

Department of Culture, Tourism and Healthy Living

**MUSIC INDUSTRY DEVELOPMENT PROGRAM (MID)
APPLICATION FORM**

PART A - APPLICANT INFORMATION

Name of Company/Artist: _____

Trade name (if different than above): _____

Industry Function: Record Company Self-Produced Artist

Legal form of Business: Sole Proprietorship Partnership Incorporated

Year of incorporation: _____ Registration #: _____

Company Principal Activities: _____

Years of experience as a maker of sound recordings (ownership of master recordings) or record company (right to use master): _____

Names of Associated NB Artists	Place of Residence

Fiscal Year End: _____

Address: _____

Municipality: _____ (N.B.) Postal code: _____

Name of Official Contact Person: _____

Title/Position: _____

Telephone (daytime): _____ Fax: _____

E-mail: _____

Website: _____

Preferred Payment Method: Cheque Direct Deposit (see section 8 of the guidelines for details)

PART B – PROJECT PROPOSAL

Application is for (check all that apply): Album Production Promotion and Marketing

Project Title: _____

E.g. Production and promotion of album titled "album title"

Project Start and End Date (YYYY/MM): (____/____) (YYYY/MM): (____/____)

Grant requested
(As determined in Excel Budget Worksheet)

Year 1: \$ _____ Year 2: \$ _____
(if applicable)

PART C – ARTIST INFORMATION

Career level: Emerging Artist Established Artist

Number of albums produced by artist: _____

Artist's career sales: _____ albums sold.

Last album's name: _____

Sales of artist's last album: \$ _____ Copies sold: _____

Last album's release date: _____

Number of artist's albums funded with N.B. public funds: _____

Note: Please supply the following information in the spaces provided. Attach additional sheets if required referencing the question number.

- 1- Provide a brief (300 words max.) artist biography outlining key achievements and past performance activities such as showcases, opening acts, tours, etc...

PART D – SOUND RECORDING DETAILED INFORMATION

- 2- If your project includes the production of an album (recording), describe the new recording including the working title. E.g. Choice of works, recording team, production conditions. **Note: The recording must be completed no later than March 31st of the fiscal year in which the funding was received.**

- 3- Please provide details relative to the production of the album (recording) where applicable.

General Information	
Musical category	
Sound recording content	<input type="checkbox"/> more than 50% new <input type="checkbox"/> 100% new
Sound recording title	
Number of tracks	
Duration of sound recording	
Expected release date	
Distributor	
Record company (label)	
Recording studio	
Foreign distributor	
Foreign record company	
Foreign expected release date	
Target market(s)	
Radio promotion team	
Press relations team	
Marketing team	
Publisher of works	
Artist's manager (backed by contract)	
Concert promoter (backed by contract)	
Booking agent	
Administrative management of project (backed by contract)	

PART D – SOUND RECORDING DETAILED INFORMATION (CONT'D)

Technical Information	
Producer(s)	
Arranger(s)	
Engineers(s)	
Expected start date of recording	
Estimated Pre-production costs	\$
Recording studio 1	
Estimated Total cost	\$
Name of owners	
Address,municipality, postal code	
Telephone/fax	
Recording studio 2 (if applicable)	
Estimated total cost	\$
Name of owners	
Address,municipality, postal code	
Telephone/fax	
Mixing studio	
Estimated total cost	\$
Name of owners	
Address,municipality, postal code	
Telephone/fax	
Mastering studio	
Estimated total cost	\$
Name of owners	
Address,municipality, postal code	
Telephone/fax	
Name of performers <i>(indicate if from New Brunswick)</i>	<input type="checkbox"/> NB? _____ <input type="checkbox"/> NB? _____ <input type="checkbox"/> NB? _____ <input type="checkbox"/> NB? _____
Name of hired musicians <i>(indicate if from New Brunswick)</i>	<input type="checkbox"/> NB? _____ <input type="checkbox"/> NB? _____ <input type="checkbox"/> NB? _____ <input type="checkbox"/> NB? _____ <input type="checkbox"/> NB? _____ <input type="checkbox"/> NB? _____
Name of hired singers <i>(indicate if from New Brunswick)</i>	<input type="checkbox"/> NB? _____ <input type="checkbox"/> NB? _____ <input type="checkbox"/> NB? _____ <input type="checkbox"/> NB? _____

PART E – PROJECT DETAILS

- 4- Please summarize the main goal(s) and objective(s) of the project in terms of the program objectives and target outcomes as outlined in Sections 1 & 2 of the Program Guidelines.

- 5- Please list the deliverables of the project that will support the sound recording for which funding is requested. Examples: Album, live shows, tours, online sales, merchandise, publishing, etc...

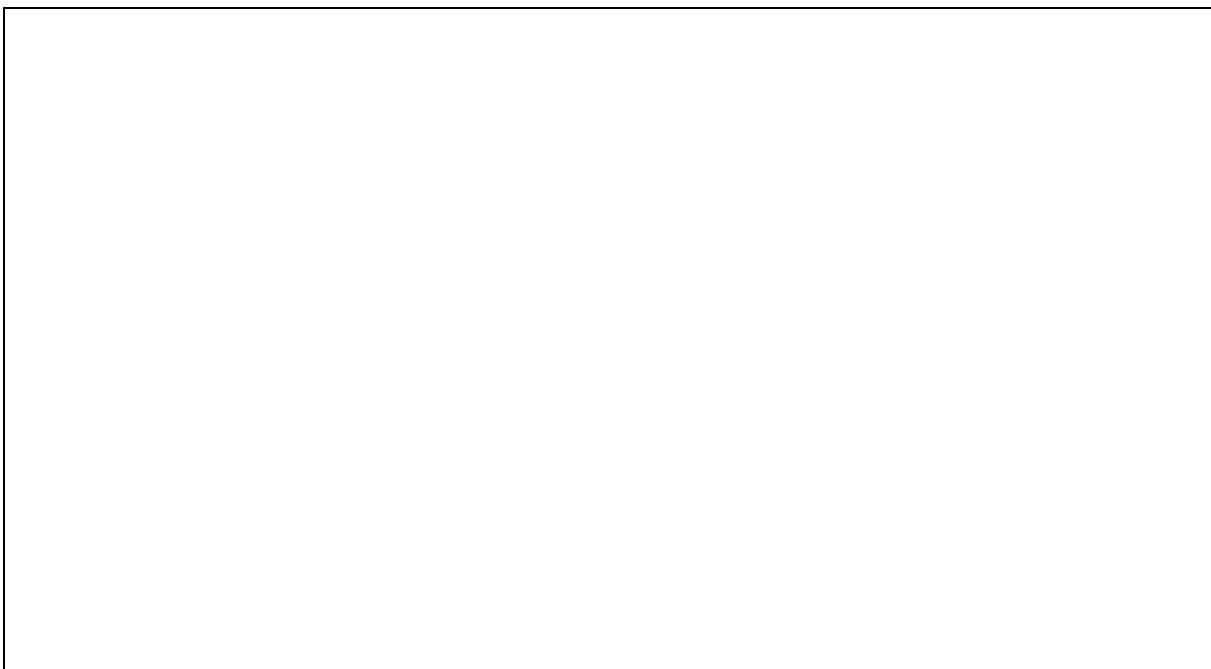
- 6- Does this project have any unique and innovative features? How does this project contribute to the development of the music industry as a whole?

PART E – PROJECT DETAILS (CONT'D)

7- Please explain how the project will contribute to the advancement of the artist's career and/or company's development.



8- Please highlight any current and/or potential challenges in completing the project and describe how you propose to overcome these.



PART F – WORKPLAN

This section requires that you provide a workplan which will describe the activities that you will carry out over the course of the project to implement the strategy which you described in **PART E** of the application. It also includes the results you expect to accomplish during the phase(s) of your project and how you will measure the results.

Note: Workplan templates for each of the Album Recording and the Promotion and Marketing components are provided at the end of this form. It is also suggested that this form be used at reporting time to provide updates to your project.

PART G – AUDIO SUPPORT INFORMATION

This section will collect details on the demo tracks provided in MP3 format as well as any changes anticipated in the final recording as compared to the provided demo.

This section will also collect publishing details as well as the detailed budget (see separate Excel spreadsheet).

Track 1: Lyrics (New work?) [] Yes [] No - Music (New work?) [] Yes [] No

Song Title & Length(mm:ss):	
Lyricist(s):	
Composer(s):	
Lyrics:	

Track 2: Lyrics (New work?) [] Yes [] No - Music (New work?) [] Yes [] No

Song Title & Length(mm:ss):	
Lyricist(s):	
Composer(s):	
Lyrics:	

Track 3: Lyrics (New work?) [] Yes [] No - Music (New work?) [] Yes [] No

Song Title & Length(mm:ss):	
Lyricist(s):	
Composer(s):	
Lyrics:	

PART G – AUDIO SUPPORT INFORMATION (CONT'D)

- 9- Please explain any changes to be made to the final recording as compared to the demo submitted. **Note:** It is imperative that the answer to this question be well articulated as this component does not fund recording of demos. Please see the *Emerging Artist Component Guidelines* for more information.

Publishing Details

- 10-Please fill out the Publishing Details Table provided at the end of this form.

Financial Information

- 11- Please fill out the “Budget – Application” tab of the Excel Budget Form which can be downloaded separately from our website and attached to your application.

PART H – PROMOTION AND MARKETING (WHERE APPLICABLE)

- 12-Please describe your sound recording’s market strategy. Example: how will you create a relationship and a demand with your target audience; where is your audience, how will you reach them.

13- Please provide a brief synopsis on your expected touring component, including intended markets, booking agent who will be aiding in booking the tour, the publicist who will be marketing the performances and/or the name of any promoter outside of the applicant. Provide the number of anticipated performances, type (live show, showcase, or opening act), name and contact of presenter or venue as well as expected dates, locations, revenue and expenses for each. Add additional sheets if required referring to question 13.

PART I – STATEMENT AND DECLARATION OF APPLICANT

1 - Conditions relating to the application:

The Applicant confirms that:

- a) *he has sufficient funds to complete the project and;*
- b) *agrees to save harmless the Department from any expenses, professional fees, loss, or damage arising directly or indirectly from any claim, action, or cause of action resulting from the present application.*

2 - Conditions relating to the applicant eligibility:

The Applicant states that:

- a) *He is a music industry entrepreneur who acts as a maker of a sound recording or a record company;*
- b) *He operates as a Canadian company held and controlled by New Brunswick residents.*
- c) *He holds the rights to use or own the master of the eligible sound recording for which funding is being requested;*
- d) *He has contracts with the artist relating to production of the album (exclusive sound recording contract, co-production, licence, artist manager) (if applicable) and its distribution, if the artist is not the applicant.*
- e) *If it is a **private company** in New Brunswick,*
 - i. *it is incorporated federally or in New Brunswick;*
 - ii. *its head office and principal place of business are in New Brunswick and;*
 - iii. *a majority of the voting shares are beneficially owned by New Brunswick residents.*
- f) *If it is a **partnership or a sole proprietorship** in New Brunswick,*
 - i. *it is registered in New Brunswick;*
 - ii. *its head office and principal place of business are in New Brunswick and;*
 - iii. *a majority of those exercising voting control are New Brunswick residents.*

3 - Conditions relating to the recording artist eligibility

The Applicant states that:

- a) *the artist has or will have more than 50% of its members who are New Brunswick resident and who are Canadians or landed immigrants and;*
- b) *the artist receives or will receive artist royalties on the recording for which funding is requested.*

4 - Conditions relating to the sound recording eligibility for which funding is being requested

The Applicant states that:

- a) *If it is an existing sound recording, the recording has been released no more than twelve (12) months prior to the beginning of the funding period which starts on April 1st in the year in which funding is being requested;*
- b) *the recording is or will be commercial music;*
- c) *the recording is or will be clearly and publicly attributed to the artist;*
- d) *the recording has or will have at least 8 tracks or at least 30 minutes of recorded musical content;*
- e) *a minimum of 50% of the tracks on the master are new, i.e., works that have never been recorded in marketed format (except in the case of classical, traditional, traditional jazz/blues, and world music);*
- f) *an ISRC code will be assigned to each track on the master;*
- g) *the recording is or will be professionally designed and ready for the retail market, more specifically with a bar code;*
- h) *reproduction licences from rights holders authorizing use of the works reproduced on the master have been obtained from CMRRA and/or SODRAC;*
- i) *the works for each track have been or will be registered with SOCAN;*
- j) *legal deposit requirements will be met;*
- k) *the content is or will be available in digital format;*

- l) **Music and lyrics:** At least 50% of the music and lyrics on the master are or will be the work of New Brunswickers, except in the case of classical, traditional, traditional jazz/blues, and world music);
- m) **Artist-performer:** All of the tracks on the master are or will be performed by an eligible artist;
- n) **Production:** at least 50% of the tracks on the master have been or will be recorded and mixed in Canada;
- o) the financial assistance received from the New Brunswick government under the MID Program will be recognized in accordance with the conditions relating to the allocation of the grant. Most current provincial logos can be downloaded [HERE](#);
- p) the artist will make every effort to utilise professional services from within New-Brunswick (where practical and applicable).

5 - Warranties and Agreements:

The Applicant states that:

- a) He is not in default with the Department (interim and final reports have been filed by the due date);
- b) He is not in default of payment;
- c) He is not eligible for financial assistance programs in other provinces;
- d) has carefully read the eligibility requirements relating to the component(s) for which funding is being requested as defined in the MID Program's Guidelines;
- e) the information given in this application for funding assistance is, to his knowledge, true, accurate and complete in every respect;
- f) the provisions of the application are true and reasonable;
- g) agrees to provide all requested information as well as any other supporting documents needed to evaluate this application and;
- h) understands that the application may be disqualified if it is incomplete;
- i) recognizes that applications are approved subject to availability of funds;
- j) and will accept the Department of Culture, Tourism and Healthy Living's decision.

Name: _____ Position/Title: _____

Signature: _____ Date: _____

PLEASE SEND THIS COMPLETED FORM AND OTHER MATERIALS TO:

**Arts Development Branch
 Department of Culture, Tourism and Healthy Living
 250 King Street
 Fredericton, N.B.
 E3B 9M9**

Note: Please send **five (5)** copies of this form postmarked by March 31st by courier or regular mail. Also, please include a **CD** or **USB flash drive** containing **three sample tracks** in **MP3** format matching the Audio Information entered in **Part G** of this form and for which funding is being requested. Also include electronic copies of **this application form** and **Excel budget spreadsheet** on the **CD** or **USB Flash drive**.

PART J – REQUIRED ATTACHMENTS CHECKLIST

The following information is mandatory and must accompany each application submitted to the MID Program except for the information in **Part 1** which is only required for **first time Applicants**.

The onus is on the Applicant to contact the Department and update the applicable information as necessary.

The Department will not process applications without this mandatory information.

CHECK LIST	Encl.	Verified (Office Use)
1 - Documents relating to the company:		
Financial Statements of the Company and related companies within 12 months prior the application deadline. (For non-represented artists, provide proof of having filed income taxes in N.B. in the last twelve months)	[]	[]
Proof of ownership of the copyright in the master or the rights to use the master	[]	[]
Proof of sufficient funds to complete the project	[]	[]
If it is an incorporated business (partnership, sole proprietorship, corporation):		
a) Copy of registration papers	[]	[]
b) List of the Owner/Partners of the Registered Business (Last Name, Name and full Address)	[]	[]
2 - Documents relating to the project:		
Five paper copies of the Application Form as well as an electronic version of the Application Form, Excel Budget spreadsheet and the three sample tracks in MP3 format, on CD or flash drive	[]	[]
If the artist is not the Applicant, include contracts with the artist relating to the production of the album and its distribution. These documents must also specify arrangements made with regard to royalties	[]	[]
Current press clippings and reviews on the artist (max. 3 pages)	[]	[]
When using the services of professionals (Project Manager, Graphic Designer, Radio Trackers, Press relations Team, Marketing Team, Concert Promoter, Booking Agent, etc):		
a) Professional Service Supplier (Name, Address, Telephone)	[]	[]
b) Detailed contract or quote	[]	[]
If the project includes the making of a sound recording:		
a) Producer's Biography and Credits (Year released, Artist, Title, Label, Units Sold, Engineered or Produced)	[]	[]
b) Letter of intent and availability of the proposed producer	[]	[]
If the project is applying to the Marketing and Promotion Component:		
a) One copy of the finished album with bar code	[]	[]
b) Three works of the tracks listed in your recording in MP3 format on CD or flash drive. It must be labelled as per the following: Applicant, Artist, Song number, Song title	[]	[]
c) Declaration of Works to SOCAN for each title on the album	[]	[]
d) Mechanical reproduction licences from right holders (if applicable) (CMRRA or SODRAC)	[]	[]
e) Proof of legal deposit	[]	[]

**Project Work Plan
Album Production**

Note: See Appendix B in the Program Guidelines for tips on how to complete this table. *Please use this form at project reporting time to inform us of your progress and project status.*

Goals and Objectives (What do you want to accomplish and why?)	Activity (How will you accomplish it?)	Deadline (Month/Year)	Duration (timeframe)	Person Responsible	Anticipated Results

**Project Work Plan
Promotion and Marketing**

Note: See Appendix B in the Program Guidelines for tips on how to complete this table. *Please use this form at project reporting time to inform us of your progress and project status.*

Goals and Objectives (What do you want to accomplish and why?)	Activity (How will you accomplish it?)	Deadline (Month/Year)	Duration (timeframe)	Person Responsible	Anticipated Results

**Publishing Details
Album Production**

Track #	Track Title	Lyricist (Lastname/firstname)	Composer (Lastname/firstname)	Production Studio (Name,Location)
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				

Note: Please ensure that you acquire the required ISRC codes or mechanical reproduction licences as the case may be.