or gender representation, and other attributes.
- **Creative Output:** Does this project support the development or evolution of creative products, services or intellectual property?

Capacity Assessment – Applications will be scored on the capacity of the applicant to deliver the project according to the following evaluation criteria:

- **Project Plan:** Does the applicant present a clear plan with achievable activities & timelines, clear indicators for success and a process for evaluation?
- **Organizational Capacity:** What is the capacity of the applicant to successfully deliver the project? Do the individuals and lead/partner organizations involved have the knowledge and expertise to achieve the project?
- **Sustainability:** How will this project continue in the future? What resources, activities, or results will support the applicant or BC's music industry in the future?
- **Financial Viability:** Does the project have a feasible budget? What is the track record and financial health of the applicant?

## HOW TO APPLY

**Step 1:** Prospective applicants are required to fill out an online form (available at [www.creativebc.com](http://www.creativebc.com)) and attach a one-page project summary with the following information:

- Project description including anticipated dates of initiative or event;
- List of all partners involved in the project; and
- Description of the gap or need in BC's music industry that you see this project serving. Explain how the project will serve this need.

**Step 2:** After receipt of the one-page project summary, a meeting will be scheduled with Brenda Grunau, Manager of the BC Music Fund, to discuss the project.

**Step 3:** Projects that meet the goals of this funding program will be invited to submit a full application to the Industry Initiatives Program, and given the link to the online application form.

Applicants invited to submit a full application will be required to complete and submit the following items to Creative BC:

- Online Application Form (available at [www.creativebc.com](http://www.creativebc.com));
- A Certificate of Incorporation or Business Statement of Registration;
- Project Plan;
- Schedule of Activities;
- Project Budget, including all other sources of financing and whether they are confirmed, and examples of previous budgets and actuals if this is an ongoing project;
- Company/Organization Financial Statements in the form of a Notice-to-Reader, review engagement or audited statements for funding requests \$10,000 or more;
- Letters of Support (if applicable); and
- Other supporting documents (if applicable).

## **APPLICATION PROCESS**

Applications will be accepted and evaluated on a rolling basis starting December 15, 2016, and ending on March 31, 2018. Applications will be accepted until funds for the program are no longer available.

Processing time for a complete application is 10 weeks. Incomplete applications will not be processed. Successful applicants will subsequently be forwarded a Funding Agreement that, upon execution, shall be binding between the eligible applicant and Creative BC.

Unsuccessful applicants will be notified in writing by email.

Projects must be completed by October 1, 2018, with Final Reports submitted by November 1, 2018.

## **FOR MORE INFORMATION**

Additional BCMF funding programs offer support in the areas of artist development, music company development, touring & export to stimulate the economy and serve BC's diverse music sector.

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

Brenda Grunau, Manager, BC Music Fund

Direct Line: 604-730-2251

Email: [bgrunau@creativebc.com](mailto:bgrunau@creativebc.com)