

## BCMF INNOVATION PROGRAM / GUIDELINES 2016-2017

### WHAT IS THE BCMF INNOVATION PROGRAM?

The BCMF Innovation 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 that create opportunities for growth, experimentation and cross-sector participation in British Columbia's music industry. This program accepts applicants from all sectors.

Innovation Program Budget: \$300,000

### WHAT ARE THE PRIORITIES OF THE BCMF INNOVATION PROGRAM?

- Create opportunities for innovation, growth and experimentation in BC's music industry;
- Support projects that explore cross-sector collaboration;
- Leverage technology in new ways; and
- Foster diversity through projects by supporting broad regional and cultural engagement.

### ELIGIBLE ACTIVITIES

This program provides applicants with the opportunity to experiment with new or expanded initiatives that often fall outside traditional funding programs due to their experimental nature. The types of projects this program will fund include, but are not limited to:

- Cross-sector and multimedia projects related to music;
- Experimental or experiential projects that increase visibility, access, or awareness for BC music;
- Projects that develop new technology, software, or programs; and
- Projects or initiatives related to BC's music industry that are not eligible or a low priority for other BCMF funding programs due to their innovative or experimental nature.

Ongoing activities that do not demonstrate expanded activity, growth, innovation or change are ineligible.

### ELIGIBLE APPLICANTS

Applicants must meet all of the following criteria:

- The applicant company must be:
  - a) a BC corporation, BC registered business, or Canadian corporation with headquarters in BC that files provincial tax returns; OR
  - b) a BC or Canadian not-for-profit organization with headquarters in BC.
- Operational for a minimum of two years, or have key personnel with a minimum of two years professional experience.

Applicant companies that are not primarily in the business of music are eligible to apply as long as the project is music related.

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 Innovation Program are not able to apply for the same project through Creative BC's Interactive Fund 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 on or after May 1, 2017.

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 that 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:

- **Innovation:** Does this project create opportunities for innovation, growth, and experimentation 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.

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 and 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 complete an online form (available at [www.creativebc.com](http://www.creativebc.com)) and attach a two-page project summary with the following information:

- **Who are you?** Short description of applicant company and any project partners.
- **What do you want to do?** Project description including anticipated dates of initiative or event.
- **Who is this project for?** Target audience and distribution method or delivery model.
- **What are you requesting funding for?** Basic project budget.

**Step 2:** Project summaries will be evaluated and the highest scoring projects will be short listed.

**Step 3:** Short-listed applicants will be invited to submit a full application to the Innovation Program using an 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 and 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 of \$10,000 or more;
- Letters of Support (if applicable); and
- Other supporting documents (if applicable).

## APPLICATION PROCESS

**Applications for project summaries open May 1, 2017. Deadline for project summaries is June 15, 2017.**

Processing time is 10 weeks. Short-listed projects will be invited to submit full applications.

After full applications are evaluated, 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 by email.

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

## FOR MORE INFORMATION

Additional BC Music Fund programs support artist development, live music, music companies, industry development and touring and 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)