Travel Microgrant Program: Supported by the Rising Tide Community Fund

Guidelines
2026-2027

Version 1.0 | Published Nov 2026

Overview

The Travel Microgrant Program, supported by Rising Tide Community Fund supports emerging artists on PEI by providing funding for the costs of touring, showcasing and other costs for performances outside of the province of Prince Edward Island.

Through this program, Music PEI provides funding of up to **$1000** depending on the project costs.
As well, all successful applicants will receive a free 1-year Music PEI membership.

- Music PEI will have 5 Travel Microgrants available starting April 1st, each year.
- Applications are accepted year-round.
- Applications will be assessed on a first-come first-serve basis, until all funding has been claimed.

1. How Do I Know If I'm Eligible?

- This program is only open to Music PEI members who are eligible for Artist Level I funding.
    - For more information on our artist levels, please see our Artist Level Criteria.

- You must be a resident of Prince Edward Island.

- Artist managers, producers and music publishers may apply on behalf of an Artist

- Applicants under 18 years of age must submit a signed **Legal Guardian Consent Form** with the application.

- **There can be only one application per artist submitted at one time.** Once a **Final Report** has been finished and approved, the Artist may submit a new application.

2. What Kind of Travel Can I Apply For?

This microgrant will support any of the following:

a) Performances outside of Prince Edward Island;
   i) Showcases at Industry Events
   ii) Tour Dates

b) Business travel outside of Prince Edward Island;
   i) An artist travelling for business meetings outside of PEI *(must provide clear goals and confirmed industry meetings.)*
   ii) Travel for songwriting collaborations

c) Anything not supported by a Market Access Fund or Tour Support project.

3. What Kind of Costs Will This Microgrant Cover?

Applicants are strongly advised to read and understand these guidelines, and to contact Music PEI before submitting an Application to ensure eligibility of the proposed costs.

- A Hired Musician or Crew member *(A crew member can be a Tour Manager, Driver, Sound/Lighting/Road/Equipment Techs, Merch Seller, or a combination of any of those. Child care hired to care for the Artist's children who are traveling will also be considered Crew.)*

- Meal costs; to a maximum of $50 per person for each day of the tour *(including travel days & two days before the first tour date and two days after the last tour date*). A **Per Diem Declaration** form must be submitted.

- Transportation (such as taxis and public transit costs) and parking costs up to $100 per day.

- When a privately owned vehicle is used, an all-in gas and mileage rate of $0.50/km.

- Vehicle rental and airfare costs.

- The cost of printed promotional materials, such as posters, banners, handbills, etc.

4. This Microgrant Will Not Cover

- Repairs and maintenance to a vehicle.
- Traffic tickets.
- Purchases for instruments, equipment, or supplies.
- Booking or management fees where the artist is self-booking or self-managed.

5. How to Apply

If this is your first application, please get in touch with Music PEI's Program Manager to talk through your project and the application before you submit.

Step 1: Gather The Pieces of Your Grant

Include the following items with your application:

- An Artist Photo.
- An **Artist Bio** and History/ Accomplishments to date.
- A **Project Summary,** including a description of the Tour/showcases. *(Try to include why this tour is important, and how it will help you grow your career.)*
- A Link to Website/Music
- A simple budget for the tour.
- A **Guardian Consent Form** *(if under the age of 18)*

Optional:

You may include the following to the application form too:

- Two recorded tracks.
- A live performance video link
- Up to three letters of support

Step 2: Submit Your Application

- Use this link to submit your application;
    - https://airtable.com/appBCBNsCVyCIs9Nb/pagk8Mha54w8kouIo/form

6. How Are Applications Approved?

Applications for the Travel Microgrant Program are reviewed by an internal committee and in collaboration with The Rising Tide Community Fund.

Successful applications will:

- Be asked to sign a Letter of Acceptance/Investment Agreement *(Which must be signed within thirty (30) days of receiving.)*

- Receive 90% of the approved grant amount within thirty (30) days after sending the signed Letter of Acceptance/Investment Agreement.
- Within sixty (60) days of the end of the project, submit to Music PEI a Completion Report. Artists who cannot submit a Completion Report within that time must inform Music PEI to request an extension or risk future investment.

7. Investment and Payments

- Music PEI may award the full amount requested in the Application but reserves the right to award a lesser amount based on its assessment, on the total amount of funds available, or for any other reason.

- Applicants to every Music PEI investment component must declare any other grants received toward the same project costs they are claiming to Music PEI. Music PEI funding, plus any other grants cannot exceed 100% of the project's Budget.

- Music PEI may remove any ineligible costs from the Final Budget. This may result in the Applicant having to return a portion of the funding. **Please be sure that your costs are eligible.**

- Successful grantees must include the appropriate logos and acknowledgment in all materials created in their projects. Please review the **Logo and Acknowledgment Guide (3.10.0)** for instructions. Remember, not including logos and acknowledgment could result in a loss of some or all of your funding.

8. Final Reporting Requirements

- Successful grantees must gather all invoices, receipts and Proof of Payment to include in with their report

- Complete the online **Final Report** form.

- All debit, credit, and eTransfer transactions must be proven with a receipt, invoice or proof of payment. *(debit statements, credit card statements, screenshots of accepted email money transfers.)*

- Cash payments are accepted under the following conditions:

    - Incidental purchases under $100 (e.g. gas, small goods), supported by a cash register receipt.
    - Per diems paid in cash to individual persons must be supported by a Music PEI-provided **Per Diem Declaration form** signed by the payee.

- Music PEI reserves the right to contact the vendor, and to reject any costs it deems unsupported.

- If there is a change of personnel, you must indicate those changes in your online Final Report, and explain the changes.

- Final Reports must be submitted to Music PEI on or before your final report due date (as stated on your acceptance letter).

- If your final report has not been submitted by the final report due date and you have not been given an extension on your project, you will be notified by the Programs Manager that your final report is past-due.

- Upon notification, you will have 28 days to submit your final report to the Programs Manager. If you do not submit your final report, you may be asked to pay back some or all of the funds.