

Harvard Broadcasting Exposure Travel Grant Domestic and International Tour Support 2012 Guidelines and Application

**Deadlines: May 1; September 1; December 1; March 1
Applications Must Be Received in Our Office By the Deadline Dates**

PURPOSE

The purpose of the travel grant program is to support Alberta recording artists reach new and established audiences and to promote their sound recording products through touring.

FUNDING

Applicants may apply for up to 50% of approved expenses (travel, accommodation, promotion, etc). The maximum amount of funding per application is **\$3,000 for domestic tours** and **\$5,000 for international tours**. Contributions will be in the form of a grant. Depending upon the demand for funding, the jury may prorate the amount requested so all approved applicants receive partial funding.

Tour support applicants will only be awarded funding twice within the Alberta Music Industry Association's fiscal year. (April 1 – March 31)

ELIGIBILITY REQUIREMENTS

- In order to be recognized as a tour, the itinerary must consist of a minimum of **six confirmed tour dates in succession, none of which occur in the applicant's city of residence. The tour dates must be continuous without extensive breaks between performances.** A radio or television interview does count as a performance. Should a number of dates be spread over an extended period of time, or if the distance covered on the tour is not extensive, details will be required as to the reason(s) for these circumstances. The Jury will then determine the eligibility of the application.
- 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.
- **Grant applications must be received by the Alberta Music office prior to the start of the tour.**
- Applicant has commercially released a recording in the past 18 months, or is touring in support of an upcoming release.
- Applicant's release must contain 75% original material.
- Companies applying on behalf of artists must be Alberta-owned and operated, and must be registered as a business enterprise. They must be primarily involved in the management, production, marketing or distribution of Alberta sound-recording products.
- Applicants must satisfactorily demonstrate their financial ability to sustain the tour.

THE FOLLOWING MUST ACCOMPANY YOUR SUBMISSION (PLEASE CHECK):

- Legible, signed and completed application form. PLEASE FILL OUT THE ENTIRE FORM.
- Written confirmation** (e-mails will suffice) of planned tour dates, locations and fees in Canadian funds.
- Completed budget and dollar amount requested.
- Promotional materials including bio, photo, CD, press clippings, one sheet, letters of reference, etc.
- Marketing Plan for tour (eg. Publicity, Radio Promotion and Guerrilla/Street marketing).
- 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.
- 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.
- Applicants **must** include the Alberta Music logo and the Harvard logo on websites and all print material pertaining to the tour. These can be found on the Alberta Music website, on the Funding/Grants page.

FINAL REPORT

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

The final report must include:

- Completed budget including originally projected costs and the actual costs.
- Copies of all receipts for all approved expenditures (food receipts do not have to be included as the per diem received as part of this grant off-sets that expense).
- A signed receipt for wages and per diems received by each member of the touring party.
- Details of merchandise sales (if applicable).
- General description and results of how the tour was received.

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

ADDITIONAL NOTES

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

PART 4- DETAILED MARKETING PLAN

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

- Goals:** What are the goals related to this tour?
- Objectives:** Please specify how applicants plan to achieve their goals.
- Contacts:** Who has been contacted to attend shows (industry, key fans, stakeholders, etc.)? Have confirmations been received? Explain the fan base in the tour markets.
- Team:** Who are the team members, what are their credentials, and how will they assist artists' presence at this event?
- Advertising and Promotion:** Please describe the promotional plan and how it will be implemented.
- History:** Does the artist have any previous tour experience? What has been the outcome?

PART 5- BUDGET (PLEASE FILL OUT THIS FORM)

A. Pre-Tour Expenses	
A maximum of 15% of the total eligible budget may be claimed under Pre-Tour Expenses	
\$ _____	Phone/Fax
\$ _____	Mail/Courier
\$ _____	Travel Visas
\$ _____	Other _____
A\$ _____ TOTAL PRE -TOUR EXPENSES	
B. Fees/Commissions	
Band Members: \$ _____ = _____ # members X \$ _____ fee per member X _____ # of performances (NOTE: all fees are limited to event 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. Tour Expenses

PART 1 – VEHICLE EXPENSES

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

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

1. Vehicle Rental Costs:

a) \$_____ (rental, insurance, fuel total)

2. Privately Owned Vehicle:

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

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

\$_____ Other _____

\$_____ TOTAL VEHICLE EXPENSES

PART 2 - MERCHANDISE EXPENSES

**NOTE: Every unit of merchandise manufactured must be claimed as merchandise sold in revenue totals

CDs: \$_____ per unit cost x _____ # of units = \$_____

T-shirts: \$_____ per unit cost x _____ # of units = \$_____

Other: _____ \$_____ per unit cost x _____ # of units = \$_____

\$_____ TOTAL MERCHANDISE EXPENSES

PART 3 - MARKETING & PROMOTION EXPENSES

\$_____ Mailing/Shipping

\$_____ Telephone Charges

\$_____ Design/Printing

\$_____ Advertising (print/radio/online)

\$_____ Other _____

\$_____ TOTAL MARKETING & PROMOTION EXPENSES

PART 4 - MISCELLANEOUS TOUR EXPENSES

\$_____ Musical Accessories and Repairs

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

\$_____ Bonds/Carnets

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

\$_____ Travel/Airfare

\$_____ Freight/Cargo

\$_____ Accommodations

\$_____ TOTAL MISCELLANEOUS TOUR EXPENSES

C\$_____ TOTAL TOUR EXPENSES (PARTS 1+2+3+4)

BUDGET SUMMARY	
REVENUE (In Canadian Dollars Only)	
\$ _____	Gross Performance Income
\$ _____	Total Merchandise Income
\$ _____	Tour Advances (eg. Label, Publisher, Corporate, Personal Contribution)
\$ _____	Other Grant Revenue (FACTOR, AFA, Canada Council, etc.)
\$ _____	TOTAL REVENUE

TOTAL BUDGET EXPENSES	
\$ _____	Total (A) Pre-Tour Expenses
\$ _____	Total (B) Fees/Commissions
\$ _____	Total (C) Tour Expenses
\$ _____	TOTAL BUDGET EXPENSES

TOTAL ELIGIBLE BUDGET	
\$ _____	Total Budget Expenses
- \$ _____	Subtract Revenue Total
\$ _____	BALANCE (Cash Shortfall)

\$ _____	Grant Writer/ Consultant Fee If Applicable (Max. 15% of Budget Expenses Total)
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\$ _____	Total Eligible Budget (Budget Expenses Total + Grant Writer/Consultant Fee)
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\$ _____	50% of Total Eligible Budget
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\$ _____	TOTAL REQUEST FROM ALBERTA MUSIC
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****The total request from Alberta Music cannot exceed 50% of the TOTAL ELIGIBLE BUDGET to a maximum of \$3000 for domestic tour and \$5000 for international tours.**

****Copies of all receipts must be included in the Final Report for all approved expenses.**

****Please keep a copy of the budget for use in the final report.**



PART 6-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: _____

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

Cheque must be made payable to 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.