

Canada Music Fund Creators' Assistance Program: 2008-09

Criteria

NOTE: Applicants must be Canadian non-profit music sector organizations or associations in good standing, representing Canadian creators. Priority will be given to national organizations.

The SOCAN Foundation is a separate organization from the Society of Composers, Authors and Music Publishers of Canada (SOCAN). The Foundation board, which consists of composers, songwriters and music publishers, reflects concert music and popular music genres as well as the geographic and linguistic regions of Canada. The Foundation is closely aligned to the interests of the members of SOCAN: composers, lyricists, songwriters and publishers of musical works.

The SOCAN Foundation's programs support publications, educational initiatives, composer residencies, the distribution of concert music recordings to broadcasters outside Canada, competitions, international showcasing, classical music concert series, music industry associations, and music festivals.

The SOCAN Foundation has entered into an agreement with the Government of Canada through the Canada Music Fund, to serve as administrator of one program of that fund, namely the Creators' Assistance Program. Through this program, the Foundation is seeking applications from Canadian-based, national, not-for-profit associations representing music creators to fund activities intended to benefit a broad range of Canadian music creators. Projects must be completed by the close of the current fiscal year (i.e. March 31 of each year).

Program Objective

The objective of the Creators' Assistance Program is to assist Canadian songwriters, lyricists and composers to develop their craft, thereby ensuring that Canadian artists, performers and producers have access to quality Canadian compositions and that Canadians from all corners of the country will continue to hear music and lyrics that are both relevant to them and resonate with them;

Performance Measurements

The success of Program activities will be measured according to the following data, which must be submitted by ultimate recipients:

- Number of funded activities
- Number of music creators taking part in program-sponsored events
- Participants' satisfaction with funded events/projects
- Success stories following funded activities, such as signings with record labels or publishers
- Range of positive anecdotal feedback from participants

Eligible Projects

Eligible projects under this program include workshops, seminars and roundtable sessions; performances of unrecorded orchestral works by Canadians; promotion (including website) of works by Canadians; and any other activities designed to foster the achievement of the program objectives. Projects must have as an objective the production and completion within the fiscal year, corresponding to the fiscal year in which assistance is provided. Fiscal year for the purposes of this program runs April 1, 2008, through March 31, 2009.

Level of Assistance

Maximum assistance for a single project is \$300,000 per year. Total government assistance from all sources (including federal, provincial and municipal levels) must not exceed 100 percent of eligible expenditures relating to a specific project in a given fiscal year. Eligible expenditures include the following:

- Project administration costs, including printing, promotional and communication services costs;
- Salaries, honoraria, professional services;
- Costs associated with seminars, roundtables and workshops, including staging costs, facility rental, travel and accommodation for organizers and guest speakers;
- Costs associated with performance sessions in which unrecorded orchestral works are composed by Canadians, and performed by Canadians, including staging costs, score and parts copying costs, facility rental, travel and accommodation for organizers and musicians;
- Costs associated with the promotion of works by Canadian composers, including costs in support of Web-related promotional initiatives, but only in cases where those Web-related activities are not funded through other components of the Canada Music Fund; and
- Translation costs.

Eligible expenditures DO NOT include the following:

- Capital expenditures;
- Taxes on goods and services for which the ultimate recipient is entitled to a reimbursement;
- Legal fees and interest charges;
- Any expense incurred outside Canada;
- Expenditures incurred but not authorized by the SOCAN Foundation, as administrator.

Assistance provided by the Foundation to an ultimate recipient shall be limited to 75 percent of Eligible Expenditures relating to a project incurred and paid for by an ultimate recipient, other than exceptional circumstances as deemed appropriate by the Foundation.

Application and Administration Requirements

Applicants under this program will be required to submit the following to the Foundation at the above address:

1. A completed "Creators' Assistance Program" application form (below).
2. A budget of revenues and expenditures for the project(s), including other sources of funding, whether confirmed or not, and specific and separate disclosure of all non-arm's length transactions.
3. A detailed description of the project(s), including a brief statement of the goals, objectives and expected outcomes/results of the project(s) and how they will be measured.
4. A description of the applicant's objectives, background and main activities.
5. A resolution of the organization's board of directors approving the assistance application and designating an authorized signatory.
6. A copy of the organizational chart, letters patent, articles of incorporation/association, certificate of incorporation and charter of the organization.
7. A rationale for how the project(s) will meet the objectives and promote the outcomes/results of the program.
8. Evidence of efforts achieved to solicit participation in the project from all regions of Canada, including Canada's First Nations Peoples.

NOTE: Submissions must include an original plus 18 copies of each of the documents referred to above. Potential applicants are strongly urged to contact the Foundation, prior to applying, in order to determine whether a project may be eligible for funding under this program.

Conditions of Payment

Once an applicant's project has been approved by the SOCAN Foundation for funding through this program, the ultimate recipient is requested to take the following steps, no earlier than April 1, 2008, in order to request advance payment of funds:

Submit to the SOCAN Foundation, on a monthly basis or less frequently, written requests for specific advance funds, supported by a detailed budget showing forecast and actuals to date.

Once the ultimate recipient has completed its project(s), or by April 15, 2009, whichever is earlier, the ultimate recipient is requested to submit a final report, according to the following:

1. Submit all documentary evidence relating to eligible expenditures under the program, including all **originals** of vouchers, invoices, bills, receipts, contracts, leases or other forms of substantiating documentation confirming the incurrence of actual costs by the applicant in relation to the project(s).
2. Submit all original cancelled cheques, bank or postal drafts and other forms of substantiating documentation confirming the payment of actual costs by the applicant in relation to the project(s).
3. Submit separate Financial Statements summarizing all actual income and expenditures relating to and limited to the project(s).
4. Submit evidence that the ultimate recipient has printed the Canada Wordmark logo and the SOCAN Foundation logo (both supplied by the Foundation) on the home page of its website, all publicity material, media releases, letterhead and all other public documents pertaining to the project(s).
5. Return to the SOCAN Foundation any monies that an audit may demonstrate are due to the Foundation.

SOCAN Foundation is administrator of the Creators' Assistance Program only. For information on other Canada Music Fund components, please visit www.pch.gc.ca/cmfmusic or phone (toll-free) 1-866-686-1102.

SOCAN Foundation has the right to alter its granting policy at any time. Decisions of the board of directors are final.

SOCAN Foundation is not an agent of the Department of Canadian Heritage or of Her Majesty the Queen in right of Canada.

Creators' Assistance Program – 2008-09 – Application Form

Application deadline: February 20, 2008

Please see below for the number of copies of the application and accompanying attachments that are required.
NOTE: This application must be completed in accordance with the Creators' Assistance Program criteria above.
Incomplete or improperly completed applications may be declined.
This application may be duplicated and completed on computer.

Please type or print throughout.

1. Legal Name of Applicant: _____

Address: _____
Street City/Town/Community

Province/Postal Code

Name and title of contact person: _____

Telephone: _____ Fax: _____

e-mail address: _____

website address: _____

Not for profit status: Yes No

Charitable status: Yes No Number: _____

Other (please explain) _____

2. Description of event or project(s) for which funds are requested (attach details):

Date (s) of Event or Project(s): _____

Expected attendance or audience if applicable: _____

Number of paid staff: _____ Full-time Part-time

Number of volunteers: _____

3. Are there other aspects of this project/these projects for which funds are being, or will be, sought from the SOCAN Foundation and/or SOCAN? If so, please provide details.

4. Goals, objectives and expected results of the project(s), and indication of how those goals will be demonstrated and measured:

5. Describe how the project(s) will further the objectives of the Creators' Assistance Program (see program criteria):

6. Financial information required (please attach):

- a. Applicant's most recent financial statement for the period ending within 12 months preceding the filing of this application.
- b. Budget for the project(s), with specific and separate disclosure of all non-arm's length transactions

Amount of funding requested from the SOCAN Foundation: \$ _____

Applicants will be required to return to the SOCAN Foundation any monies that an audit may demonstrate are due to the Foundation.

Amounts requested/received from other sources towards project(s):

Total budget of series: \$ _____

Funding History: Have you received funding previously from the SOCAN Foundation? If yes, please provide the details of the last Foundation grant approved.

Project(s)	Year	Amount Requested	Amount Granted
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7. Project coordinator(s): Please provide the names, titles and telephone numbers of persons responsible for managing the project, including certification that any former public office holder or public servant who is employed by the applicant is in compliance with the post-employment provisions of the relevant Conflict of Interest and Post-Employment Code.

8. Applicant's mandate: Please describe applicant's overall mandate, objectives and major activities:

9. Applicant's Board of Directors: Please supply the names, addresses and citizenship of all members of the applicant's Board of Directors (attach separate page if necessary):

10. Authorization of project(s): Please provide evidence that the applicant's Board of Directors or responsible officers have authorized the project(s) (extract from Board meeting, for example):

11. Rights clearance: Have all relevant rights been sought and negotiated with any copyright owners with interest in the project(s)?

12. Matching funds: Funds granted through the Creators' Assistance Program shall be limited to 75 percent of eligible expenditures relating to a project incurred and paid for by a Beneficiary, other than exceptional circumstances as deemed appropriate by the Foundation. Please indicate whether the applicant believes that "exceptional circumstances" should apply to this application, and explain why.

NOTE: Submissions must include an original plus 18 copies of each of the documents referred to above.

Potential applicants are strongly urged to contact the Foundation, prior to applying, in order to determine whether a project may be eligible for funding under this program.

Checklist:

Please limit your application package to the information requested. If this is the first time you have applied to the Foundation, you may provide detailed background information in order to acquaint the Foundation with your association and activities.

Please CHECK the following before forwarding your application:

- You have provided the original signed application plus the appropriate number of copies. (See above)
- Attachments have been copied, collated and attached to each copy of the application.
- All sections of the application have been completed.
- The applicant's latest annual financial statement is attached to each copy. (See #5a above)
- The budget for the project(s) is attached to each copy. (See #5b above)
- You have provided all corporation documents referred to above (one copy only is required).

NOTE: Applications and accompanying materials must be collated. Applicants are requested to refrain from sending press clippings and other bulky materials. Submitted materials will not be returned.

We are committed to handling your personal information responsibly. For more information about SOCAN Foundation's Privacy Policy, please visit www.socanfoundation.ca.

Notwithstanding the SOCAN Foundation's Privacy Policy, documentation submitted to the Foundation relating to the Creators' Assistance Program may be subject to disclosure pursuant to the Access to Information Act, R.S., 1985, c. A-1.

IN WITNESS whereof, having read and understood the application, the applicant and the SOCAN Foundation have signed:

For the SOCAN Foundation

Contact: _____ President: _____

Please print name

Please print name

Date: _____

For the Applicant

Contact: _____ President: _____

Please print name

Please print name

Date: _____

The SOCAN Foundation has the right to alter its granting policy, to cancel the Creators' Assistance Program, or to reduce or eliminate contributions under the program, upon written notice of ninety (90) days. Decisions of the board of directors are final.

Ce document est disponible en français.