

BCMF: LIVE MUSIC PROGRAM / SAMPLE APPLICATION FORM

INTRODUCTION

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

Step 1: Read the Live Music Guidelines thoroughly to confirm your eligibility before applying.

Step 2: Review the sample application form, and prepare all answers and submission items. A checklist of required items can be found in the Guidelines.

Step 3: Complete this online application.

The deadline for applications is February 1, 2017, with a second intake deadline of June 1, 2017. Additional intakes may occur in November 2017 and February 2018 if funds are still available.

The processing time for a complete application is 10 weeks. 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:

Kaitlyn Reining, Program Analyst

Phone: 604-730-2254 Email: kreining@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: Click here to enter your company name here

Parent Company Name: Click here to enter the parent company

Contact Name: Enter the name of the key contact here

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.

Fiscal Year End: ____/____/____
MM / DD / YY

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

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:

- Primarily exist to present live music
- Produces live music events in BC
- Has been operating for a minimum of 2 years
- Is headquartered in BC
- Principals, directors, officers, shareholders and owners of all applicant companies must be in good standing (i.e. not in default) with Creative BC.

Type of live music company/organization – please check all that apply:

- Festival
- Venue
- Presenter
- Event Producer
- Other

Are you applying for funding for:

- Increased Live Music Presentation
- Business Development Activities
- Both

SECTION 1A: APPLICANT DATA

	Most recent fiscal year	Previous fiscal year
Revenue from the presentation of live music events:		
Other business revenue:		

	Most recent fiscal year	Previous fiscal year
Number of full time employees		
Number of part time employees		
Number of contract employees		

	Most recent fiscal year	Previous fiscal year
Number of live music events		
Number of BC Artists presented		

SECTION 2:

CATEGORY A: LIVE MUSIC PRESENTATION

Fill in this section if you are applying for Category A: Live Music Presentation. Please answer the following questions in a separate document and attach it.

PROJECT SUMMARY: [Max 50 words]

Project start date: _____

Project end date: _____

Amount of funding requested: _____

Total budget of project: _____

2A: 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.
2. List key personnel involved in your project, outlining their relevant experience and capacity to deliver the project.
3. List all partners or major service providers and their role in the project.
4. Is this a new or ongoing project? If it is ongoing, what component is new or expanded?
5. Demonstrate the sustainability of your project. How will this project continue in the future?

IMPACT

6. How will this project meet the priorities of this funding program? Describe the impact this project will make in one or more of the following areas:

- Economic Impact
- Out-of-Province Investment
- Investment in BC Talent
- Innovation / Capacity / Sustainability
- Creative Output
- Diversity

Refer to the Guidelines for a description of these evaluation criteria.

7. 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
<p><i>Example:</i></p> <p><i>Present electronic artists in Vancouver</i></p>	<p><i>3-day electronic music festival</i></p>	<p><i>- 10 live performances</i></p> <p><i>- 3 networking events</i></p>	<p><i># of performances delivered</i></p> <p><i># of artists presented</i></p> <p><i># of attendees</i></p>

2B: PROJECT PLAN & SCHEDULE OF ACTIVITIES (Maximum 6 pages)

Please use the Budget & Schedule of Activities template for Category A

SAMPLE

SECTION 3:

CATEGORY B: BUSINESS DEVELOPMENT

Fill in this section if you are applying for Category B: Business Development. This funding is only available to BC-owned and controlled companies or Canadian not-for profit organizations with headquarters in BC.

Please review the guidelines to ensure you are eligible for Category B.

PROJECT SUMMARY: [Max 50 words]

Project start date: _____

Project end date: _____

Amount of funding requested: _____

Total budget of project: _____

3A: PROJECT WORK PLAN (Maximum 6 pages)

Please answer the following questions in a separate document:

1. Describe the project you are requesting funding for.
2. List key personnel involved in your project, outlining their relevant experience and capacity to deliver the project.
3. List all partners or major service providers and their role in the project.
4. Demonstrate the sustainability of your project. How will this project continue in the future?

IMPACT

5. How will this project meet the priorities of this funding program? Describe the impact this project will make in one or more of the following areas:

- Economic Impact
- Out-of-Province Investment
- Investment in BC Talent
- Innovation / Capacity / Sustainability
- Creative Output
- Diversity

Refer to the Guidelines for a description of these evaluation criteria.

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
<p><i>Example:</i></p> <p><i>Improve accounting systems</i></p>	<ul style="list-style-type: none"> - buy new accounting software - hire consultant to advise on new accounting practices - sign up for accounting course 	<ul style="list-style-type: none"> - new knowledge for staff - ability to measure activities - etc. 	<ul style="list-style-type: none"> - knowledge has made the following impact - new accounting software allows... - etc.

3B: BUDGET & SCHEDULE OF ACTIVITIES

Please use the Budget & Schedule of Activities template for Category B

SAMPLE

SECTION 4: 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 5: SUPPORTING DOCUMENTS

Partners listed in the application need to provide a letter confirming their involvement in the project. Please attach letters of support from other companies, organizations and individuals who want to voice their support for this project.

- Certificate of Incorporation or Business Registration Statement
- Live Music Ownership Declaration (Template provided)
- Company / Organization Financial Statements
- Confirmation of financing by funders
- Letters of Support (Optional)
- Additional documents such as promotional materials, sponsorship recognition levels, lists of artists booked, etc.

THANK YOU FOR APPLYING!