



**Emerging Music Program  
Application Form**

1. Artist/Group applying: \_\_\_\_\_

Contact Person (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 Emerging Music Program? Yes No

3. Signature of Artist/Group Contact/ \_\_\_\_\_

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**



## Emerging Music 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. Describe how this project will meet one and/or all of the following objectives of the program:**

1. Project encourages next steps in building a career in the music industry. – **25%**

Note: Previous successful applicants in this program may be adjudicated based on past success of those projects.

2. Applicant's ability to achieve artistic excellence – **10%**

3. Applicant has a strong sense of project skills & requirements - **10%**

4. Project will enhance the professionalism and marketability of Applicant- **30%**

5. Project will improve Applicant's professional business, marketing and technical skills -**25%**

**5. Describe how you will measure your success in meeting the objectives outlined in question #4.**

**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 that includes:**

- Itemized expenses with description
- Written quotes from suppliers for each of the items. If mileage for travel, or per diems, show the calculations.
- Itemized revenues , if applicable (ie: ticket sales, contracts, merch sales)
- Total project cost. If the project is larger than the funding requested, please highlight those items eligible for funding.



## **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) Completion REPORT- Agree to supply to MUSIC PEI, if funding is approved, within 60 days of the end of the project a Completion Report that includes a financial statement indicating in detail:
  - 1) a detailed list of the costs and expenses relative to the project
  - 2) copies of the original receipts/ invoices as supporting documentation
  - 3) the budget must have a total expense, total revenue and the amount of funding approved by Music PEI as well as the amount initially advanced.
  - 4) other documents as may reasonably be requested by MUSIC PEI
  - 5) a detailed written summary of the project as per the application, the successes or shortcomings.
- (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 \$1500.00 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 \$1500.00. 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 EMERGING MUSIC PROGRAM CHECKLIST ON FOLLOWING PAGE**

## Emerging Music 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 in 2011.
- ❑ Include also Music PEI membership form plus membership payment if not already a member.
- ❑ Copy of Bio and a 2011/2012 Career Highlights (list of accomplishments in 2011/12 if applicable) page for the file.
- ❑ 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.