

## BCMF: CAREERS OF BC ARTISTS PROGRAM / SAMPLE APPLICATION FORM

### INTRODUCTION

The BCMF Careers of BC Artists Program is one of the funding programs of the \$15 million BC Music Fund, which is supported by the Province of BC.

Submit your application by completing the online form and attaching all required submission items:

1. This completed Application Form submitted online, through the BC Music Fund website
  2. A Certificate of Incorporation or Business Statement of Registration
  3. Artist proof of BC residency
  4. A contract between the applicant and artist(s) outlining their business relationship, unless the artist is the applicant
  5. Project Budget & Schedule of Activities
  6. An mp3 of the song for the video or promotional activity, and link to past releases
- Supporting documents for related activities such as:
- Video concept with treatment; and/or
  - Quote or vendor proposal for a website, photography, publicity, radio or advertising campaign

Applications will be scored on the impact of their project, as well as their capacity to deliver the project. The processing time for a complete application is approximately 10 weeks. Applications open March 1, 2017, and will be accepted until the Program deadline on May 1, 2017. Incomplete applications will not be processed. *Projects must be completed by October 1, 2018, with Final Reports submitted by November 1, 2018.*

If you have any questions or feedback about the application process, please contact:

Gina Loes, Program Analyst

Phone: 604-730-2253 Email: [gloes@creativebc.com](mailto:gloes@creativebc.com)

**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.**

## SECTION 1: APPLICANT INFORMATION

Company Name: Enter your company name here

Parent Company Name: Enter the parent company

Contact Name: Please indicate the contact and signing authority for the company

Job Title: Enter the key contact's job title here

Address: Enter the full street address here

City: Enter city

Province: Enter Province

Postal Code: Enter postal code

Business Phone Number: Enter phone number

Cell Phone Number:

Email: Enter email address.

Website: Enter website

Contact Name for this application: This can be the name of the grant writer or person submitting the application

Job Title/Role: Enter contact's job title here

Email: Enter contact's email address

## SECTION 2: ARTIST PROFILE

1. What BC artist(s) will this project support? \_\_\_\_\_

2. Please list 5 career highlights or important stats for the artist(s):

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3. List all past releases for this artist and the release dates:

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4. Artist website: Link artist website

5. Social links: Twitter, Facebook, Instagram, Other

### SECTION 3: PROJECT SUMMARY

Project Summary (50 word max). Note: This summary may be made public on the Creative BC website:

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What is the total project budget? Budgets must be a minimum of \$3,000

Total Funding Request: Minimum funding requests must be \$1,500 or above, up to \$30,000

Project Start Date: MM/DD/YYYY

Project End Date: MM/DD/YYYY

Is this album associated with a full length album, EP, or single release?

YES  NO

What is the release date? MM/DD/YYYY

Is this project associated with the promotion of a tour?

YES  NO

What is the tour start date? DD/MM/YYYY

What is the tour end date? DD/MM/YYYY

**Upload Tour Dates:** Include dates, city, and venue of performance activity. Indicate if booking is confirmed and any guest performers.

### SECTION 4: PROJECT PLAN (Max. 3 pages)

Please copy the below questions into a separate word document and answer. Be concise, bullet points are fine.

1. Describe your project.
2. Who is the target audience for this project? Why are you pursuing this audience? What is your strategy for reaching this group of people?
3. What are the projected outcomes of this project? How do these outcomes support the career goals of the artist?
4. How is the project innovative? Will this project market this artist in any new and distinctive ways?
5. How will this project increase earning potential for this artist and lead to other business opportunities? Please use concrete examples and data.

### SECTION 5: TEAM

Provide names of team members and vendors applicable to your project:

- Label
- Manager
- Publicist
- Booking Agent
- Radio Promoter
- Other (s)

## SECTION 6: VIDEO TEAM (IF APPLICABLE)

Provide names of team members and vendors applicable to your project:

- Director
- Producer
- Editor
- Cinematographer
- Production Facility
- Release or Distribution Platforms
- Other (s)

## SECTION 7: SELF IDENTIFICATION (VOLUNTARY)

This section is voluntary, and will help us evaluate the representation of the following groups. The information you provide is confidential, and will only be used in compiling statistics on equity for the BC Music Fund.

Does the project include the participation of individuals who self-identify as members of the following categories:

- Women
- Persons with disabilities
- Members of visible minority groups
- Indigenous
- Other: \_\_\_\_\_

## SECTION 6: SUPPORTING DOCUMENTS

Upload all remaining required and optional submission items:

1. A Certificate of Incorporation or Business Registration Certificate (.pdf, .png, .jpg);
2. Contract between the applicant and artist(s) outlining their business relationship (.pdf or .jpg); A contract is not required if the artist is the applicant
3. Proof of BC Residency (.pdf, .png, .jpg, or .zip);
4. Canadian passports or PR card (.pdf, .png, .jpg, or .zip);
5. Project Budget and Schedule of Activities using the template provided by Creative BC (.xls or .xlsx);
6. MP3; Upload the .mp3 of the song for the video being produced, or release material that the tour or marketing initiative will promote
7. Artist Biography (.pdf); Not required
8. Music or promo video proposal (.pdf); Video proposals should include video concept, visual and/or technical treatment, production team biographies, and/or CVs
9. Additional supporting documents

## SECTION 9: 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.](#)

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**THANK YOU FOR APPLYING!**

SAMPLE