

# VANCOUVER MUSIC FUND

## INDUSTRY CATALYST PROGRAM

### TIP SHEET + FAQs 2021 - 2022

#### AS YOU WORK THROUGH THE APPLICATION:

- You can start and save your application at any time. You will receive a link to your email when you save. When you return to your application, the original link you received will continue to update your saved material.
- Once you submit your application, you will receive a confirmation email with a .pdf of your completed application form along with the attachments you submitted with your application.

#### INDUSTRY CATALYST APPLICATION:

Reference the [Industry Catalyst Scoring Sheet](#) as you respond to the questions.

The Industry Catalyst program supports projects that build the capacity of underrepresented groups in Vancouver's music ecosystem, by developing the skills, processes and resources of an underserved community in order to meet existing needs.

Use the provided [templates](#), and submit your project plan in a .doc or .pdf format. If you are using a .pages file, convert your file to a .pdf before uploading to the form. Please submit your budget in an xls or xlsx format, not in a .numbers file.

#### TYPES OF APPLICANTS

##### 1. Who can apply?

Applicants can apply as an individual, company or not-for-profit organization, and must be:

- Active in the music industry and in the City of Vancouver;
- In good standing (i.e. not in default) with Creative BC.

##### 2. Am I eligible for the Vancouver Music Fund if I live in the greater Vancouver area? For example, North Vancouver, etc?

To be able to apply, applicants must be active in Vancouver's music industry. This specifically means active and delivering activities within the City of Vancouver serving artists and music professionals in the City of Vancouver, and not North Vancouver, Burnaby, Surrey or other surrounding municipalities. In evaluating this, we will look at where the applicant, company or organization is located, the location of past activities, who the project is engaging and where/how the project is happening.

##### 3. Does the applicant need to identify as underrepresented?

No. The project must serve underrepresented groups, and the applicant does not need to belong to one of those groups. However, this program is intended to fund projects serving underrepresented groups. Projects must demonstrate meaningful engagement with the groups they intend to serve, which could be shown through partnerships, those hired to deliver the project or those benefiting from the project. Projects led by people from underrepresented groups may also be more competitive under the Equity, Diversity, and Inclusion category. Letters of support are critical for showing this community

engagement and validation. Applications will be evaluated by an industry panel representing the groups this program serves.

#### **4. I got a grant last year, am I eligible to reapply this year?**

Previous recipients of the Vancouver Music Fund may reapply. New applicants will be prioritized.

#### **5. Do we need a business number to apply?**

No. If applying as an individual, you will be asked to provide social insurance information at the contract stage if your grant is successful. This information is used to issue T4As to recipients during tax time. If applying as a business, you will need to provide your business number and business registration certificate, or certificate of incorporation. Not-for-profit organizations are required to provide their certificate of incorporation as well.

#### **6. I'm an artist working with a team of people from underrepresented groups. Can I apply?**

No, this program does not support artists, or projects that benefit one artists' career. To be eligible, projects must have broad impact and/or participation, and cannot predominantly benefit one artist, company or organization. Projects often funded include workshops, conferences, showcases, resources and community infrastructure.

### **TYPES OF PROJECTS**

#### **1. Can I submit an application for a live music series?**

Yes, however the intention of the program is to build the capacity of underrepresented groups, and not to fund concerts. You will need to show how this concert series builds capacity of one or more underserved groups, for example, by building the profile of a specific community of artists. Concerts that have been funded in the past often include a training or mentorship component. Also, this program will only support new and emerging presenters from underrepresented groups. Established presenters are not eligible and can apply through the [Amplify BC Live Music](#) program.

#### **2. What does capacity building mean?**

For this program, capacity building means developing the skills, processes and resources of an underserved community in order to meet existing needs. This definition is very broad, and can include whatever you think your community needs most.

#### **3. Can I submit an application for an in-person event?**

Yes, however it is required that you adhere to the current provincial safety regulations at all times. If gatherings are allowed, a COVID-19 safety plan is required. It is recommended that you have a back-up plan to deliver your project virtually or in another form just in case and include this in your application, to ensure that you are able to deliver your project in any circumstances.

### **OTHER FAQ's**

#### **1. What is the expense eligibility window?**

Eligible expenses must fall between March 3, 2021 and June 1, 2022. You can include expenses in your budget that already happened prior to applying, as long as they take place in this date range.

#### **2. How do I know if you got my application?**

Once you successfully submit your application, you will receive a confirmation email to the address you provided. This email will include a PDF copy of your submitted application, as well as a copy of the attachments you provided.

#### **3. Where can we find a list of previous recipients?**

Previous Vancouver Music Fund recipients are posted [here](#). You can also find profiles of past recipients [here](#).

### **FOR MORE INFORMATION**

The Industry Catalyst program projects that build the capacity of underrepresented groups in Vancouver's music ecosystem.

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

Brenda Grunau | Manager, Music Programs

Direct Line: 604-730-2251

Email: [brunau@creativebc.com](mailto:brunau@creativebc.com)

Book an appointment using [calendly](#)