

RECORDING ARTIST TOUR SUPPORT PROGRAM COMPLETION REQUIREMENTS

Staff of Manitoba Film & Music will review all documentation submitted by Applicants to ensure the expected level of honesty and integrity is being maintained. Be advised that, regardless of the budget level, Manitoba Film & Music will review all invoices and proofs of payments filed in support of cost reports, which will include contacting suppliers/payees directly for verification of submitted invoices/costs.

Applicants attempting to defraud Manitoba Film & Music by filing false or misleading documentation shall be subject to denial of any future dealings with Manitoba Film & Music with themselves or related parties, and may be liable to being criminally prosecuted.

All cost reports are required in the following format. Any cost reports submitted against this format will be returned to the applicant and expected to be completed correctly and re-submitted.

All required forms are available on the **Manitoba Film & Music** website at www.mbfilmmusic.ca, as well as at our office: 410-93 Lombard Ave., Winnipeg, MB, R3B 3B1.

1. FINAL COST REPORT

Cost Report Form: Each expense must be itemized individually (i.e. each gas receipt must be written on its own line) on the Cost Report Form. Please use additional forms as necessary.

Invoices and Receipts: Each expense listed on the Cost Report Form must be substantiated by a valid invoice or receipt. These invoices/receipts must be given a number which corresponds to its line item on the Cost Report Form. Missing invoices/receipts will not be deemed eligible. Do not submit the original invoices/receipts because you must keep an original copy for yourself. **Please submit photocopies of all invoices/receipts only.** Please ensure that the date and amounts charged are legible on each invoice/receipt submitted. Illegible invoices/receipts will not be deemed eligible.

Invoices from Crew: Each member of the tour crew must submit an invoice that is detailed and clearly indicates the date(s) and the service(s) rendered. Eligible hired crew fees may include per diems, tour manager fees, agency fees, etc.

Proof of Payment: Each invoice/receipt must have a corresponding proof of payment. Manitoba Film & Music accepts only the following forms as satisfactory proof of payment:

- Copy of the FRONT AND BACK of a cancelled cheque or
- Copy of Credit Card Statement clearly indicating payee and amount disbursed or
- Copy of Bank Transfer/eTransfer showing confirmation that the transaction was processed or
- Copy of Money Order

For example, if an invoice/receipt was paid by cheque/credit/bank transfer/money order, we would need to see a copy of that proof. This is expected for each expense indicated on the Cost Report Form. Without an acceptable proof of payment, that expense will be removed from the cost report and not acknowledged in the total cost of the project.

Cash Payments: Up to \$150 per invoice/receipt may be paid in cash, providing they are accompanied by a verifiable receipt (e.g.: Holiday Inn, ESSO Gas Station, etc.). If this limit is exceeded, then only \$150 is eligible to be claimed for that invoice/receipt on the Cost Report Form.

Currency: All expenses listed on the Cost Report Form must be in Canadian dollars. Please include a note with your final report which indicates the conversion rate used for foreign currencies.

Administrative Fee: Manitoba Film & Music will recognize up to a maximum of 15% of the final accepted total costs of the project, or \$1500, whichever is lower, as the administrative fee.

Donated Services: Donated services made towards the project must be listed separately on the Cost Report Form. These services must have corresponding invoices to account for the amount of the investment made, as well as an indication on the invoice that the service was donated. Invoices for donated services must be signed and dated by the service provider. Donated services may not exceed 25% of the total final expenses after the administrative fee is calculated.

Artist Fees and Per Diems: These expenses are considered an allowance, and may be submitted for cost reporting purposes on a single invoice per musician (see: Artist Services Invoice). Artist fees and per diems may be paid in cash, and are exempt from the cash payment limit of \$150 per invoice. Invoices must be signed by each individual person claiming the per diems and artist fee. Allowable per diem rates are as follows:

Canada = \$45 per artist, per day
USA = \$60 per artist, per day
International = \$100 per artist, per day

The Artist Fee rate is \$300* per artist, per concert. These fees may be paid, donated, or a combination of the two, and it must be indicated on the invoice. Festival appearances are calculated as one (1) concert, regardless of number of performances.

*Manitoba Film & Music will permit an applicant to pay higher rates but will only allow the maximum of \$300 per show to be claimed as an eligible artist services day rate expense.

In-house Costs: In-house costs are not accepted as eligible expenses. Examples of in-house costs may include doing your own graphic design, self-management fees, self-booking fees, etc.

Final Total Expenses: The final total of the entire project is established by combining the amounts of all eligible expenses after GST/HST has been deducted, plus the administrative fee, plus donated services (if any).

Please note that for the Online Concerts Stream, only the accepted per-show fees are required to be listed on the Cost Report Form.

2. EMPLOYMENT REPORT (LIVE CONCERT TOURS and ONLINE CONCERTS)

One completed **Employment Report Form** is expected to be submitted as part of the completion requirements. All Manitoba-based individuals directly involved in the tour must be listed as well as their Position, Gender, Indigenous, and Francophone status, and the estimated number of days they worked on the project. This includes the applicant and all permanent members of the group. This information is strictly for Manitoba Film & Music's own statistical purposes, and will not be shared publicly.

3. LIVE CONCERTS TOUR FINAL COST REPORT SUMMARY

The Live Concerts Tour Final Cost Report Summary form will outline any changes in budget between the projected and actual budget.

4a. LIVE CONCERTS TOUR REPORT

Please submit a brief summary (tour report) of any revenue acquired during the tour detailing sales and audience penetration. This includes a written explanation for personnel changes, and discrepancies between the budget and final expense amounts.

4b. ONLINE CONCERTS REPORT

Please include a summary of the outcomes of the online concerts (increase in social media followers, increase in streams, etc.). The summary should also list the final online concert itinerary. Please also submit screen shots from each of the live events.

5. VERIFICATION OF FACTOR/OTHER FUNDING

The letter(s)/email(s) from other funding agencies showing the approved amount awarded to the project. Manitoba Film & Music's contribution, when combined with all other funding sources, cannot exceed 100% of the final expenses.

SOUND EMPLOYMENT REPORT

For this program, Manitoba Film & Music requests that you indicate your gender, cultural origin and language of communication below. Manitoba Film & Music uses this information internally for program planning, evaluation and policy development. This information will not be used to assess your application.

Completing this information is entirely voluntary. It will help Manitoba Film & Music identify whether its programs are reaching a diverse and wide range of clients as intended.

410-93 Lombard Ave
 Winnipeg, Manitoba R3B 3B1
 P: (204) 947.2040
 F: (204) 956.5261
 E: music@mbfilmmusic.ca
 www.mbfilmmusic.ca



DATE: _____

ALL INFORMATION VERIFIED TRUE AND CORRECT:

CONTRACT #: _____

 (APPLICANT SIGNATURE)

APPLICANT: _____

EMPLOYMENT REPORT FOR THE PERIOD OF _____ TO _____

NAME OF MANITOBA RESIDENT	POSITION	GENDER	FIRST NATION, METIS, OR INUIT DESCENT (Y/N)	FRANCOPHONE (Y/N)	CULTURAL MINORITY (Y/N)	# of Days of Employment
TOTALS:						



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TOURING FINAL COST REPORT SUMMARY
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	Projected Cash Expenditure	Actual Cash Expenditure
Vehicle/Trailer Rental	_____	_____
Gas/Mileage	_____	_____
Travel (Tolls, taxis, parking, etc)	_____	_____
Airfare	_____	_____
Ferry	_____	_____
Equipment Rentals	_____	_____
Accommodations	_____	_____
Crew Fees	_____	_____
Artist Fees	_____	_____
Per Diems	_____	_____
Management Fee	_____	_____
Agent/Booking Fee	_____	_____
Promo (Publicist, Posters, Handbills, etc)	_____	_____
Other:	_____	_____
	_____	_____

BUDGET SUB TOTAL:

Admin Fee:

(15% of subtotal up to a maximum of \$1500)

Donated Services

(25% of subtotal + admin fee)

TOTAL BUDGET:

TOTAL INCOME:

FACTOR/MUSICACTION:

**MANITOBA MUSIC EXPORT
SHOWCASE PROGRAM**

ARTIST SERVICES INVOICE

Each musician claiming artist fees and per diems must complete their own invoice.

APPLICANT'S INFORMATION

Applicant name: _____

MFM Contract #: _____ Applicant Phone #: _____

Email: _____

Applicant Signature: _____ Date: _____

SUPPLIER'S/HIRED MUSICIAN'S INFORMATION

Name: _____

Address: _____

Phone #: _____ Email: _____

Type of Service Provided: _____

Date(s) of Service Provided: _____ to: _____

ARTIST FEES (May be paid, donated, or a combination of both. For applications approved prior to April 1, 2020, the Artist Fee is limited to \$150 per person, per concert/studio day. For applications approved after April 1, 2020, the limit is \$300 per person, per concert/studio day. NOTE: Festival appearances count as 1 concert, regardless of number of performances. Artists can only claim 1 studio day, regardless of how many sessions occurred.)

Rate: \$ _____ Concert Studio Day

Total Number of Concerts or Studio Days: _____ Total Fees: \$ _____

Donated Service Amount: \$ _____ Paid Service Amount: \$ _____

Paid by: Cash Cheque Other (specify) _____

PER DIEMS (Cannot be donated. Limit per person, per day: Canada: \$45 / USA: \$60 / International: \$100)

Rate: \$ _____ x _____ days = Total \$ _____

Paid by: Cash Cheque Other (specify) _____

I certify that the information provided in this form is true and correct.

Supplier's signature: _____ Date: _____, 20_____

PERSONAL VEHICLE MILEAGE LOG

(Use this form ONLY if not claiming gas receipts)

Applicant: _____

Artist: _____

MFM Project #: _____

Vehicle Owner: _____

Vehicle Make/Model: _____

MILEAGE INFORMATION:

Departure Date: _____ **Return Date:** _____

Odometer Reading at Departure: _____ **Odometer Reading at Return:** _____

Distance Traveled in KM: _____ **x \$0.58 = Total \$ Claimed:** _____

I verify that the above information is true and correct.

Signature: _____

Date: _____

