

# Live Performance Component

## Guidelines

### 2020-2021

Version 1.4 | Published February 1, 2020

#### Live Performance Component Overview

1. The Live Performance component of the Music Nova Scotia Investment Program provides investment support for domestic and international performances including showcases, tours and community presentations.
2. There are three (3) streams to this investment component:

##### a) Tour Support Stream:

Level of investment is 50% to a maximum of \$10,000.00 per Applicant, per deadline for applicants designated as **Artist III**.

Level of investment is 50% to a maximum of \$5000 for applicants designated as **Artist II**.

##### b) Showcase Support Stream

Level of investment is 75% to a maximum of \$5,000.00 per Applicant per deadline. All applicant categories (Artist III, Artist II, and Artist General) are eligible to submit applications to this stream.

##### c) Community Presenter Stream

Level of investment is 25% of Nova Scotian resident artist fees only to a maximum of \$1000 per application, and subject to an annual cap of \$3,000.00 per Music Nova Scotia fiscal year.

#### Application Deadlines

3. March 15, June 15, September 15, December 15 for Showcase and Tour Support.
4. Rolling Deadline for Community Presenter. Applications must be received 30 days prior to your presentation.
5. First-time applicants must submit their Applicant Profile at least one (1) week before the application deadline. Applicants who wish to change levels must update their profile no later than fourteen (14) days prior to an application deadline and must contact the Program Manager by email and request to change levels.

6. Costs incurred prior to submitting an Application will not be considered eligible.

**7. Deadlines CAN fall on the weekend. Online submissions will be allowed until 11:59 p.m. on the 15th day – NOT the Monday following the 15th.**

### **Who Can Apply?**

8. **Tour Support Stream:** Artist III, Artist II

9. **Showcase Support Stream:** Artist III, Artist II, and Artist General

10. **Community Presenters Stream:**

To qualify for this stream a Presenter must be a non-profit organization or society committed to providing musical experiences for their communities.

### **How the Live Performance Component Works**

11. There are three (3) streams to this component: the Tour Support stream, the Showcase Support stream, and the Community Presenter stream. Please review the Stream Guidelines below to ensure your project is eligible.

12. In addition, for the Tour Support stream of this Live Performance component:

- You must have booked at least six (6) live public performances.
- At least seventy-five (75) percent of the total combined eligible dates must be for a contracted Performance Fee. This means that you will be paid a guaranteed fee, or a percentage of the gross revenues from ticket sales and/or the take at the door, or some combination of both. Non-cash consideration such as the opportunity to sell your merchandise will not be considered Performance Fees.
- At least 75% of the dates must be contracted for a minimum 30-minute set.
- Music Nova Scotia defines a Home Show as a paid, ticketed public performance that takes place in a private residence rather than a commercial venue. Home Shows will be recognized as eligible Tour Dates.
- Music Nova Scotia defines a School Show as a paid engagement hosted by a school for the benefit of its students. School Shows will be recognized as eligible Tour Dates to a maximum of 25% of the total eligible Tour Dates. For example, in an eight-day tour, only two School Shows will be recognized as eligible Tour Dates. Children's performers are excepted from this limit.

13. The tour dates should take place in more than one city, and in different venues. Repeat performances in the same city (e.g. a “two night stand” or extended engagement) may be eligible, subject to Music Nova Scotia approval on application, based on the totality of the tour dates and other such factors as distance traveled, tour routing, audience growth potential, and economic efficiencies. Generally, return engagements to the same venue are recognized only after a six-month absence. “Residencies” (such as playing every Monday night at the same venue for a month) are not eligible.

14. An eligible Tour can include up to two Radio or TV performances, or other promotional performances.

15. To qualify for either the Tour Support or the Showcase stream within the Live Performance component, you must have either a Current Release or an Upcoming Release.

16. A Current Release is a Qualifying Album by the Artist that was released no longer than 24 months prior to the component Application date.

17. An Upcoming Release is a Qualifying Album by the Artist that is due to be Commercially Released within six months of the latest scheduled Tour or Showcase date; for Tour Support the Upcoming Release must be due to be Commercially Released in the territory of the Tour.

18. Once the Application is approved, changes to the proposed activities having a budget impact of 25% or less of Eligible Costs may be made without Music Nova Scotia pre-approval. All other changes must be approved by Music Nova Scotia.

## **How to Apply**

19. All Applicants should read Music Nova Scotia’s Glossary of Standard Terms and Business Policies before starting an application.

20. Required for application (online submissions only)

a) Step #1 – Complete the Applicant Profile webform (Venue Profile Webform for Community Presenters) at least one (1) week prior to submitting an application by following this link:

[Applicant Profile](#)

[Venue Profile](#)

**If you have already completed an Applicant Profile under the previous suite of Music Nova Scotia investment programs you MUST NOT create a new Applicant Profile. However, it is required that you update your pre-existing Applicant Profile at least one (1) week prior to submitting an application. If for any reason you no longer have access to your pre-existing Applicant Profile or if you are unsure if you have created an applicant profile before please contact the Program Manager for renewed access.**

**Note for Community Presenters: You are required to complete a new Applicant Profile; former “Bringin it Home” Venue Profiles are no longer valid.**

b) Step #2 – Complete online application webform by following the link(s):

[Tour Support – Artist III](#)

[Tour Support – Artist II](#)

[Showcase Support \(Artist III, Artist II, & Artist General\):](#)

[Community Presenter](#)

c) Step #3 – Required attachments to web form:

- A current Tour, Showcase or Presentation Plan, which sets out all the intended activities to be undertaken

21. It is strongly recommended that you contact Music Nova Scotia to discuss your proposed project and the application requirements before you prepare and submit an application.

22. An incomplete application will be deemed ineligible and will not be considered for investment.

### **Eligible Costs**

23. See the Live Performance component guidelines below.

### **Investment and Payments**

24. Music Nova Scotia may award the full amount requested in the Application, but reserves the right to award a lesser amount based on its assessment of the Applicant’s proposed costs, or based on the total amount of investment available, or for any other reason.

25. Applicants to every Music Nova Scotia investment component must declare any other Public Investment received or expected to be received toward the same project costs they are claiming to Music Nova Scotia. Music Nova Scotia’s contribution plus any other Public Investment cannot exceed 100% of the project’s Total Eligible Budget. See Business Policies: Glossary - Public Investment.

26. The Music Nova Scotia investment is paid out in two stages:

(1) An Advance equal to 50% of the amount of approved investment is paid out once the application is approved and Music Nova Scotia and the Applicant have executed the investment agreement.

(2) The remainder of the investment is paid out when the Completion Report has been received, reviewed and accepted by Music Nova Scotia.

27. Music Nova Scotia may remove any ineligible costs from the final Completion Budget. This may lead to a reduction in the final payment, and in some cases it may result in the Applicant having to return a portion of the Music Nova Scotia Advance. Please be sure that your costs are eligible!

### **Completion Reporting Requirements**

28. Applicants must compile and organize all invoices, receipts and Proofs of Payment, then enter the amounts being claimed into the Music Nova Scotia Cost Report that can be downloaded from the Music Nova Scotia website. Applicants must then upload the Cost Report along with all related payment documentation, then complete and submit all other sections of the online Completion Report.

29. Please see individual component (Showcase, Tour Support, Community Presenter) completion reporting guidelines for complete list of requirements.

29. Applicants should retain all their invoices, receipts and Proofs of Payment for seven years for Music Nova Scotia and Revenue Canada taxation purposes.

30. Completion Reports must be submitted to Music Nova Scotia no later than thirty (30) days after your project has been completed.

# Showcase Support Stream

## Guidelines

### Eligible Applicants

1. Artist III, Artist II, and Artist General are all eligible to apply to this stream. All applicants must be residents of Nova Scotia.

### Investment Limits

2. The investment limit for this stream is \$5,000.00 per Applicant per Deadline.

3. Only one (1) Application per Deadline per Applicant will be accepted. Applicants are limited to four (4) Applications per Music Nova Scotia fiscal year.

### Eligible Showcases

4. Music Nova Scotia defines a Showcase as a performance for a target audience of music industry professionals more so than the general public; the goal of a Showcase is to attract interest of potential industry partners, such as booking agents, managers and record labels. The Showcase must be organized and presented by a third party and the Artist must be invited by the event organizers to showcase, and a Showcase confirmation (such as an official invitation or a performance contract) must be included with the application.

5. "No-cases" may be eligible provided they are organized to coincide with a significant music event (such as a showcase event, festival or conference) and it can be demonstrated that music industry professionals have been invited to the no-case and can be reasonably expected to attend. A no-case must also be organized and presented by a third party.

6. In the majority of cases, Eligible Showcases are part of a larger industry event or conference. A private Showcase may be eligible if it meets the "no-case" definition, is demonstrably targeted towards industry professionals, and offers genuine commercial opportunity for the Artist. An Applicant may prove this by uploading supporting documentation about the nature of the event, including a list of industry personnel invited.

7. A sample list of eligible Showcase events is available on the Music Nova Scotia website here. This is not an exhaustive list of eligible Showcase events; if your event is not on the list, please contact Music Nova Scotia before applying.

8. If the Artist is invited to showcase at an event and performs three times while there, that is one Showcase and equals one potential investment from Music Nova Scotia, not three.

9. Applicants must provide specific details as to the strategic merits of the Showcase in the Showcase Plan. You must provide a list of industry personnel whom you have invited to the Showcase, including their name, title and company.

10. You are obligated as a condition of funding to include the appropriate logos and acknowledgment in all materials created in a Music Nova Scotia supported project. Please review the Logo and Acknowledgment Guide for specific instructions. Remember, the failure to provide appropriate logos and acknowledgment could result in a loss of some or all of your funding.

11. Please be advised that Nova Scotia Music Week and East Coast Music Week when hosted in Nova Scotia are not eligible showcases for Music Nova Scotia investment.

### **Eligible Costs**

12. Applicants are strongly advised to read and understand these guidelines, and to contact Music Nova Scotia prior to submitting an Application to ensure eligibility of the proposed costs.

13. The level of investment provided by Music Nova Scotia will be 75% of the Total Eligible Budget to a maximum of \$5,000.00 per Application per Deadline.

14. An Eligible Traveler is a person who is:

a) A credited, full-time member of the Artist group; or

b) A Hired Musician or Eligible Crew member whose paid services have been engaged by the Artist for the duration of the Showcase;

c) A person who is not receiving funding to attend the Showcase under the Business Travel component; AND

d) Has been approved by Music Nova Scotia as an Eligible Cost.

15. A Hired Musician is a musician who is hired to provide his or her services on a contracted, project basis, in exchange for wages. If claimed as an Eligible Cost, the Hired Musician must be a resident of Nova Scotia, unless otherwise approved by Music Nova Scotia. A fulltime member of the Artist, or an Eligible Crew member, cannot also be claimed as a Hired Musician.

16. An Eligible Crew member is a person hired by the Artist for a Showcase to provide only the services of Tour Manager, Driver, Road/Equipment Technician, Lighting Technician, Sound Mixer, Merchandise Seller, or a combination of the foregoing, in exchange for wages. If claimed in the final Completion Budget, Eligible Crew must travel with the Artist for all or a substantial portion of the Showcase. Eligible Crew must be Nova Scotian unless otherwise approved by Music Nova Scotia.

An Eligible Crew member cannot also be claimed as a member of the Artist or as a Hired Musician. Nannies hired to care for the Artist's children who are traveling with the Artist will be considered Eligible Crew.

17. A signed agreement or Deal Memo for Hired Musicians and Eligible Crew must be submitted with the completion report of any approved application. It should set out at a minimum the names of the contracting parties, a description of the services to be provided, the rate of pay, and the dates for which the person is being hired. A Sample Deal Memo is available on the Music Nova Scotia website.

18. Per diems and accommodations will be recognized to a maximum of five (5) days for a domestic Showcase/seven (7) days for an International Showcase. Per diems are recognized to a maximum of \$50 per person per calendar day.

19. Generally, and unless otherwise explicitly allowed by Music Nova Scotia, Eligible Costs are those paid to residents of Nova Scotia and Nova Scotian owned and controlled service suppliers. Music Nova Scotia may make an exception if the cost of hiring non-resident Nova Scotian musicians and tour personnel who are resident in the territory of the Showcase is significantly more cost effective; however, this must be approved in advance by Music Nova Scotia.

20. When a privately owned vehicle is used, the Eligible Cost will be tallied at an all-in gas and mileage rate of \$0.50/km. Applicants will be required to submit odometer readings taken before and after the Showcase. If the all-in private vehicle rate is claimed, then gas receipts will not be eligible. A Vehicle Log is available for download.

21. Both vehicle costs and airfare are eligible.

22. The costs of not-for-sale promotional CDs, vinyl, and dropcards are eligible to an aggregate maximum of 500 units. Manufacturing receipts or account statements from label or distributor showing the per-unit and total cost must be provided at completion to claim these costs.

23. The cost of printed materials, such as handbills, posters, banners etc., will be capped at \$400 per showcase.

24. Artist and Hired Musician fees will be capped at \$300 per performance (or \$300 per day if the Artist performs more than once in a day).

25. Donated/in-kind services will be recognized for all eligible costs but are capped at a maximum of 10% of the Total Eligible Budget.

26. In-House costs are allowed in this stream. Generally, and unless otherwise explicitly allowed by Music Nova Scotia, In-house and/or Related Party Transactions are capped at a maximum of 25% of the total Eligible Costs. In any event, artists' performance fees will not count towards the In-House cap.

27. Music Nova Scotia will recognize third-party Booking Agency Fees and Commissions up to 20% of negotiated and verified Performance Income. A statement, invoice or settlement sheet showing commission payable must be provided at completion to claim this cost.



28. Music Nova Scotia will recognize third-party Artist Management Fees and Commissions up to 20% of verified Performance Income. A statement, invoice or settlement sheet showing commission payable must be provided at completion to claim this cost.

29. Local ground transportation (such as taxis and public transit costs) and parking costs are eligible up to a maximum of \$100 per day, and will be recognized to a maximum of five (5) days for a domestic Showcase/seven (7) days for an International Showcase.

30. Ineligible costs for Showcases include but are not limited to:

a) Vehicle repairs and maintenance to a privately-owned or rental vehicle that would ordinarily be covered by a comprehensive insurance policy.

b) Showcase and awards application costs and award show ticket purchases.

c) "Buy-on" fees for a private showcase or no-case.

d) Office rent, office staff wages, and the rental and purchase of office equipment, and any other kind of company overhead charge.

e) Any costs related to a person who is receiving funding to attend the Showcase under the Business Travel component. Such persons cannot be claimed as Eligible Travelers for the purposes of the subsidy calculation.

f) Vehicle rental costs for a privately owned vehicle.

g) Traffic tickets.

h) Make-up, costume and wardrobe costs.

i) AFM/CFM dues.

j) Music instruments, equipment or supplies.

k) Booth fees.

l) Booking and/or management fees where the Applicant is self-booking and/or self-managing

31. Administration Fees for the Showcase Support stream are allowed: 15% of total Eligible Costs to a maximum of \$500.00.

### **Investment and Payments**

32. Music Nova Scotia may award the full amount requested in the Application, but reserves the right to award a lesser amount based on its assessment of the Applicant's proposed costs, or based on the total amount of investment available, or for any other reason.

33. Applicants to every Music Nova Scotia investment component must declare any other Public Investment received or expected to be received toward the same project costs they are claiming to Music Nova Scotia. Music Nova Scotia's contribution plus any other Public Investment cannot exceed 100% of the project's Total Eligible Budget. See Business Policies: Glossary - Public Investment.

34. The Music Nova Scotia investment is paid out in two stages:

(1) An Advance equal to 50% of the amount of approved investment is paid out once the application is approved and Music Nova Scotia and the Applicant have executed the investment agreement.

(2) The remainder of the investment is paid out when the Completion Report has been received, reviewed and accepted by Music Nova Scotia.

35. Music Nova Scotia may remove any ineligible costs from the final Completion Budget. This may lead to a reduction in the final payment, and in some cases it may result in the Applicant having to return a portion of the Music Nova Scotia Advance. Please be sure that your costs are eligible!

### **Completion Reporting Requirements**

36. Applicants must compile and organize all invoices, receipts and Proofs of Payment, then enter the amounts being claimed into the Music Nova Scotia Cost Report, which can be downloaded from the Music Nova Scotia website.

Invoices and receipts must be in one PDF, in the same order as the cost summary spreadsheet. Each receipt or invoice must be marked with the corresponding row number from the cost summary spreadsheet.

Proofs of payment must either follow each receipt or invoice or be grouped together at the end of the PDF. Each proof of payment must also be marked with the corresponding row number from the cost summary spreadsheet.

Applicants must then upload the Cost Report along with all related payment documentation, then complete and submit all other sections of the online Completion Report.

37. All debit, credit, and eTransfer transactions must be proven with a receipt or invoice and a proof of payment. Acceptable proofs of payment are as follows: debit statements, credit card statements, screenshots of accepted email money transfers.

38. Cash payments are acceptable for all components under the following conditions:

a. Incidental purchases under \$100 (e.g. gas, small goods), supported by a cash register receipt.

b. Personnel costs, fees for personal services and per diems paid in cash to individual persons must be supported by a Music Nova Scotia-provided Receipt for Services form signed by the payee.

39. Receipts in all cases must be sufficiently detailed to show the purchase is connected to the expense claim. Applicants must be able to identify and describe the item(s) or service(s) purchased.

Music Nova Scotia reserves the right to contact the vendor, and to reject any costs it deems, in its sole opinion, insufficiently supported.

40. In addition to the completion requirements, to complete the project and receive the final payment, Applicants must:

- Complete the online Completion Report for the project, including Goals and Results and Budget.
- Submit Proof of Performance that the Showcase performance took place. As Proof of Performance, Music Nova Scotia will accept samples of any of the following: flyers, posters, programs, print-ads, photographs, ticket samples, videos (physical or online), web-links, live show reviews from external publications, confirmations from publicists/promoters/radio promoters etc.
- If there is a change of personnel, you must indicate those changes in your online Completion. You must also submit corresponding Deal Memos for any new Eligible Travelers.

41. Completion Reports must be submitted to Music Nova Scotia no later than thirty (30) days after your project has been completed.

# Tour Support Stream

Guidelines  
2019-2020

## Eligible Applicants

1. Artist III and Artist II Applicants are eligible to apply to this stream. All applicants must be residents of Nova Scotia.

## Investment Limits

2. The investment limit for the Tour Support stream is \$10,000.00 per Applicant per Deadline for Artist III applicants, and \$5000 per Applicant, per Deadline for Artist II applicants.

3. Only one (1) Application per Deadline per Applicant will be accepted. All Applicants are limited to four (4) Applications per Music Nova Scotia fiscal year.

## Eligible Tours

4. A Tour Date is a calendar date on which the Artist is contracted to publicly perform during a Tour. A Tour Date must be contracted and paid in some form of cash consideration, such as a guaranteed fee or a share of revenues, or a combination of both. The Tour Date must be able to be verified with Proof of Performance upon Completion. All performances taking place during one calendar day constitute one Tour Date.

5. For the Tour stream of the Live Performance component, an eligible Tour consists of a minimum of six (6) confirmed dates, at least four (4) of which must be paid Tour Dates with a minimum set length of 30 minutes.

6. The Tour should be continuous and scheduled with no extensive breaks between dates. (An "extensive break" generally means more than five days off, depending on the territory being toured, but Music Nova Scotia will allow exceptions where the tour is a significant distance from the artist's home city.) "Residencies" (where the Artist performs in the same venue on more than two consecutive nights, or on the same night in more than two consecutive weeks) are ineligible for Tour Support.

7. The Applicant must provide details (Tour Plan) on their Goals and Expected Results, including a description of the Tour, the Artist's commercial history, notable successes, and current opportunities in the Territory being toured, along with confirmation that the Tour Dates have been booked (for example, an itinerary from a booking agent).

8. A Tour can include a conference showcase date(s) and can be claimed under the Tour Support stream, but you cannot also submit a Showcase Support Application for the same showcase(s) on the tour.

9. When a Tour Support Application includes a conference showcase date(s), the corresponding conference registration fees are eligible and the official Showcase Invitation must be included with the Application.

10. You are obligated as a condition of funding to include the appropriate logos and acknowledgment in all materials created in a project with Music Nova Scotia investment. Please review the **Logo and Acknowledgment Guide** for specific instructions. Remember, the failure to provide appropriate logos and acknowledgment could result in a loss of some or all of your investment.

### **Eligible Costs**

11. Applicants are strongly advised to read and understand these guidelines, and to contact Music Nova Scotia prior to submitting an Application to ensure eligibility of the proposed costs.

12. The investment limit for the Tour Support stream is \$10,000.00 per Applicant, per Deadline for Artist III applicants, and \$5000 per Applicant, per Deadline for Artist II applicants.

13. An Eligible Traveler is a person who is:

a) A credited, full-time member of the Artist group; or

b) A Hired Musician or Eligible Crew member whose paid services have been engaged by the Artist for the duration of the Tour;

c) A person who is not receiving funding to attend the Tour under the Business Travel component; AND

d) Has been approved by Music Nova Scotia as an Eligible Cost.

14. A Hired Musician is a musician who is hired to provide her or his services on a contracted, project basis, in exchange for wages. If claimed as an Eligible Cost, the Hired Musician must be a resident of Nova Scotia, unless otherwise approved by Music Nova Scotia. A fulltime member of the Artist, or an Eligible Crew member, cannot also be claimed as a Hired Musician.

15. An Eligible Crew member is a person hired by the Artist for a Tour to provide only the services of Tour Manager, Driver, Road/Equipment Technician, Lighting Technician, Sound Mixer, Merchandise Seller, or a combination of the foregoing, in exchange for wages. If claimed in the final Completion Budget, Eligible Crew must travel with the Artist for all or a substantial portion of the Tour. Eligible Crew must be Nova Scotian unless otherwise approved by Music Nova Scotia.

An Eligible Crew member cannot also be claimed as a member of the Artist or as a Hired Musician. Nannies hired to care for the Artist's children who are traveling with the Artist will be considered Eligible Crew.

16. A signed agreement or Deal Memo for Hired Musicians and Eligible Crew must be submitted with the completion report of any approved application. It should set out at a minimum the names of the contracting parties, a description of the services to be provided, the rate of pay, and the dates for which the person is being hired. A Sample Deal Memo is available on the Music Nova Scotia website.

17. Per diems will be recognized to a maximum of the number of days on the tour (including travel days) plus two days before the first tour date and two days after the last tour date. Per diems are recognized to a maximum of \$50 per person per calendar day.

18. Generally, and unless otherwise explicitly allowed by Music Nova Scotia, Eligible Costs are those paid to residents of Nova Scotia and Nova Scotia owned and controlled service suppliers. Music Nova Scotia may make an exception if the cost of hiring non-resident Nova Scotia musicians and tour personnel who are resident in the territory of the Tour is significantly more cost effective; however, this must be approved in advance by Music Nova Scotia.

19. When a privately owned vehicle is used, the Eligible Cost will be tallied at an all-in gas and mileage rate of \$0.50/km. Applicants will be required to submit odometer readings taken before and after the Tour. If the all-in private vehicle rate is claimed, then gas receipts will not be eligible. A Vehicle Log is available for download on the Music Nova Scotia website.

20. Both vehicle costs and airfare are eligible.

21. The costs of not-for-sale promotional CDs, vinyl, and dropcards are eligible to an aggregate maximum of 500 units. Manufacturing receipts or account statements from label or distributor showing the per-unit and total cost must be provided at completion to claim these costs.

22. The cost of printed materials, such as handbills, posters, banners etc., will be capped at \$400 per Tour.

23. Artist and Hired Musician fees will be capped at \$300 per performance (or \$300 per day if the Artist performs more than once in a day).

24. Donated/in-kind services will be recognized for all eligible costs but are capped at a maximum of 10% of the Total Eligible Budget.

25. In-House costs are allowed in this stream. Generally, and unless otherwise explicitly allowed by Music Nova Scotia, In-house and/or Related Party Transactions are capped at a maximum of 25% of the total Eligible Costs. In any event, artists' performance fees will not count towards the In-House cap.

26. Music Nova Scotia will recognize third-party Booking Agency Fees and Commissions up to 20% of negotiated and verified Performance Income. A statement, invoice or settlement sheet showing commission payable must be provided at completion to claim this cost.

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29. Administration Fees for Tour Support are allowed: 15% of total Eligible Costs to a maximum of \$1,000.00 for Artist III applicants, and \$500 for Artist II applicants.

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a) Vehicle repairs and maintenance to a privately-owned or rental vehicle that would ordinarily be covered by a comprehensive insurance policy.

b) Showcase and awards application costs and award show ticket purchases.

c) "Buy-on" fees for a private showcase or no-case.

d) Office rent, office staff wages, and the rental and purchase of office equipment, and any other kind of company overhead charge.

e) Any costs related to a person who is receiving funding to attend the Tour under the Business Travel component. Such persons cannot be claimed as Eligible Travelers for the purposes of the subsidy calculation.

f) Vehicle rental costs for a privately owned vehicle.

g) Traffic tickets.

h) Make-up, costume and wardrobe costs.

i) AFM/CFM dues.

j) Music instruments, equipment or supplies.

k) Booth fees.

l) Booking and/or management fees where the Applicant is self-booking and/or self-managing

## **Investment and Payments**

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34. Music Nova Scotia may remove any ineligible costs from the final Completion Budget. This may lead to a reduction in the final payment, and in some cases it may result in the Applicant having to return a portion of the Music Nova Scotia Advance. Please be sure that your costs are eligible!

### **Completion Reporting Requirements**

35. Applicants must compile and organize all invoices, receipts and Proofs of Payment, then enter the amounts being claimed into the Music Nova Scotia Cost Report, which can be downloaded from the Music Nova Scotia website.

Invoices and receipts must be in one PDF, in the same order as the cost summary spreadsheet. Each receipt or invoice must be marked with the corresponding row number from the cost summary spreadsheet.

Proofs of payment must either follow each receipt or invoice or be grouped together at the end of the PDF. Each proof of payment must also be marked with the corresponding row number from the cost summary spreadsheet.

Applicants must then upload the Cost Report along with all related payment documentation, then complete and submit all other sections of the online Completion Report.

36. All debit, credit, and eTransfer transactions must be proven with a receipt or invoice and a proof of payment. Acceptable proofs of payment are as follows: debit statements, credit card statements, screenshots of accepted email money transfers.

37. Cash payments are acceptable for all components under the following conditions:

a. Incidental purchases under \$100 (e.g. gas, small goods), supported by a cash register receipt.



b. Personnel costs, fees for personal services and per diems paid in cash to individual persons must be supported by a Music Nova Scotia-provided Receipt for Services form signed by the payee.

38. Receipts in all cases must be sufficiently detailed to show the purchase is connected to the expense claim. Applicants must be able to identify and describe the item(s) or service(s) purchased.

Music Nova Scotia reserves the right to contact the vendor, and to reject any costs it deems, in its sole opinion, insufficiently supported.

39. In addition to the completion requirements, to complete the project and receive the final payment, Applicants must:

- Complete the online Completion for the project, including Goals and Results, Component Information, Public Funding, and Budget.
- Submit Proof of Performance (uploaded for each Tour Date in your online Completion) that each performance took place and was performed as contracted. As Proof of Performance, Music Nova Scotia will accept a copy of the promoter's settlement sheet, or the booking agency's final statement. These must indicate the date, city and venue and indicate the final payment received. Tour itineraries, posters and print ads will not be accepted as Proof of Performance; however, Music Nova Scotia may accept ticket stubs or media reviews on a case-by-case basis.
- If there is a change of personnel, you must indicate those changes in the Component Information section of your online Completion, and provide an explanation of the changes. You must also submit corresponding Deal Memos for any new Eligible Travelers.

40. Completion Reports must be submitted to Music Nova Scotia no later than thirty (30) days after your project has been completed.

# Community Presenters Stream

Guidelines  
2019-2020

## Eligible Community Presenters

1. An eligible applicant is a non-profit organization or society committed to providing musical experiences for their communities.
2. Community Presenters seeking investment from the Live Performance Component must:
  - a) Be a registered non-profit (proof of non-profit status may be required)
  - b) Present Developing and Export-Ready Nova Scotian Artists
  - c) Set a minimum ticket price of \$15.00 for presentations that are part of an Application (\$7.00 for All-Ages presentations or discount advance ticket)
  - d) Provide an Artist guarantee. Guarantees versus split deals are acceptable.
3. Music festivals that wish to present non-festival presentations must contact the Program Manager to confirm eligibility.

## Investment Limits

4. The investment limit for the Community Presenter stream is \$1,000.00 per Application submitted.
5. Eligible Community Presenters are subject to a \$3,000.00 annual cap per Music Nova Scotia fiscal year.

## Eligible Activity

6. Music presentations by Nova Scotian resident Artists. Please review our **Business Policies – Nova Scotia Residency Requirements**.
7. Presentations can take place anytime during the year.
8. Community Presenters must set a minimum ticket price of \$15.00 for presentations that are part of an Application (\$7.00 for All-Ages presentations or discount advance ticket)
9. Community Presenters must provide an Artist guarantee. Guarantees versus split deals are acceptable.

10. Applications must be accompanied with a mandatory Presentation Plan that provides details of the activities including Eligible Artists performing, a presentation marketing plan and signed artist contracts.

Ineligible activities include:

11. Presentations taking place at house concerts, bars/night clubs, and restaurants.

12. Presentations presented by individual promoters or agents.

13. Presentations of non-Nova Scotian artists or groups.

14. Music festivals and industry conferences.

15. Fundraisers.

### **Eligible Costs**

16. Applicants are strongly advised to read and understand these guidelines, and to contact Music Nova Scotia prior to submitting an Application to ensure eligibility of the proposed costs.

17. The level of investment provided by Music Nova Scotia will be 25% of Nova Scotian resident artist fees only to a maximum of \$1,000.00 per Application and a \$3,000.00 annual cap per Music Nova Scotia fiscal year.

18. Costs incurred prior to submitting an Application will not be considered eligible.

19. Applications to the Community Presenters stream must be submitted thirty (30) days prior your presentation date.

### **Investment and Payments**

20. Music Nova Scotia may award the full amount requested in the Application, but reserves the right to award a lesser amount based on its assessment of the Applicant's proposed costs, or based on the total amount of investment available, or for any other reason.

21. Applicants to every Music Nova Scotia investment component must declare any other Public Investment received or expected to be received toward the same project costs they are claiming to Music Nova Scotia. Music Nova Scotia's contribution plus any other Public Investment cannot exceed 100% of the project's Total Eligible Budget. **See Business Policies: Glossary - Public Investment.**

22. The Music Nova Scotia investment is paid out in two stages:

(1) An Advance equal to 50% of the amount of approved investment is paid out once the application is approved and Music Nova Scotia and the Applicant have executed the investment agreement.

(2) The remainder of the investment is paid out when the Completion Report has been received, reviewed and accepted by Music Nova Scotia.

23. Music Nova Scotia may remove any ineligible costs from the final Completion Budget. This may lead to a reduction in the final payment, and in some cases it may result in the Applicant having to return a portion of the Music Nova Scotia Advance. Please be sure that your costs are eligible!

### **Completion Reporting Requirements**

24. Applicants must compile and organize all invoices, receipts and Proofs of Payment, then enter the amounts being claimed into the Music Nova Scotia Cost Report, which can be downloaded from the Music Nova Scotia website. Applicants must then upload the Cost Report along with all related payment documentation, then complete and submit all other sections of the online Completion Report for the project.

25. In addition to the completion requirements, to complete the project and receive the final payment, Applicants must:

- Complete the online Completion for the project, including Goals and Results, Component Information, Public Funding, and Budget.
- Submit Proof of Performance that each performance took place and was performed as contracted. As Proof of Performance, Music Nova Scotia will accept a copy of the Community Presenter's artist settlement report. Posters and print ads will not be accepted as Proof of Performance; however, Music Nova Scotia may accept ticket stubs on a case-by-case basis.

26. Completion Reports must be submitted to Music Nova Scotia no later than thirty (30) days after your project has been completed.