

Department of Culture, Tourism and Healthy Living

BUSINESS AND PROFESSIONAL DEVELOPMENT COMPONENT FOR MUSIC INDUSTRY PROFESSIONALS GUIDELINES

The *Business and Professional Development Component for Music Industry Professionals* will support activities that will enable established music industry professionals to seek networking and professional training opportunities.

1. OBJECTIVE

To increase networking opportunities for New Brunswick music industry professionals and to support their acquisition of skills that will benefit them and the industry as a whole.

2. APPLICANT ELIGIBILITY

Must be an established music industry entrepreneur or artist based and operating in New Brunswick. Presenters such as festivals and arts organizations are not eligible.

3. ACTIVITY REQUIREMENT

The Applicant must demonstrate that the activity (workshop, seminar, conference or event) and related networking will enhance professional skills and provide opportunities to better serve their career development and the music sector in general.

4. FINANCIAL CONTRIBUTION AND LEVEL OF FUNDING

For activities occurring within the Province, there is a grant of 50% of eligible expenses up to \$200.

For activities occurring in Nova Scotia and PEI, there is a grant of 50% of eligible expenses up to \$500.

For all other regions:

Financial contributions will be in the form of a grant of up to **50%** of eligible costs, up to a maximum of \$1,500 per year. Applicants may only submit **one** grant application per year.

5. ELIGIBLE COSTS:

- 50% of registration/enrolment fees (if applicable). **Receipts required.**
- A per diem of \$40. per day. **No receipts required, however proof of length of stay may be required.**
- 50% of accommodation expenses to a maximum of \$70 per night. **Receipts required;**

OR

- Billeting allowance of \$25 per day. **No receipt required.**
- 50% of return economy public transportation (airfare, train, taxi or bus, **receipts**

required), **OR** 39¢ per km for driving trips that will not exceed the equivalent of 50% of economy airfare (including parking, tolls **receipts required**).

- 50% of the cost to ship instruments/equipment. **Receipt required.**

6. HOW TO APPLY

Complete and sign the application form and include the following documentation:

- A copy of the letter of confirmation of enrolment from the event organizer indicating the purpose of the workshop, seminar, conference or event;
- Profile of the Applicant (biography, including a list of achievements in the music sector);
- Any additional information on the event as provided by the organizer.

7. EVALUATION CRITERIA

Applications will be reviewed by the Arts Development Branch of the Department of Wellness, Culture and Sport, based on the following criteria:

- Importance of the proposed workshop, seminar, conference or event to the professional development of the Applicant;
- Applicant's ability to raise complementary funds towards the project;
- Presentation of application.

8. DEADLINE DATE

Applications will be considered from April 1st to March 15th of the current fiscal year or until the budget is depleted.

9. REPORTING REQUIREMENTS

Within 30 days following the event, please provide a brief, one page report outlining a summary of the activities undertaken and the benefits acquired from your participation.

A copy of all receipts must be provided along with the report.

10. NOTE

In the case of disagreement concerning the interpretation of policies and programs, the Department of Wellness, Culture and Sport reserves the right to final interpretation of the intent and implementation of a program.

11. FOR FURTHER INFORMATION

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