



ALBERTA MUSIC TRAVEL GRANTS GUIDELINES

BUSINESS TRAVEL

PURPOSE

The purpose of the Alberta Music Travel Grant is to provide travel funding assistance to Alberta music industry companies, artists, and individuals. This grant is intended to support the growth and development of their business or Alberta based clients.

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.

APPLICATION DEADLINES

Open May 1st - Deadline: July 15, 2024 @ 11:59PM MST

This deadline is for initiatives taking place between April 1 to July 15, 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.

Open July 2nd - Deadline: October 31, 2024 @ 11:59PM MST

This deadline is for initiatives taking place between July 16 to October 31, 2024. 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 \$2,000 CAD per application.

GUIDELINES & REQUIREMENTS

1. Applications must be complete and received on or before the deadline.
2. No applicant may receive further assistance under this program if an application from a previous Alberta Music grant program remains incomplete.
3. 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.
4. Individual applicants must have resided in Alberta for six months or more prior to and at the date of application to Alberta Music. Individuals must have a history working and/or doing business in the music industry for the last two years.
5. Applicants representing companies must have resided in Alberta for six months or more prior to and at the date of application to Alberta Music. Company must have been in operation for at least two years.
6. Alberta Music will only accept one application per initiative. For example, in the case of a company, if two individuals working for the same company are requesting funding for the same initiative, they must be on the same application.
7. Alberta Music reserves the right to request proof of residency and business history.
8. Company's and individual's business travel activities can include attending industry conferences, events and trade missions and must occur at least 125 km outside the applicant's city or town of residence. A detailed itinerary outlining meetings and business activities including individual name, company will be required.
9. Artist applicants may apply for activities contributing to their professional development but not for performing, showcasing, or recording. Activities can include attending industry conferences, trade missions, radio promotion tours or songwriting trips.
10. For conferences occurring in the applicant's city or town of residence, only registration fees shall be eligible.
11. Artists may submit a maximum of two applications per deadline (including applications to the Artist Travel Program). Each grant deadline is competitive, applicants 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.
- 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 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: the specific business goals and outcomes and the potential for business development / opportunities for the applicant and the Alberta music industry.

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 proposed 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:

All applicants will submit a completed budget form, provided by Alberta Music. 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. Do not deduct your total revenues from your total expenses. If applying for multiple initiatives with the eligible time frame, please fill out a separate budget for each one in the tabs on the budget template.

Eligible Expenses:

- Per diem (max \$100 per day per representative)
- Childcare support hired to care for the applicant's children
- Registration fees (purchased from conference directly)
- Airfare (economy flights only)
- Accommodations (max \$300 per room)
- 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
- Travel visa fees directly associated with the initiative
- Ground transportation (taxis, ferries, etc)
- Long distance (usage and roaming) mobile phone charges incurred during the business trip
- Travel insurance.

ONLINE APPLICATION:

The online application will require the following information and attachments:

- Company overview (including website URL)
- Biography of representative(s) attending the initiative
- Itinerary with dates and details of business activities, including names of any scheduled meetings or activities
- Objectives - Explain the goal(s) of the initiative, and describe how it will grow, enhance, or expand the existing scope and capacity of your business
- Measures of 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** except per diem and must be supported with a signed receipt.

Questions? Contact 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.