

## SECTION 1: APPLICANT INFORMATION

Company Name: Click here to enter your company name here

Company Legal Name: Click here to enter the company's legal name

Contact Name: Enter the name of the key contact here

Email: Enter email address

Phone: Enter phone number

Contract Role:

- Grant Writer
- Company Contact

If the person managing this grant application is not the company contact, please add the primary contact by clicking on the "+ add another". This would be the grant writer or company employee that Creative BC should contact if there are questions about this application.

Website: Enter company website

Street Address: Enter address

City: Enter city

Province: Enter Province

Postal Code: Enter postal code

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

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Fiscal Year End: \_\_\_ \_\_\_ / \_\_\_ \_\_\_ / \_\_\_ \_\_\_  
MM / DD / YY

Type of company or organization:

- BC Society
- Canadian Not-For-Profit
- Incorporated Company
- Registered Business

If you are a BC Society or Not-For-Profit:

What is the size of your membership? \_\_\_\_\_

How many members are residents or headquartered in BC? \_\_\_\_\_

Please check all that apply:

- Primary business activities are in the music industry

Applicant companies' primary business activities must be in the music industry to be eligible for this program.

- Company provides services to more than one artist or client

Applicant companies must provide services to more than one artist or client to be eligible for this program.

- Has been operating for a minimum of 2 years

If no, answer: List key personnel involved in your project, outlining their relevant experience and capacity to deliver the project.

- Is headquartered in BC

Applicant companies must be headquartered in BC to be eligible for this program.

- Files provincial tax returns in BC, or a new company that will be filing BC tax returns in the upcoming year

Applicant companies must file provincial tax returns in BC to be eligible for this program.

Does your company primarily serve one genre? If so, please indicate below.

- Alternative

- Blues

- Children's

- Classical

- Choral

- Country

- Electronic

- Folk

- Heavy

- Hip Hop/Rap

- Indie

- Instrumental

- Jazz

- Opera

- Pop

- R&B/Soul

- Reggae

- Rock

- Spiritual

- World

- Other: \_\_\_\_\_

Type of music company/organization – please check all that relate to the applicant company:

- Record Label
- Artist Management
- Booking Agency
- Music Publisher
- Licensing/Sync Company
- Recording Studio
- Record Producer
- Radio Promotion
- Marketing
- Publicity
- Other: \_\_\_\_\_

**SECTION 2: APPLICANT DATA**

	Most recent fiscal year	Previous fiscal year
Revenue from music business activities		
Other business revenue:		

	Most recent fiscal year	Previous fiscal year
Number of full time employees in BC		
Number of full time employees outside BC		
Number of part time employees in BC		
Number of part time employees outside BC		
Number of contract employees in BC		
Number of contract employees outside BC		
Number of employees who are women		

Number of employees who are visible minorities		
Number of employees who are Indigenous		
Number of employees that represent other under-represented groups		

	Most recent fiscal year	Previous fiscal year
Number of Artists on roster/as clients		
Number of BC Artists on roster/as clients		
Number of Artists on roster/as clients who are women		
Number of Artists on roster/as clients who are visible minorities		
Number of Artists on roster/as clients who are Indigenous		
Number of Artists on roster/as clients who represent other under-represented groups		

**SECTION 3: PROJECT DETAILS**

*This funding is only available to companies whose primary business activities are in the music industry, provide services to more than one artist or client, and are headquartered and file provincial tax returns in BC. Please review the Program Guidelines to ensure you are eligible*

**PROJECT SUMMARY:** [Max 50 words] Note: This summary may be made public on the Creative BC website.

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- Please write a brief summary of your project and what you are requesting funding for. A clear project statement and clarity on what you want funding for is key to a successful application.
- This summary may be made public on the Creative BC website, and is intended to show transparency in what the BCMF is investing in.
- This summary will be used to introduce your project to those evaluating your application.

The primary intent of the impact of the project on the company is:

- Acquire new business
- Improve efficiency
- Innovate
- Expand to meet market demand
- Increase knowledge or learn new skills

Project start date: \_\_\_\_\_

Project end date: \_\_\_\_\_

Total funding requested: \_\_\_\_\_

Total budget of project: \_\_\_\_\_

**ECONOMIC IMPACT ASSOCIATED WITH THE PROJECT:**

	This project (projected)	Last year (for expanded only)
Revenues		
Expenditures		
Full time jobs associated with this project		
Part time jobs associated with this project		
Contract jobs associated with this project		

**SECTION 4: PROJECT PLAN (Maximum 6 pages)**

***Please answer the following questions in a separate document and attach it below:***

1. Describe the project you are requesting funding for. Explain how it is new or expanded.

- This program is intended to fund new or expanded activity. You must be able to clearly demonstrate how your project is new or show the incremental activity. For example, if you have a business unit that is expanding, we will fund 50% of expenditures related to the expansion. A project that doesn't demonstrate an increase in jobs, staff hours or expenditures is not eligible for funding.
- This program is intended to help your company grow – be imaginative and pitch us a great idea that is backed by research and data specific to your company.
- Tell us about your project. Be succinct and clear about your vision. Clarity on what you plan to do is very important. Those scoring your application need to understand what you want to achieve with this funding.
- Don't include too many items into your funding request. Explain how these items fit into your strategy and company/organizational goals. Large requests with no rationale may not be funded.

2. How will this project enhance and expand the existing scope and capacity of your business? How will your project help your company be more competitive?

- Tell us how this project is relevant to your company. Why is this project a good idea for you and for your customers/clients? Do you have any research that shows the need for this type of strategy or project?
- Tell us your current operating capacity. Use concrete numbers to describe your scope and output. If your project is funded, how will your capacity grow over time?
- Don't assume we know your company. Tell us what your business is about and who you serve. Be clear and concise, and provide research and data where possible.

3. How does this project align with your overall company strategy? **A business plan is a useful supporting document, especially for a new company. If you have one, please upload it below.**

- What do you hope to accomplish in the next 2-5 years? What are your company goals?

4. Provide a basic SWOT analysis for your project. Use the SWOT analysis to identify the risks and challenges your company may face, and what your competitive advantage will be. Who do you identify as your main competitors? If other companies are pursuing the same strategy, how will your approach be different/successful?

- A basic SWOT analysis will identify your strengths, weaknesses, opportunities, and threats regarding the project. Be honest and transparent.
- How many competitors did you research and over what time frame? Tell us specifically what you will do differently.
- Should you need some help writing a SWOT analysis, please visit the link below - <https://canadabusiness.ca/blog/evaluate-your-strengths-weaknesses-opportunities-and-threats-1/>

5. Demonstrate the sustainability of your project. How will this project continue in the future, and for how long? Please provide data on how you intend to continue to pay for this project in future years. Provide financial projections.

- This question is critical to your application. If you are planning to add positions at your company, how do you plan to pay for these positions the following year without BC Music Fund support? Show us your revenue projections and how you intend to pay for this ongoing activity. If you are investing in training or new equipment, how will this benefit your company in the long term?
- Tell us how you'll leverage this investment over time with long term, sustainable growth. For this program, 1+1 should equal 4.

6. How will you evaluate the success of your project? What are the measurable outcomes of your project? Please use the following chart:

Project Goals	Activity	Measurable Outcomes	Evaluation
<i>Example: Improve accounting systems</i>	- buy new accounting software - hire consultant to advise on new accounting practices - sign up for accounting course	- new knowledge for staff - ability to measure activities	- knowledge has made the following impact... - new accounting software allows...

IMPACT

7. The BCMF has core program priorities across its funding programs, they're listed below. Describe the impact this project will make on all of the following areas that are applicable to you.

**Innovation:** Does this project inform company evolution or innovation?

- Is there anything unique about your project?
- How is your project exploring new business models?
- Will funding allow you to experiment or take risks you may not have been able to take before?

**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? Will this grow your capacity to serve more BC artists, and if so, how many?

**Out-of-Province / Export:** Does this project create opportunities for out-of-province export, or encourage out-of-province investment in BC?

- How will this project help you create more business abroad? Will this project help you attract new business from outside Canada?

**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.

- Tell us what kinds of diversity your project will support. How will your project serve a specific or broad range of populations, regions, genres, genders or activities?

## 2B: BUDGET & SCHEDULE OF ACTIVITIES (Use template provided)

- For this section, only include expenditures associated with your expanded activity.
- Make sure your summary page matches your project plan.
- If you are allocating some existing resources to your project (such as staff hours or production staff), please show the breakdown of how many hours are allocated, or what percentage of that expenses line is associated with the expanded activity (how you are calculating this number).
- If including large, capital purchases in your budget, make sure to include quotes from vendors, verifying your listed expenses.

## SECTION 5: 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.
- I agree to the above conditions.

Date: [Click here to enter a date.](#)

## SECTION 6: SUPPORTING DOCUMENTS

**Partners listed in the application need to provide a letter confirming their involvement in the project**

- Certificate of Incorporation or Business Registration Statement (required)
- Company / Organization Financial Statements (required for funding requests over \$10,000)  
Note: Financial statements, in the form of Notice-to-Reader, Review Engagement, or Audited Financial Statements, are required for total funding requests of \$10,000 or more. If your financial statements for the most recent fiscal year are not ready, submit the previous year. Financial statements for at least one year are required to apply for this program. If you're able, please provide audited financials for the previous two fiscal years.
- List of Artists as clients/on roster
- Confirmation of financing by funders
- List of Artists as clients/on roster (required)
- Additional documents such as business plans, job postings/descriptions, vendor quotes, letters of support etc.

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**THANK YOU FOR APPLYING!**