



Export Development Program Application Form

1. Artist/Group/MIP applying: _____

Contact (If Different from Above) _____

Address: _____

City/Town: _____ Prov: _____ Postal Code: _____

Phone: _____ Fax: _____

E mail: _____

Amount Requested: _____ Total Project Cost: _____

Start Date: _____ End Date: _____

2. Has the applicant previously applied for funding through the Export Development Program? Yes No

3. Signature of Artist/Group Contact/MIP _____

N.B. If successful, who do you want the cheque made payable to? _____

Notification of Results:

Applicants will be informed of grant decisions by e-mail usually within 30 days of the grant deadline. Unsuccessful applicants may re-submit eligible projects at the next grant deadline. Support Material will not be returned.

Please Complete The Project Description On The Next Page



Export Development Program Application Project Description

On a separate sheet, please provide a description of the project using the FOLLOWING HEADINGS:

1. Provide a short summary of the project. (No more than two sentences)

2. Background of the artist/group/industry professional

- **Music genre/Style**
- **Audience/Market**
- **Brief history of Live Performance**
- **Current & recent gigs**
- **Support system or partners if applicable**

3. Provide a full project description including a description of how you intend to use the funding.

4. The project will be scored based on the following criteria. To the best of your ability, insure that you have addressed and met all of the following objectives of the program in your application:

Export Development Scoring for Export Ready/Exporting Artists

Strength of Project-55%

1. Applicant has a strong sense of project skills & requirements – **15**
2. The goals and objectives of the project are clearly outlined in the proposal- **10**
3. Project is beneficial to Applicants career at this time- **15**
4. How will the Project enhance the Professionalism and Marketability of Applicant-**15**

Career Accomplishments- 45%

1. Music Sales (units sold- CD's/Digital Releases/Merch)- **5**
2. Reviews (newspaper, magazine, blogs etc)- **5**
3. Infrastructure (management, publicist, agent, producer etc)- **10**
4. Touring or Performance History (Significance of Gigs)- **10**
5. Industry Recognition (Awards, Nominations, Accolades etc.)- **5**
6. Artistic Merit- **10**

****When making the case for Career Accomplishments, please include all past accomplishments, however keep in mind that the Jury will be instructed to focus on Applicant's past twelve (12) months of activities.**

Export Development Scoring for MIP's

Strength of Project-80%

1. Applicant has a strong sense of project skills & requirements – **20**
2. The goals and objectives of the project are clearly outlined in the proposal- **15**
3. The applicant has effectively demonstrated that the project is beneficial to their career or their client's career at this time – **20**
- ☐ Previous successful applicants in this program may be adjudicated based on past performance.
4. How will the Project enhance the Professionalism and Marketability of Applicant-**20**

Career Accomplishments- 20%

1. Client's Music Sales (units sold- CD's/Digital Releases/Merch)- **5**
2. Team members you work with (artists, management, publicists, agent, producer etc)- **5**
3. Client's Touring or Performance History (Significance of Gigs)- **5**
4. Industry Recognition (awards, letters of support from current or past Clients and other Industry Professionals). **5**

5. Describe how you will measure your success in meeting the goals and objectives outlined in your proposal

6. Provide a critical path showing pertinent dates and tasks for your project; include anticipated start and completion dates.

7. Provide a detailed project budget.

- **Itemized expenses**
- **Expense quotes**
- **Itemized revenues , if applicable**



Terms and Conditions

BE SURE TO READ ALL OF THE TERMS AND CONDITIONS PRIOR TO SIGNING. THIS IS A LEGALLY BINDING AGREEMENT.

The applicant(s) by signing below do hereby severally and jointly:

- (a) Agree to be bound by all approvals and disapprovals of MUSIC PEI in connection with this application for funding or in connection with any payment or allocation of funding.
- (b) Agree that they will not institute any claim or proceeding against MUSIC PEI (or its directors, officers or employees) by reason of any approval or disapproval of MUSIC PEI in connection with this application for funding or in connection with any payment or allocation of funding.
- (c) Agree that MUSIC PEI (and its directors, officers and employees) shall not be liable for any direct, indirect, consequential or incidental loss or damage arising out of such application or the payment or non-payment of such funding. MUSIC PEI is responsible for payment of funding once funding has been awarded.
- (d) Agree that the applicants and their representatives, legal surrogates, parent companies, affiliates, subsidiaries and divisions assume the entire risk of loss and/or damage arising out of the application for funding, the approval or disapproval of such application and the payment or non-payment of such funding.
- (e) Agree that their budget projections are based on fact and have been prepared with due regard to reality and moderation.
- (f) Agree to supply to MUSIC PEI if funding is approved within 60 days of the end of the project a financial statement indicating in detail the costs and expenses relative to the project accompanied with original receipts/ invoices as supporting documentation, and such other documents as may reasonably be requested by MUSIC PEI.
- (g) Agree that MUSIC PEI will respect the confidential nature of the material submitted in this application.
- (h) Agree to allow an accredited accounting firm, or agent acting on behalf of MUSIC PEI or the Prince Edward Island Department of Tourism & Culture, to examine, photocopy and make extracts from the applicant's books of account at all reasonable times, provided that such reviews are limited to matters concerning the details of this application and that all information pursuant to such review is kept confidential by MUSIC PEI.
- (i) Agree to declare, at the time the application is submitted to MUSIC PEI, any monies which have been, or are expected to be, received for the proposed project from other government sources.
- (j) MUSIC PEI's contribution in the form of a non repayable investment up to \$3000.00 will be made available within 30 days of the Letter of Acceptance/Funding Agreement being received in the Music PEI office. The amount to be provided will be 75% of the non-repayable investment up to \$3000.00. The balance (25%) will be paid out within 30 days of the Completion Report being submitted and approved by Music PEI to the applicant or its designated payee. MUSIC PEI reserves the right to withdraw all or part of the recommended funding if the actual budget is substantially different from the project budget or cannot be substantiated to MUSIC PEI's satisfaction. Failure to

provide the Completion Report within the agreed upon time frame may cause artist and/or group to be ineligible for future funding until such time as this requirement has been satisfied.

(k) Agree and certify all the information above to be true and complete, and authorize and consent to the receipt and provision of account and credit information from and to credit grantors, credit bureaus and suppliers of service.

Applicant's Agreement: I hereby warrant that the information submitted in this application is correct to the best of my knowledge.

Signature: _____

Please Print Name: _____

On Behalf of: _____

Date: _____

PLEASE SEE EXPORT DEVELOPMENT PROGRAM CHECKLIST ON FOLLOWING PAGE

Export Development Program Check List

- ❑ **6 copies** of your Application Form, Project Proposal and Support Material
- ❑ Itemised Budget including quotes
- ❑ Copy of Residency form if not already submitted.
- ❑ Include also Music PEI membership form plus membership payment if not already a member.
- ❑ Copy of Bio and a 2011-2012 Career Highlights
- ❑ A signed Terms and Conditions must accompany all applications. An application will be considered incomplete and not eligible for consideration without this agreement signed and returned.