

## RECORD PRODUCT MARKETING 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.**

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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](http://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.

**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.

**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).

## **2. FINAL COST REPORT VARIANCE SUMMARY**

One completed **Final Cost Report Variance Summary Form** is expected to be submitted as part of the completion requirements for this project. This form will outline all projected expenditures listed in the original submitted budget along with the actual expenditures submitted with the final cost reporting. This includes a written explanation for personnel changes, and discrepancies between the budget and final expense amounts.

## **3. EMPLOYMENT REPORT**

One completed **Employment Report form** is expected to be submitted as part of the completion requirements. All individuals directly involved in the production of the project 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 our own statistical purposes.

## **4. COPIES OF COMPLETED PROMOTIONAL MATERIAL WITH MANITOBA FILM & MUSIC LOGO**

Samples of all marketing materials (print ads, hand bills, posters, radio tracking reports, etc.) **with Manitoba Film & Music's logo** must be included with your final cost report. Reports submitted without proof of corresponding marketing materials may not be accepted as approved costs. Please email [music@mbfilmmusic.ca](mailto:music@mbfilmmusic.ca) for a copy of the logo.

## **5. PROMO TOUR REPORT (if applicable)**

Please submit the completed itinerary for the promo tour, as well as a summary of the tour's success, and any changes that occurred. This includes a written explanation for personnel changes, tour date changes, and discrepancies between the budget and final expense amounts.

## **6. 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 combined with all other funding sources cannot exceed 100% of the final expenses.

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# 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
<b>TOTALS:</b>						



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**MARKETING SUPPORT FINAL COST REPORT SUMMARY**

	Projected Cash Expenditure	Actual Cash Expenditure
Press Kit	_____	_____
Postage	_____	_____
Posters	_____	_____
Courier Expenses	_____	_____
Online Ads	_____	_____
Printing Costs	_____	_____
Publicist	_____	_____
Radio Tracker	_____	_____
Print Ads	_____	_____
Radio/TV Ads	_____	_____
Website Development	_____	_____
Website Maintenance	_____	_____
Other:		
_____	_____	_____
_____	_____	_____
_____	_____	_____
<b>BUDGET SUB TOTAL:</b>	_____	_____
<b>Admin Fee</b> (1.5% of subtotal up to a max of \$1500):	_____	_____
<b>Donated Services</b> (25% of subtotal + admin fee):	_____	_____
<b>TOTAL BUDGET:</b>	_____	_____
<b>FACTOR/MUSICACTION:</b>	_____	_____