

Building Your Grant Budget

Information Session

Amplify BC FY2022/23

We gratefully acknowledge the lands, languages and cultures of the **34 First Nations** that are Indigenous to what is now called British Columbia. The creative industries are fortunate to live and work on their unceded ancestral territories.



← Please explore Indigenous languages, arts and heritage on **The First Peoples' Map**, creative by First Peoples' Cultural Council in collaboration with First Nations communities and Indigenous artists, language champions, Elders, Knowledge Keepers and cultural workers.

Read the **Indigenous Screen Office Protocols** – resources and wise practices for working with Indigenous peoples, stories and communities. →



Ground Rules



Any request for clarity or information helps everyone in this process. All questions are welcomed.



During this presentation, we'll discuss best practices related to building your project budgets for Amplify BC grant programs. If you're curious about something you hear or see, feel free to drop your question into the chat box on your screen. Staff will also monitor and respond to the chat.



This presentation will cover a high-level discussion of grant budget best practices. More specific questions can be addressed via email or phone after the workshop.



Each of us are coming to this session with different perspectives. They're all valid!



Still have questions after this session? Send us an email!

About Creative BC



Book
Publishing



Interactive +
Digital Media



Magazine
Publishing



Motion
Picture



Music +
Sound Recording

Creative BC is an independent society created and supported by the Province to sustain and help grow British Columbia's creative industries: motion picture, interactive and digital media, music and sound recording, and magazine and book publishing. The society delivers a wide range of programs and services with a mandate to expand B.C.'s creative economy.

Your Creative BC Music Team



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What is Amplify BC?

Amplify BC is an annual fund of \$7.5 million from the Province of BC to support the recovery, activity and growth of BC's music industry.

These funds will be administered by Creative BC from 2021-2024.



Raincity / Photo by Timothy Nguyen

2022/23 Amplify BC Programs

+ partnerships with
Music BC and the First
Peoples' Cultural
Council

Music Industry Initiatives

Now closed; will
re-open in
April/May 2023.

Record in BC

Apply now!

Rolling intake until
November 30

Career Development

Now closed; will re-open
in Fall 2023.

Live Music

Now closed; will re-open
in Fall 2023.

Music Company

Apply now!

Deadline:
December 14

What brings you here today?



What brings you to this session today?

Are you an individual artist? A live music presenter? A music company? Someone or something else?

What do you wish you knew about building your grant budget for Amplify BC's grant programs?

What parts of the process are challenging? How can staff help?

What kind of expenses can go into a grant budget?



Artist fees for the Live Music: Presentation stream, or session players in Career Development.



Production expenses: rentals and insurance, as examples.



Travel and accommodation fees, within program limits.



Staff and contractor time associated with realizing a project.



Marketing and promotional expenses associated with your project.



Renting specialized equipment.



Ineligible: Operating and admin costs not specific to the project. This includes business registration and most grant writing fees.



Defining your 'project' for budget purposes



 Most grants are designed to fund either operating or project-based expenses.

 Most Amplify BC programs fund specific projects undertaken by applicants.

 A project is time-bound and has a dedicated budget with specific expenses that correlate to its activities.

 When planning a project for grant purposes, it's a good idea to ensure that its start and end dates align with those of the grant program. You want to ensure that your proposed activities are completed within the program's funding window.

 When you're putting a project budget together, remember to only include expenses and revenues specific to the project, and not to your overall operating budget.

What kind of revenues can support your expenses?



Public funding (i.e., Creative BC's support; operating or project grants from other public funders).



Private funding (i.e., sponsorships, individual donations, label investments, your own money).



Building Your Grant Budget: Revenues

Revenues refer to the sources of funding you plan to use to pay for your project.

Revenues can reflect a mix of public funding and private funding, along with your own contribution.

Most Amplify BC programs specify the maximum amount that they will contribute toward your project budget.

Your project revenues should completely cover all associated project expenses, and balance out your budget.



Building Your Grant Budget: Public Revenues

Public revenues refer to any income from a government granting body.

Examples for Amplify BC programs could include revenue from the Canada Council for the Arts, the Department of Canadian Heritage, a provincial arts council, BC Gaming, FACTOR, or a municipal government body (example: the City of Vancouver).

Most Amplify BC programs have a public funding stacking limit for their budgets. This refers to the ratio of public support you can show in your budget relative to other sources of income. For Indigenous applicants, this limit may not apply.



Building Your Grant Budget: Private Revenues



Private revenues refer to any income from a private (non-government) source.

Examples for Amplify BC programs could include a corporate sponsor, an individual donor, crowdfunding, a private foundation, an investment from a record label, or simply your own money.

Most Amplify BC programs require that at least a portion of your project budget comes from private sources.

Building Your Grant Budget: The Basics



When building your budget, it can often be useful to begin by creating a list of what you need, in an ideal world, to complete your proposed project. From there, cost out these items, and identify revenues to show how you will pay for these expenses.



Each cost related to the creation or production of your project should be listed as an expense. Examples can include engaging professional staff or consultants, acquiring specialized equipment, insurance, consumables, travel and housing costs, and artist fees.

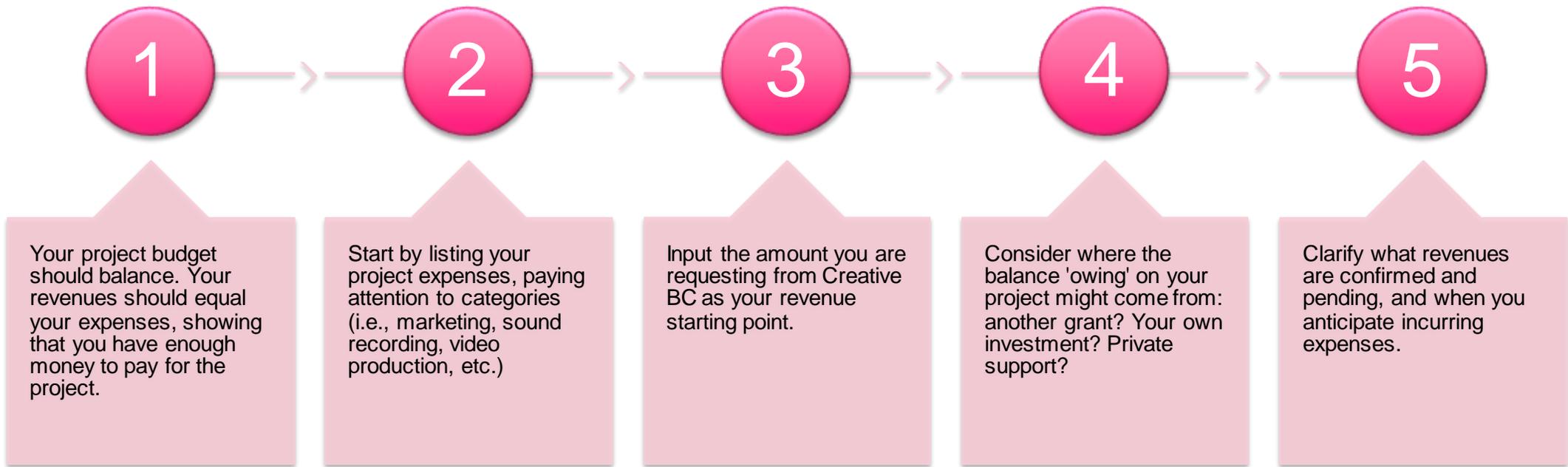


If you know an item's exact cost, be specific. If you're not sure, it's best to include your best guess. Quotes are helpful! (More on this later).



As you build your budget, pay attention to program guidelines regarding eligible vs. ineligible expenses, funding categories, and maximum-allowable rates (i.e., for travel and per diems).

Balancing Your Grant Budget: More Basics



Building Your Grant Budget: In-Kind Considerations



 In-kind revenues and expenses refer to items that have a monetary/fair market value, but that are being provided to you at no cost. In-Kind is only eligible through the Music Industry Initiatives program.



Examples include donated food and beverages, donated venue/rehearsal space, and donated professional fees for work performed on your project.

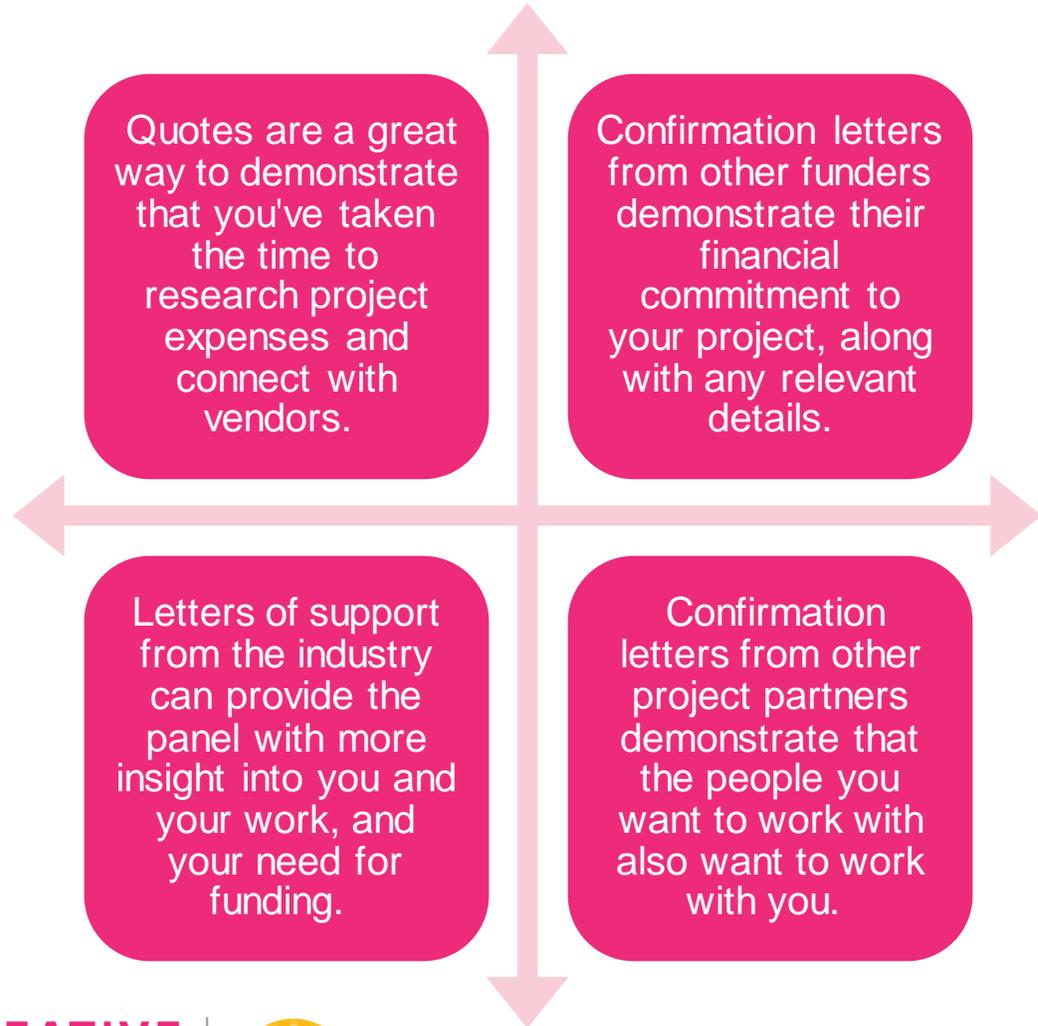


In-kind expenses should always be balanced out by a revenue item. For example, company X could show a \$500 in-kind expense for a rehearsal hall, but also reflect \$500 in-kind contribution from the space at no cost to the applicant.



Often, in-kind items of this nature are a great way to demonstrate community support for your project, and for you as an applicant or organization.

Building Your Grant Budget: Supporting Documents



Dear Members of the Jury,

I am absolutely delighted to work with [REDACTED] on creating a professional recording of [REDACTED] in the larger context of making a film about the piece. [REDACTED] commissioned [REDACTED] from me and premiered it to great acclaim at the Vancouver Playhouse as part of the final concert for the 2017 ISCM World New Music Days. Subsequently she and I collaborated in important ways in the development of the piece. Long conversations between us deepened our understanding of what we wanted to 'say' with this composition. Working with her, I was delighted by her willingness to push artistic boundaries in contemporary music and performance, to search for new sonic qualities and possibilities of the piano, and most importantly to develop her vocal expressiveness and acting skills, both of which are crucial ingredients in this composition.

[REDACTED] is a professional musician and performer through and through and has brought her unique musical energy and interpretative vision to the fore in all her [REDACTED] performances since the piece was completed in 2017. Each performance space has been different in size and acoustics and as a result demanded flexibility and adaptability from her as the performer. She always rose to the occasion and gave the piece new life in each of these venues. I trust therefore that she will have no problems meeting the challenges of developing [REDACTED] for a high quality sound recording and ultimately for the film.

From the beginning my collaboration with [REDACTED] has been inspiring to say the least. Throughout our work together I was struck by her high degree of professionalism, her positive engagement and unrelenting trust in the collaborative process.

I recommend [REDACTED] and this project very highly, without any reservations.

Sincerely,

Building Your Grant Budget: Self-Payments

The Career Development program allow for self-payments for artists.

These self-payments are meant to support and quantify time spent realizing the project (marketing, production, etc.)

For 2022/23, they're flat fees: \$3,000 for established artists, and \$1,500 for emerging artists, regardless of your total grant request.



Building Your Grant Budget: Self-Payments

The Music company program **does not** include regular staff salaries as an eligible expense

The Music Company program **does** allow for staff and owners to be paid for the work and hours that they contribute to the project as an eligible expense



Building Your Grant Budget: Timing and Planning

Each Amplify BC grant program has a specific date window during which expenses can be incurred.

Pay close attention to these windows in program guidelines when you're developing your budget.

For revenues: **confirmed** revenues are those you have already secured. **Pending** revenues are those that have yet to be secured.

If you're not entirely sure when you'll incur an expense, noting approximate dates is fine. If major changes occur, let us know.

Ensure that your budget shows all funding spent down by the required end date. Do not plan for extensions.



Building Your Grant Budget: Common Errors

Accuracy

Ensure that your project budget balances, and that all expenses are supported by revenues.

Clarity

Do not include ineligible expenses, or expenses that fall beyond the window of timing for the program.

Documents

Make sure to include supporting quotes and confirmation letters for key expenses.

Ratios

Make sure that you're not asking for more than maximum amounts from specific funders.

Consistency

Ensure your budget tells the same 'story' as your narrative. If a reviewer checks your budget first, will it make sense on its own?



"Is it just me or are these review panels getting a lot tougher?"

Sample Career Development Budget

- Eligible expenses include costs associated with music and sound recording, music video, and marketing activities.

- Creative BC can cover up to 75 percent of your total project budget for 2022/23.

- You must cover at least 25 percent of the project budget through personal or private means.

- Public funding cannot encompass more than 75 percent of the project budget (waived for Indigenous applicants).

- Expenses must fall between April 1, 2022, and December 1, 2023.

- Emerging artists can claim a \$1,500 self-payment; established artists can claim a \$3,000 self-payment (flat fees).

AMPLIFY BC

Instructions:
Please use this form to itemize all eligible expenses associated with your Career Development project.

- Review the eligible and ineligible expenses in the Career Development program guidelines.
- If you do not have Excel, you may also upload and edit this template to Google Sheets or iCloud, and export back to Excel to upload to your application.
- Use the template to list each specific expense for your project. Be as detailed as possible and use exact numbers.
- Add as many rows or sections as necessary, and delete any unused rows.
- Include links for the companies and musicians you want to hire when available.
- For all video requests aside from live performance videos, make sure you have also uploaded a video treatment to the application form.
- Please ensure you have completed [part B](#) the revenue and expenses sections and that you have listed enough revenue to pay for the project.
- If you have other funding, and your Creative BC request is less than 75% of your total budget, you will need to adjust the total funding requested manually.
- Use the call dropdown menus to categorize your expenses.
- Upload this form in .xls format to your application form. Do not convert to pdf or make your own template.

Applicant	Applicant Name or Company Name	Select Artist Category	Emerging
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Part A: Revenue

Public Funding: (Include all grants, confirmed or unconfirmed)				
Type of Revenue	Description	Source	Status	Public Funding
Creative BC Funding Request	Career Development Program	B.C.-based	Unconfirmed	\$ -
Other public grants?				
<i>(Insert new rows if required above this row)</i>				
TOTAL Public Revenue				\$ -
Private Investment (Company, artist, or label investment)				
Type of Revenue	Description	Source	Status	Budgeted Revenue
Applicant Name or Company Name	Personal Investment			\$ -
Other private grants?				
<i>(Insert new rows if required above this row)</i>				
TOTAL Private Revenue				\$ -
TOTAL REVENUE				\$ -

Part B: Expenses

Recording Expenses (production, mixing, mastering, travel, hotels, session musicians, album art, etc.)									
Type of Expense	Vendor, Description, and Rates	Vendor Websites	Start Date	End Date	Number of paid workers (0+)	Is the vendor based in B.C.?	Select Expense Category	Eligible Expenses	
1. Recording Studio	Example: Recording Studio Name: 7 studio days x \$500/day	www.example.ca	Oct-13-2022	Dec-1-2023	9	B.C.-based	Third-Party Expense	\$ -	
2. Other...									
<i>(Insert new rows if required above this row)</i>									
TOTAL Eligible Recording Expenses									\$ -
Video Expenses (director, producer, camera rentals, location rentals, filming permits, props, editing, actors, etc.)									
Type of Expense	Vendor, Description, and Rates	Vendor Websites	Start Date	End Date	Number of paid workers (0+)	Is the vendor based in B.C.?	Select Expense Category	Eligible Expenses	
Videographer								\$ -	
<i>(Insert new rows if required above this row)</i>									
TOTAL Eligible Video Expenses									\$ -
Marketing Expenses (photography, advertising, web design, radio campaigns, mailouts, promotional merchandises, bio writing, graphic design, etc.)									
Type of Expense	Vendor, Description, and Rates	Vendor Websites	Start Date	End Date	Number of paid workers (0+)	Is the vendor based in B.C.?	Select Expense Category	Eligible Expenses	
Publisher								\$ -	
<i>(Insert new rows if required above this row)</i>									
TOTAL Eligible Marketing Expenses									\$ -
Total Expenses									\$ -
[Revenue - Expenses]									This should equal zero, if not, go back and complete part A.
[Maximum Funding Request]									\$10,000 for emerging artists and \$30,000 for established artists
TOTAL FUNDING REQUESTED									75% of eligible expenses up to the maximum grant amount for the artist's funding category



Sample Record in BC Budget

Company Name:		<i>Company Name Here</i>			
Revenue					
Type of Revenue	Vendor & Description	Public or Private Funding	Budgeted Revenue		
<i>Creative BC</i>	<i>Career Development Program: Record in BC</i>	<i>Public</i>	\$ 20,425.00		
<i>Applicant Company</i>	<i>Company Investment</i>	<i>Private</i>	\$ 20,425.00		
TOTAL Revenue			\$ 40,850.00		
BC Recording Expenses					
Type of Expense	Vendor, Description, and Rates (Include hyperlinks to vendor websites when possible)	Activity Start Date	Activity End Date	BC Vendor (Yes/No)	Budgeted Eligible Expenses (Excluding GST)
1. Eligible Recording Studio	20 studio days x \$500/day	11/1/2019	11/20/2019	Y	\$ 10,000.00
2. Producer	\$2,000/song X 10 songs including mixing	11/1/2019	2/1/2020	Y	\$ 20,000.00
3. Mastering	\$80 x 10 song	2/1/2020	2/15/2020	Y	\$ 800.00
4. Flights	\$300 per person X 4 people	11/1/2019	11/20/2019	Y	\$ 5,000.00
5. Accomodations	\$250 x night X 20	11/1/2019	11/20/2019	Y	\$ 1,750.00
6. Per diems	\$30 x day x 4 people x 20 days	11/1/2019	11/20/2019	Y	\$ 2,400.00
7. Hard Drives	4 x \$100	11/1/2019	11/20/2019	Y	\$ 400.00
8. Rentals	Amps, strings and skins	11/1/2019	11/20/2010	Y	\$ 500.00
TOTAL Eligible Expenses					\$ 40,850.00
TOTAL FUNDING REQUESTED (up to 50% of budgeted eligible expenses)					\$ 20,425.00

Sample Live Music: Business Development Budget

- Eligible expenses include costs associated with business development activities that directly support the viability, capacity, and sustainability of live music events, producers, and presenters
- Creative BC can cover up to 75 percent of your total project budget for 2022/23, with a funding cap of \$75,000.
- You must cover at least 25 percent of the project budget through private or earned means.
- Public funding cannot encompass more than 75 percent of the project budget (waived for Indigenous applicants).
- Expenses must fall between January 1, 2023, and December 31, 2023.
- Presentation budget is directly in application
- Schedule of Activities should be filled out on the 2nd tab of the template

Public Funding				
Please list all revenue sources for this project				
Revenue Source	Description	BC Investor? (Y/N)	Confirmed? (Y/N)	Budgeted Revenue
Creative BC	Live Music Program	Y	N	
Ex: Province of B.C.	Fairs, Festivals, and Events Recovery Fund	Y	Y	
TOTAL Public Funding				\$ - \$
Private Investment				
Revenue Source	Description	BC Investor? (Y/N)	Confirmed? (Y/N)	Budgeted Revenue
Ex: Company Investment		Y	Y	
TOTAL Private Investment				\$ - \$
Earned Revenue				
Revenue Source	Description	BC Investor? (Y/N)	Confirmed? (Y/N)	Budgeted Revenue
Ex: Ticket Sales		Y	N	
Ex: Sponsorships				
TOTAL Earned Revenue				\$ - \$
Net REVENUE			\$ -	\$ -
EXPENSES				
Staffing				
Type of Expense	Vendor & Description	BC Vendor Y/N	Ineligible or In-Kind Expenses	Budgeted Eligible Expenses
Ex: New F.T Marketing position	Ex: 1 new F.T position, 35hrs/week for 1 year	Y		
Ex: Expanded Admin Assistant position	Ex: 1 expanded position, Extra 10 hrs/week \$20/hr for 1 year			
Ex: Benefits for New Staff	Ex: Pacific Blue Cross - Health & Dental			
TOTAL Staffing Expenses				\$ - \$
Capital Purchases/Equipment				
Type of Expense	Vendor & Description	BC Vendor Y/N	Ineligible or In-Kind Expenses	Budgeted Eligible Expenses
Ex: New sound system	Name and rate			
Ex: New lighting rig	Name and rate			

Sample Music Company Budget

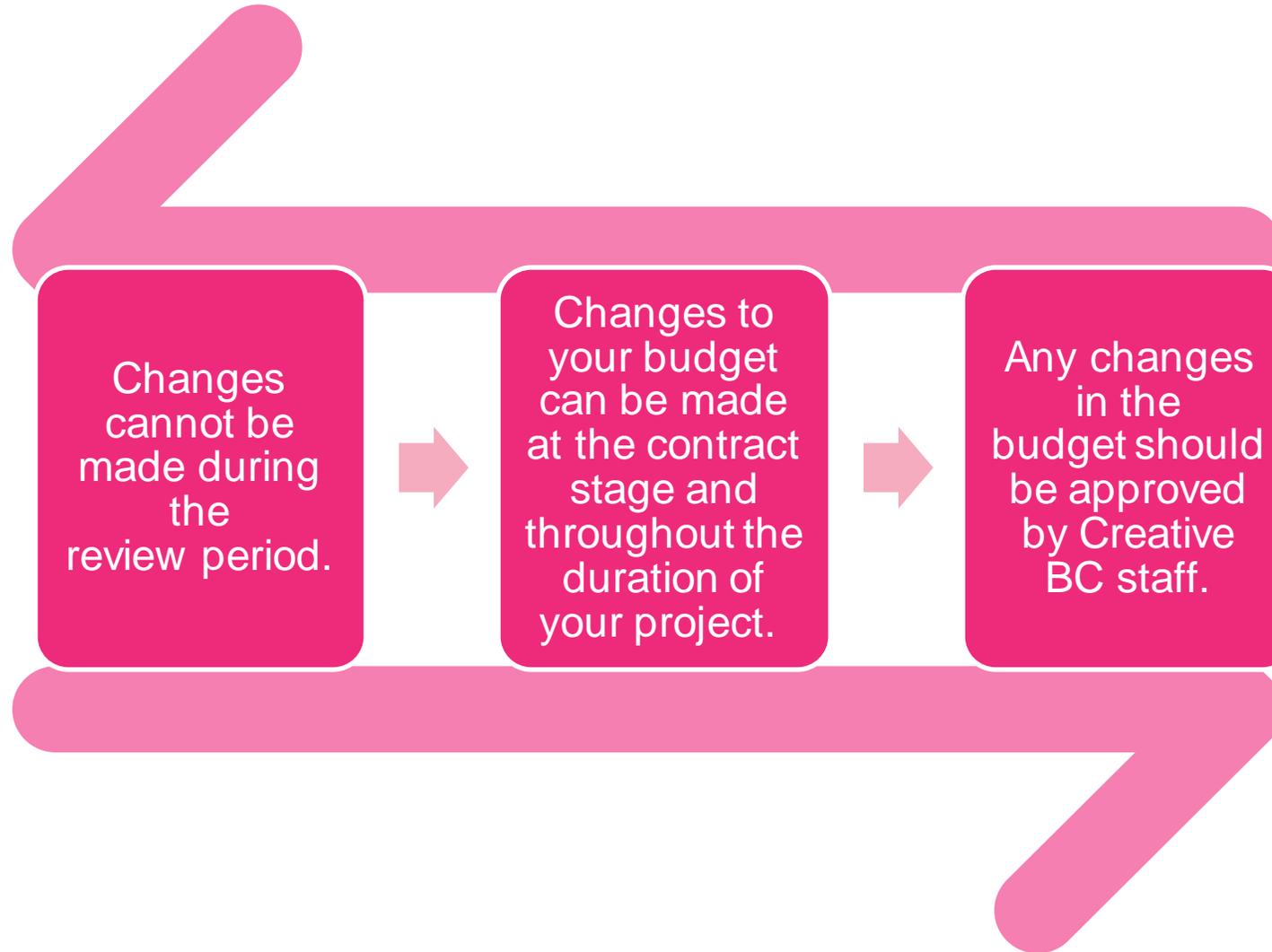
- Eligible expenses include costs associated with business development activities that directly support the sustainability and growth of companies active in B.C.'s music industry
- Creative BC can cover up to 50 percent of your total project budget for 2022/23, with a funding cap of \$60,000.
- You must cover at least 50 percent of the project budget through private or earned means.
- Public funding cannot encompass more than 75 percent of the project budget (waived for Indigenous applicants).
- Expense period for this intake is January 1, 2023 – June 30, 2024.
- Schedule of Activities should be filled out on the 2nd tab of the template

REVENUE				
Public Funding				
Description: Please list all revenue sources for this project.				
Revenue Source	Description	Confirmed? (Y/N)	Ineligible or In-Kind Contributions	Budgeted Revenue
Creative BC	Music Company Development Program	N		
Ex. FACTOR	Envelope Funding for Music Companies	Y		
TOTAL Public Funding				
Private Investment				
Revenue Source	Description	Confirmed? (Y/N)	Ineligible or In-Kind Contributions	Budgeted Revenue
Ex. Company Investment into Project		Y		
TOTAL Private Investment				
Earned Revenue				
Revenue Source	Description	Confirmed? (Y/N)	Ineligible	
Ex. Streaming Revenue		N		
Ex. Merchandise		Y		
Ex. Sponsorship		N		
TOTAL Earned Revenue				
Net REVENUE				
EXPENSES				
Staffing				
Type of Expense	Vendor & Description	BC Vendor? Y/N	Ineligible	
Ex. New FT Label Manager position	Ex. 1 new FT position: 35hrs/week for 1 year	Y		
Ex. Expanded Admin Assistant position	Ex. 1 expanded position: Extra 10 hrs/wk \$20/hr for 1 year	Y		
Ex. Re-hiring Laid-off Bookkeeper	Ex. 1 new PT position: 20hrs/week for 1 year	Y		
Ex. Benefits for New Staff	Ex. Pacific Blue Cross - Health & Dental	Y		
TOTAL Staffing Expenses				
Knowledge, Skill Building, Training, Policy Development				
Type of Expense	Vendor & Description	BC Vendor Y/N	Ineligible	
Ex. Online Marketing Course	Ex. BCIT - 4 month course	Y		
Ex. Equity, Diversity, and Inclusion Consultant	Ex. 4-part training session for all staff members	Y		
Ex. Social Media Workshop	Name and rate	Y		

creativebc		BRITISH COLUMBIA Supported by the Province of British Columbia	
AMPLIFY BC		Music Company Development Program	
Schedule of Activities			
Instructions: 1. Please use this template to outline the schedule of activities for your Music Company Development project.			
Company Name:	Company name here		
Project Start Date:	Date here		
Project End Date:	Date here		
Project Milestones		Date Completed	
9	Gather job details and write description	1-Feb-22	
10	Post position	15-Feb-22	
11	Hold interviews	15-Mar-22	
12	Draft offer letter	15-Apr-22	
13	New hire starts, training begins	1-May-22	
14	Complete Final Report for Creative BC	1-Jun-23	
15	Details	Date	
16			
17			
18			
19			
20			
21			
22			
23	* Please add additional cells as required		



Changes to your budget



Sample Evaluation Sheet: The Budget in Context

Applicant: _____ Artist: _____	TOTAL SCORE
Track Record of Artist: Does the artist have a track record of success and are they likely to build on this activity in the future? Will this artist help build the capacity of B.C. studios and recording professionals?	/ 40
Economic Impact: Does the project demonstrate a commitment to creating B.C. jobs and investing in the B.C. economy? Does the project include travel to B.C.? Will the completed recording be competitive in the marketplace?	/ 40
Label and Team: Are core members of the artist's team based in B.C.? Is the artist creating jobs for other BC musicians? Does the artist have the industry support to make this recording a success?	/ 30
Justice, Equity, Decolonization, Diversity, and Inclusion: Does this project support or expand the diversity of B.C.'s music industry? Is the program supporting a range of artists, producers and recording studios? Diversity can be demonstrated through regional activity, genre, activity, cultural, or gender representation, and other means.	/ 30
Budget: How realistic and achievable is the budget? What is the financial track record of the applicant? Did the budget include specific vendors and have vendor quotes to support the costs?	/ 20
TOTAL ASSESSMENT	/ 160

Final Helpful Budget Tips



Don't assume panelists know anything about you, your project, or your genre.



Review eligible and ineligible expenses and timelines carefully.



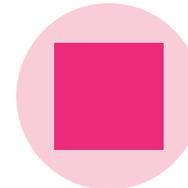
Ask a trusted colleague to review your budget before you submit.



Begin the process of seeking vendor quotes as soon as possible.



Connect with Creative BC staff 1:1 with any questions or concerns *before* you apply.



Check that formulas and math are correct!

Additional Resources

Looking for leads on local creatives to support your project?

Check out the Knowledge Hub:

<https://www.creativebc.com/community/initiatives/knowledge-hub/>

Past funding recipients and projects:

<https://knowledgehub.creativebc.com/s/funding-recipients>

Questions?



creativebc.com

[@creativebcs](https://twitter.com/creativebcs)



FIRST PEOPLES'
CULTURAL COUNCIL

The **First Peoples' Cultural Council** is a First Nations-run Crown Corporation with a mandate to support the revitalization of Indigenous languages, arts, culture and heritage in British Columbia.

Creative BC funding supports:

- Mentorship grants for industry professionals and recording engineers
- Grants for individual artists to support creation, recording, marketing, and touring
- Indigenous Music Retreat
- Indigifest

Visit fpcc.ca to sign up for the FPCC newsletter.



Music BC is dedicated to developing the spirit, growth and sustainability of the BC music community by supporting artists of all genres and music professionals throughout the industry.

Serves BC's music industry through:

- Advocacy
- Education
- Funding
- Networking opportunities
- Advocacy
- Providing essential information & resources
- Showcasing

Creative BC funding supports:

- ARC accelerator program
- Export trade initiatives
- How-To series
- Jumpstart Consulting/Foundations
- Let's Hear it! Live
- Music BC stages
- Touring & Business Travel Grants

Website: musicbc.org

Newsletter: musicbc.org/industry-news

Become a member:

musicbc.org/memberships/become-a-member

For more information

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