



Harvard Broadcasting Exposure Travel Grant Showcase and Conference Grant Application 2012 Guidelines and Application

Deadlines: May 1; September 1; December 1; March 1

PURPOSE

The purpose of the travel grant program is to support Alberta artists and music industry professionals in professional development by attending and enhancing their presence at professionally organized music industry conferences, showcases, and other related approved events.

FUNDING

Applicants may apply for up to **50% of approved expenses**. The **maximum amount** of funding available per application is **\$1000**. Contributions will be in the form of a grant. Depending upon the demand for funding, the jury may pro-rate the amount requested so all approved applicants receive partial funding.

Showcase and Conference applicants may only be awarded funding twice within the Alberta Music Industry Association's fiscal year. (April 1 – March 31)

ELIGIBILITY REQUIREMENTS

- The applicant must have a Full, Band or Company Alberta Music Industry Association membership. Associate and Student Members are not eligible to apply.
- Applicant(s) must be a resident of Alberta for a minimum of one year.
- The application form must be completed in full.
- The applicant must be attending an event from the list of approved events, (see page 3) or meet at least 2 of the following criteria:
 - applicant has been invited to showcase at a professionally organized event
 - applicant has commercially released a recording in the past 18 months or will be showcasing in support of an upcoming commercial release
- Applicant's release must contain 75% of original material

The following must accompany your submission (please check):

- Legible, signed and completed application form; *PLEASE FILL OUT THE ENTIRE FORM*
- Completed budget and dollar amount requested.
- Promotional materials including bio, photo, CD, press clippings, one sheet, letters of reference, etc.
- Marketing Plan including, but not limited to, a list of contacts at event, a list of pre-arranged meetings, promotional plans;
- If approved to showcase, proof of confirmation from the event organizers;
OR
Written interest and meeting schedule from record company, publisher, agent or manager
- Printed material regarding the event if it is not on the list of approved events
- If not approved to officially showcase at a professionally organized event
 - A detailed rationale for attendance;
 - Bios and letters of interest from interested parties and/or networking contacts (record company, manager, publisher, agent, etc.)
- Proof of residency must be submitted once a year (eg. Alberta Driver's License or Alberta Health Card)
- Name of payable person or organization, should the application be approved.



IF APPROVED

- Applicant will be notified within one week of jury evaluation.
- Please **identify who the cheque should be payable to.**
- Applicant will **receive 75%** of the approved funding amount **upon execution** of the contract, and the **remaining 25% upon submission of the final report.**
- Approved applicants must enter into a contract that specifies the terms of the grant.
- Applicant **must** include the Alberta Music logo and the Harvard logo on their website and all print material. These can be found on the Alberta Music website under the Funding/Grants page.

FINAL REPORT

All applicants must submit a final report no later than **90** days after the event in order to receive the final 25% of funding. Please keep a copy of the entire report including the final budget.

The report must include:

- Completed budget including the originally projected costs as well as the actual costs
- Copies of all receipts for all approved expenditures (food receipts do not have to be sent as the per diem receive as part of this grant off-sets that expense)
- General description of how the band/artist was received (if showcasing)
- General description of seminars attended, benefits to business and contacts made (if applicable)

Failure to submit the final report will make applicant ineligible for further funding from the Alberta Music Industry Association.

ADDITIONAL NOTES

A showcase is defined as a performance targeted primarily at music industry professionals in an effort to secure a recording contract, a distribution deal or to attract the interest of a booking agent or manager. The showcase may also be directed at, but not exclusive for promoters or press. Contests that result in compensation of any type (product, services, money, etc.) are not eligible for funding.

If the showcase occurs just prior to one of the grant deadlines applicants are encouraged to submit an application providing it is received prior to attending the event.

- Applications will be adjudicated by a jury based on criteria such as; Marketing plan, strength of team and other professional attributes (album release, professional affiliations, tour activity, etc.)
- **We strongly encourage applicants to maximize complementary funding through other sources. (FACTOR, AFA, etc.).**

DO NOT FAX APPLICATION



Approved Events (please check the one you are attending)

- NXNE: North by Northeast
- WCMA: Western Canadian Music Awards
- CAMA: Canadian Aboriginal Music Award
- SXSW: South by Southwest
- MIDEM: Music and Technology Forum
- CMW: Canadian Music Week
- Juno Weekend
- Halifax Pop Explosion
- CCMA: Canadian Country Music Awards
- OCFE: Ontario Council of Folk Festivals
- NAFA: North American Folk Alliance
- FAC: Folk Alliance Canada
- MusicExpo
- NewMusic West
- EMCA
- OTHER RECOGNIZED CONFERENCES

PART A: APPLICANT AND ARTIST INFORMATION

Band or Artist name: _____
 Contact Person: _____
 Address: _____
 City: _____ Province: _____ Postal Code: _____
 Telephone: _____ Email: _____
 Website: _____

Alberta Music Membership #: _____

Industry Function:	Producer _____	Label _____
	Manager _____	Songwriter _____
	Publisher _____	Performer _____
	Other _____	

Application submitted by _____ this _____ day of _____ 20____.

Signature: _____

PART B: TEAM INFORMATION

1. Artist: _____
2. Manager: _____
3. Agent: _____
4. Label: _____
5. Distributor: _____
6. Publisher: _____



PART C: SHOWCASE INFORMATION

- 1. Event Name: _____
- 2. Venue and City of Showcase: _____
- 3. Date of Showcase: _____
- 4. Will you be registering for the conference? _____ YES _____ NO
- 5. Recording that the showcase is supporting: _____
Please check: ___EP ___Full-length CD ___Demo
- 6. Release Date: _____

PART D: MARKETING PLAN

To receive funding through this program, it is imperative that a marketing plan is included in the application. The following can serve as a guide

- a. **Goals:** What are the goals related to attending this event?
- b. **Objective:** Please specify how goals will be achieved.
- c. **Contacts:** Whom are you meeting with? Who is coming to your showcase? (Bios and letters of interest are mandatory for applicants without an official showcase).
- d. **Team:** Who are the team members, what are their credentials, and how will they assist your presence at this event?
- e. **Advertising and Promotion:** Please describe your promotional materials, how you intend to distribute the materials, and any other promotional plans.
- f. **History:** What has been the outcome of your attendance at previous events like this?



PART E: BUDGET (Please fill this form out) Exposure contribution cannot exceed 50% of the total eligible budget. Please indicate your non-recoupable contributions from others:

Name	Confirmed \$	Pending \$
Record Companies: _____	_____	_____
Music Publishing: _____	_____	_____
Corporate Sponsors: _____	_____	_____
Promoters: _____	_____	_____
Government Funding: _____	_____	_____
Others: _____	_____	_____
TOTAL CONTRIBUTIONS FROM OTHERS:	_____	_____

(A) ADMINISTRATION & MARKETING/PROMOTIONAL EXPENSES

\$ _____ Mailing/Shipping
 \$ _____ Telephone Charges
 \$ _____ Design/Printing
 \$ _____ Advertising (print/radio/online)
 \$ _____ Other _____

A\$ _____ TOTAL ADMINISTRATION & MARKETING/PROMOTIONAL EXPENSES

(B) FEES/COMMISSIONS

Band Members:
 \$ _____ = _____ # members X \$ _____ fee per member X _____ # of performances
 (NOTE: all fees are limited to showcase days only)

Hired Musicians:
 \$ _____ = _____ # musicians X \$ _____ fee per musician X _____ # of performances

Crew:
 \$ _____ = _____ # person(s) X \$ _____ fee per person X _____ # of performances

Per Diems: \$ _____ = total amount of a or b
 a) _____ # person(s) X _____ # days X \$ 50 per person (Canada & USA) = \$ _____
 b) _____ # person(s) X _____ # days X \$ 60 per person (International) = \$ _____

\$ _____ Publicist Fee
 \$ _____ Management Commission
 \$ _____ Agent Commission
 \$ _____ Other _____

B\$ _____ TOTAL FEES/ COMMISSIONS



(C) MISCELLANEOUS SHOWCASE EXPENSES

If renting go to 1, if privately owned go to 2

** NOTE: Applicant cannot claim vehicle rental AND mileage.

1. Vehicle Rental Costs:

\$ _____ (rental, insurance, fuel total)

2. Privately Owned Vehicle:

\$ _____ = \$0.38 per km x _____ km (including gas, mileage and insurance)

\$ _____ Additional ground transportation costs (cabs, ferries, parking, tolls, etc.)

\$ _____ Musical Accessories and Repairs

\$ _____ Equipment Purchase (AB Music will recognize a max. 10% of total equipment purchase)

\$ _____ Bonds/Carnets

\$ _____ Insurance (Health, Travel, Equipment, etc.)

\$ _____ Travel/Airfare

\$ _____ Freight/Cargo

\$ _____ Accommodations

\$ _____ Other _____

C\$ _____ TOTAL MISCELLANEOUS SHOWCASE EXPENSES

\$ _____ TOTAL SHOWCASE EXPENSES (PARTS A+B+C)

\$ _____ TOTAL PERFORMANCE INCOME

\$ _____ TOTAL BUDGET (performance income minus expenses)

\$ _____ 50% OF TOTAL BUDGET



PART F: APPLICANT'S AGREEMENT

The applicant(s), by signing below, does hereby severally and jointly:

1. Agree to be bound by all approvals and disapprovals of Alberta Music in connection with this application for funding or in connection with any payment or allocation of funding.
2. Agree that they will not institute any claim or proceeding against Alberta Music (or its directors, officers or employees) by reason of any approval or disapproval of Alberta Music in connection with this application for funding or in connection with any payment or allocation of funding.
3. Agree that Alberta Music (and its directors, officers and employees) shall not be liable for any direct, indirect, consequential or incidental loss or damage arising out of such application or the payment or non-payment of such funding.
4. Agree that the applicants and their representatives, legal surrogates, parent companies, affiliates, subsidiaries and divisions assume the entire risk of loss and/or damage arising out of the application for funding, the approval or disapproval of such application and the payment or non-payment of such funding.
5. Address that their budget projections are based on fact and have been prepared with due regard to reality and moderation. Alberta Music reserves the right to withdraw all or part of the recommended funding if the actual budget is substantially different from the project budget or cannot be substantiated to the satisfaction of the Alberta Music Industry Association.
6. Warrant that if it does have contractual relationship with artists that the applicant has fulfilled, and will continue to fulfill, the required contractual obligations to the artists.

Applicant's Agreement: I hereby warrant that all the factual information submitted in this application is true and complete. I additionally warrant that all of the projected information submitted in this application is correct and accurate to the best of my knowledge.

Signature of Artist: _____

Name - Please Print: _____

Date: _____

Cheque must be made payable to a company or artist whose residence is in Alberta.

Please indicate clearly who the cheque should be made payable to:

If you have any questions regarding this application, please do not hesitate to contact our office at 780-428-3372 or 1-800-465-3117.

**PLEASE MAIL OR DROP-OFF APPLICATION TO:
Alberta Music
Western Supplies Building
#102, 10722-103 Avenue
Edmonton, AB T5J 5G7**