



## ALBERTA MUSIC TRAVEL GRANTS GUIDELINES ARTIST TRAVEL FOR SHOWCASE & TOUR SUPPORT

### PURPOSE

The purpose of the Alberta Music Travel Grant is to support Alberta based artists to participate in touring and showcasing initiatives, domestically and internationally.

We encourage applicants to carefully read through the guidelines as we continue to make program adjustments each deadline to better serve the needs of the community.

**\*\*\* Grant applications must be received by Alberta Music prior to the commencement of the project\*\*\***

### APPLICATION DEADLINES

#### November 1, 2023

*This deadline is for initiatives taking place between September 1, 2023 to December 15, 2023. Please see the next intake if your initiative falls after this time frame. Applications for initiatives outside this time frame will not be accepted.*

#### February 26, 2024

*This deadline is for initiatives taking place between December 16, 2023 to March 31, 2024. Please see the next intake if your initiative falls after this time frame. Applications for initiatives outside this time frame will not be accepted.*

### FUNDING

Grant contributions are limited to 75% of the total eligible expenses, and to a maximum of:

- Showcase - Domestic - \$2,000 CAD
- Showcase - International - \$3,500 CAD
- Tour - Domestic - \$4,000 CAD
- Tour - International - \$5,000 CAD

## GUIDELINES & REQUIREMENTS

1. Applications must be complete and received on or before the deadline.
2. Applicants must have resided in Alberta for six months or more prior to and at the date of application to Alberta Music. In the case of a band or group, a minimum of 50% of the permanent performing members must meet the above residency criteria.
3. No applicant may receive further assistance under this program if an application from a previous Alberta Music grant program remains incomplete.
4. Funding recipients must be an active member of Alberta Music. The applicant must have an Individual, Band or Company membership. Student and Fan Members are not eligible to apply.
5. Applicants may apply for support for the following activities:
  - **Showcase - Domestic or International:** Applicant has been officially invited to showcase at an industry conference.
  - **Tour - Domestic or International:** Applicant must have a minimum of 6 tour dates within Canada or outside of Canada.
6. Showcase applicants can include performances at festivals or official industry events. As the regional affiliate of FACTOR, Alberta Music will accept all showcase events listed under the **Sample of Eligible Showcase Events** available at [www.factor.ca](http://www.factor.ca). If your event is not listed, or you are organizing your own private showcase, please contact [grants@albertamusic.org](mailto:grants@albertamusic.org) prior to applying.
7. To be recognized as a tour, the itinerary must consist of a minimum of six confirmed performances. All performances must be in different towns/cities and occur at least 125 km outside of the applicant's city or town of residence. The performances must be continuous without extensive breaks between each one. Applicants must provide confirmation of all performances; confirmation may include contracts, email confirmations and agent provided itineraries. Confirmations must clearly indicate the date of the confirmed performances, venue, name of talent buyer and set length.
8. Alberta Music will only accept one application per initiative. For example, in the case of a band, only one band application will be accepted per initiative, individual members of a band may not apply separately for the same initiative.
9. Applicants must have released a recording within the past 18 months before the first date of the initiative or scheduled release within 6 months after (confirmation of release is required). The recording must be commercially released; Single, EP, Album format, and distribution may include physical and/or digital releases. The recording must be available for sale in Alberta (or in the territory being traveled to).

10. The content of the sound recordings being used to support the application must be original Canadian works as per MAPL requirements, although exceptions may be made for jazz, classical, and roots/traditional genres, or ensembles.

11. Artists may submit a maximum of two applications per deadline (including applications to the business travel program). Each grant deadline is competitive, Artists are encouraged to source alternative funding.

12. All applicants must submit a final report no later than 30 days after the completion of the initiative to receive final payment.

**13. Recipients are required to acknowledge funding assistance on all public print, digital and online materials (including social media mentions when applicable) related to the initiative being funded, as follows: “Supported by Alberta Music and the Government of Alberta.” Grant recipients will be required to submit examples of this acknowledgement and logo use in their final report. Logos can be found [here](#).**

### **APPLICATION PROCESS:**

All applications must be submitted online through Formstack via the Alberta Music website. Applications must be complete; no additional materials or changes will be accepted after the deadline.

If you experience any difficulties with the online application, please email [grants@albertamusic.org](mailto:grants@albertamusic.org) PRIOR to the deadline and will provide you with assistance. If you are unsure if your application was received, please check with the office before the deadline. Alberta Music will not be able to assist with incomplete applications after the deadline has passed.

### **APPLICATION ADJUDICATION AND GRANT PAYMENTS:**

All applications will be assessed by an adjudication panel. Juries will review applications within eight (8) weeks after an application deadline to select grant recipients. All jurors are required to acknowledge any potential conflicts of interest.

Applications will be adjudicated based on the following criteria: artist profile and audience, past performances and achievements, the marketing strategy in support of the initiative, strength of team and specific business goals and outcomes.

Successful applicants will receive 75% of the approved funding amount upon execution of the funding agreement. To receive the final 25%, applicants must submit a completed final report form, supplied by Alberta Music, no later than 30 days after the completion of the initiative. In

addition to the form, the applicant must submit a spreadsheet of expenses, and organized copies of invoices and proof of payments of those expenses. **Cash expenses are not eligible.** Failure to submit the final report will result in the applicant being ineligible for further funding from Alberta Music. Grant amounts are at the discretion of Alberta Music and may be less than the maximum.

If there are any major changes to the initiative, it must be brought to the attention of Alberta Music. Alberta Music may ask applicants to refund all or a portion of a grant contribution if the applicant is unable to complete the initiative, incurs expenses below the amount in the application, or receives additional funding from another source.

Payments are made by EFT (direct deposit) and can take up to one month to process.

### **BUDGET AND ELIGIBLE EXPENSES:**

Applicants may receive up to 75% of their eligible budget. Total revenue from all sources cannot exceed eligible expenses. Applicants must claim all confirmed guarantees, contract fees, confirmed government grants or additional funding sources. Door/ ticket sales may be projected. Do not deduct your total revenues from your total expenses.

#### **Eligible Expenses:**

- Artist and hired musician fees (max \$150 per performance, or per day if the artist/ musician performs more than once in a day)
- Essential crew fees (person hired by the artist for a tour to provide only the services of tour manager, driver, road/equipment technician, lighting technician, sound mixer, merchandise seller, or childcare support hired to care for the artist's children)  
*(If a crew member is included to this application, that crew member is unable to also apply to the Business Travel Grant for the same initiative).*
- Per diem (max \$50 per day)
- Airfare (economy flights only)
- Accommodations (max \$300 per room)
- Registration fees
- Vehicle rental/ fuel
- If using a privately owned vehicle, per km vehicle rate is \$0.58km. This rate includes fuel so no fuel receipts will be accepted
- Basic vehicle maintenance costs resulting from showcase or tour travel, such as oil changes. Alberta Music reviews these costs on a case-by-case basis, and the dates of the costs must be consistent with the dates of the showcase or tour
- Ground transportation (taxis, ferries, etc.)
- Travel visa fees directly associated with the initiative
- Marketing & advertising (online & traditional)
- Publicity

- Radio promotions
- Equipment rentals
- Musical supplies such as guitar strings, drum skins, and batteries etc.
- Long distance (usage and roaming) mobile phone charges incurred during the business trip
- Travel Insurance
- Merchandise (up to 10% of overall eligible budget).

## **ONLINE APPLICATION:**

The online application will require the following information and attachments:

- Current professional biography (max 300 words)
- Past performances and achievements
- Photo of artist (Hi-Res)
- Direct URL links to artist website, social media platforms, Spotify / Bandcamp / other streaming services where artist music is available, etc.
- Album, Single or EP release title, release date and a direct URL link to the recording;
- One live performance video provided through direct URL link (actual performance required, no edits or no lip syncing)
- Performance confirmation:
  - If showcasing, provide the official showcase invite
  - If touring, provide confirmation for a minimum of 6 shows
- Tour schedule: confirmation of a minimum of 6 performances including dates, venues performance income in Canadian funds and whether the shows are pending or confirmed.
- Marketing Plan specific to initiative; this plan should include:
  - Goals: What are your goals related to this showcase, festival, or conference?
  - Objectives: How are you planning to achieve these goals?
  - Contacts: Who has been contacted to attend the showcase (industry, key fans, stakeholders, etc.)? Have you confirmed attendance of any of these individuals or companies? What other meetings have you arranged?
  - Promotion: How are you promoting your showcase to ensure success?
- Complete budget form (provided by Alberta Music)
  - [Excel](#)
  - [PDF](#)

## **ADDITIONAL NOTES**

- Alberta Music does not accept emailed, late or incomplete applications.
- All approved applicants must agree to take part in an evaluation of the program.
- Final report should highlight successes that resulted from the initiative, and be accompanied by a spreadsheet of expenses, and organized copies of the invoices/ receipts and proof of payments.
- Proof of payments can include receipts, bank statements, returned cheques, e-transfer, or wire transfer confirmations.
- Cash expenses are **not eligible** with the exception of artist / hired musician per diems / fees and must be supported with a signed receipt.

Questions? Contact [grants@albertamusic.org](mailto:grants@albertamusic.org)

*All inquiries regarding this grant must be sent to the above email. Emails sent to other Alberta Music email addresses will not be responded to.*