

BCMF MUSIC COMPANY DEVELOPMENT PROGRAM / GUIDELINES 2016-2017

WHAT IS THE BCMF MUSIC COMPANY DEVELOPMENT PROGRAM?

The BCMF Music Company Development 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 build the capacity and support the growth of BC music companies through investing in business development activities.

Music Company Development Program Budget: \$1.2 million

WHAT ARE THE PRIORITIES OF THE BCMF MUSIC COMPANY DEVELOPMENT PROGRAM?

- Stimulate growth and capacity within BC's music companies;
- Increase economic activity and jobs for BC's music industry;
- Support projects that explore innovative business models and practices; and
- Support a diverse range of music companies, with broad regional and cultural representation.

ELIGIBLE ACTIVITIES

Applicants may apply for funding to undertake new or expanded business development activities that directly support the economic growth and sustainability of music companies active in BC. Applicants must demonstrate how a one-time investment in this particular project or activity will increase their organizational capacity and long-term business viability. This program is intended to support activities that are not part of ongoing operations, but to support new or clearly expanded activity.

The types of projects eligible for funding include, but are not limited to:

- Launching new business units;
- Researching/testing new products or revenue streams;
- Improvements to business processes;
- Sustainable staff growth and development;
- Expanded company marketing initiatives;
- Development of knowledge and skills;
- A&R, scouting and artist development activities; and/or
- Establishment of new business operations or satellite offices in BC.

This program is designed to support the capacity of music companies and will not support initiatives associated with a particular artist. Funding for business travel will be provided through Music BC, and is not eligible through this program.

ELIGIBLE APPLICANTS

Applicants must meet all of the following criteria:

- The applicant company's primary business activities must be in the music industry, such as, but not limited to: record labels, music publishers, music managers, booking agencies, music supervisors, music publicists,

or recording studios. Applicants that primarily exist to present live music are ineligible for the Music Company Development Program, and must apply for funding through the Live Music Program.

- The applicant company must be:
 - a) a BC corporation, BC registered business, or Canadian corporation with headquarters in BC and 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.
- Must be a company that doesn't primarily exist to benefit one artist or client. Artist-entrepreneurs are not eligible for this program.

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 companies.

FUNDING

Applicants can apply to Creative BC for a grant of **up to 50%** of budgeted cash expenditures. Applicants can receive a minimum grant of \$5,000 and a maximum grant of \$75,000. This program will fund activities and related expenses incurred on or after June 15, 2017. Projects must be completed by October 1, 2018.

Limitations/Restrictions

- Applicants are required to contribute to the financing of the project and seek other sources of financing where appropriate. Public funding from any source, including the FACTOR, Creative BC, and any other public agency cannot equal more than 75% of the project budget.
- Travel, accommodations, and per diem costs must follow the [BC Government Travel Expenses](#) policy.
- Recoupable expenses are ineligible.

Additional restrictions related to the specific activity

- Business development costs may include capital costs directly related to an expansion of business activities. Capital purchases not specific to this project are ineligible.
- Expenses for new or expanded staff positions or other operational costs directly related to the project are eligible, with a detailed plan on how the position will be sustained after the funding has been used. Operating costs not specific to this project, including utilities, regular maintenance, corporate overhead or salaries, are ineligible.

The Agreement includes a schedule of deliverables that require, but are not limited to, a final report and cost report. Successful applicants will receive a funding advance with a final payment upon completion of the project and final reports. The payment schedule will depend on the scope and length of the project. The applicant company is responsible for issuing all payments related to the project. Payment will be issued to the applicant company.

Creative BC reserves the right to reduce the award based on the applicant's final report and cost report for the initiative or 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 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:

- **Innovation / Sustainability / Capacity:** Does this project advance capacity, sustainability or innovation for the company or organization?
- **Economic Impact:** Does this project increase capacity towards enhancing economic activity for music companies active in BC? How many BC-based jobs are created and will they lead to ongoing employment opportunities? Is the applicant hiring BC vendors?
- **Creative Output:** Does this project support the creation or development of creative products, services or intellectual property?
- **Investment in BC Talent:** Does this project invest in growing the skill and knowledge of BC music industry professionals? Does this project create opportunities for BC artists?
- **Out-of-Province / Export Investments:** Does this project create opportunities for out-of-province export, or encourage out-of-province investment in BC?
- **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 means.

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

- **Project Plan:** Has the applicant presented 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 increased capacity continue in the future? What resources, activities, or results will support the applicant in the future?
- **Financial Viability:** Does the project have a feasible budget that includes no more than 75% of funds from public sources? What is the track record and financial health of the applicant?

HOW TO APPLY

Applications open June 15, 2017. Deadline for applications is August 15, 2017. An additional intake may occur if funding is available.

Processing time for a complete application is approximately 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 by email. All funding decisions are final.

Projects must be completed by October 1, 2018, with final reports submitted by November 1, 2018.

APPLICATION REQUIREMENTS

To apply, applicants must complete and submit the following items to Creative BC:

- Online Application Form (available at www.creativebc.com);
- A Certificate of Incorporation or Business Statement of Registration;
- Project Plan, Budget & Schedule of Activities;
- Company/Organization Financial Statements for the previous fiscal year are required for funding requests of \$10,000 or more. Statements must be in the form of a Notice-to-Reader, review engagement or audited statements;
- Other supporting documents (if applicable).

FOR MORE INFORMATION

Additional BC Music Fund programs support artist development, live music, industry development and touring & export to stimulate the economy and serve BC's diverse music sector.

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

Kaitlyn Reining, Program Analyst

Direct Line: 604-730-2254

Email: kreining@creativebc.com