



Developing Songwriter/Producer Component

Guidelines

2020-2021

Version 1.3 | Published May 1, 2020

1. Overview

- The Developing Songwriter/Producer component of the Music Nova Scotia Investment Program offers a \$3,000.00 investment toward six months of songwriting development activities including sound recording and travel for co-writing.
- These activities must be detailed in a Developing Songwriter/Producer Plan, a required element of the application. The purpose of this program is to provide opportunities and skills development to developing songwriters and producers.
- With your application, you must submit:
 - A streaming link of 2 recent demos along with lyrics, known as the Assessment Tracks
 - A current Business Biography (uploaded to your company profile) [Applicant Profile](#)
 - A Developing Songwriter/Producer Plan (online application form), which sets out all the intended artist development activities to be undertaken if the project is approved for investment
 - A [Legal Guardian Consent Form](#) if under the age of 18
- At the end of the Developing Songwriter/Producer period, successful applicants are required to deliver to Music Nova Scotia two new, previously unreleased, professional quality sound recordings or demos, called the Delivery Tracks. Applicants are required to have at least a 33% writer's share of each Delivery Track. Music Nova Scotia may ask for SOCAN catalogue to confirm writing shares.

- Your Developing Songwriter/Producer project, and the eligibility of your costs, begins on the day you submit the application and ends 6 months after the date of acceptance of the offer of investment. No extensions will be available to extend the Developing Songwriter/Producer project.
- To receive the full investment, you must complete the activities set out in your Developing Songwriter/Producer Plan, provide Music Nova Scotia the Delivery Tracks, and be able to prove that you incurred at least \$4,000.00 worth of eligible expenses during the Developing Songwriter/Producer project.
- After your application has been approved, you may decide to record different tracks than the Assessment Tracks that you submitted with your application. This is acceptable as long as the Delivery Tracks conform to the same requirements as the Assessment Tracks. In that event you will be required to update all the track information when you fill out the [Completion Report](#).
- You do not have to use the funds to produce a sound recording; however, it is a requirement of the investment that, along with your Completion Report, you submit Delivery Tracks, which are two new, professional quality, mixed and mastered sound recordings. The Delivery Tracks could be produced in a home studio at no cost, as long as they are in Music Nova Scotia's opinion a professional-sounding production. The delivery tracks must meet the same criteria as the Assessment Track: be an original song or composition that has never been Commercially Released prior to application, and it must meet Music Nova Scotia's MAPL requirements for Canadian content. The applicant must have at least 33% writer's share on each delivery track. Music Nova Scotia may ask for SOCAN catalogue to confirm writing shares.

See [Business Policies: MAPL Certification](#)

- The Delivery Tracks can be the same songs or compositions that you submitted as your Assessment Tracks. However, the Delivery Track that you upload on completion must be a newly produced or modified track.
- Artist residencies, creative and songwriting retreats, band practices and "woodshedding" are not eligible activities for this investment component.
- Once the Application is approved, all significant changes should be approved by Music Nova Scotia to ensure the on-going eligibility of the project and costs.

2. Application Deadlines

- March 15, September 15
- First-time applicants must submit their Applicant Profile at least one (1) week before the application deadline.
- **Deadlines CAN fall on the weekend. Online submissions will be allowed until 11:59 PM on the 15th day – NOT the Monday following the 15th.**

3. Who Can Apply?

- Developing Songwriters/Producer (this program is not available to Export Ready Songwriters/Producers)
- Other parties such as artist managers, producers and music publishers may fill out the Application on behalf of a Developing Songwriter/Producer; however, the Developing Songwriter/Producer must be the named Applicant.
- Applicants under 18 years of age must submit a signed [Legal Guardian Consent Form](#) with the application.
- A Developing Songwriter/Producer may receive one Developing Songwriter/Producer investment per Music Nova Scotia fiscal year, to a maximum of three (3) Developing Songwriter/Producer investments total.

4. How to Apply

- All Applicants should read Music Nova Scotia's [Glossary of Standard Terms and Business Policies](#) before starting an application.

Application Requirements:

Step 1

Complete the Applicant Profile webform at least one (1) week prior to submitting an application by following this link:

[Applicant Profile](#)

If you have already completed an Applicant Profile under the previous suite of Music Nova Scotia investment programs you please do 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.

Step 2

Complete online application webform by following this link:

[Developing Songwriter/Producer Application](#)

Step 3

Attach the following required documents to the web form:

- A url link to your Assessment Track Stream
- A PDF of your Assessment Track lyrics
- A Guardian Consent Form if under the age of 18
- Developing Songwriter/Producer Plan

It is strongly recommended that you contact the Program Manager to discuss your proposed project and the application requirements before you prepare and submit an application.

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

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.

5. Eligible Activities

- Sound Recording
 - Rehearsal space rental
 - Recording studio time, equipment rentals and recording personnel costs
 - Mixing, mastering
 - Hired musicians' fees
- Travel
 - Airfare, vehicle rental, gas, hotel rooms
 - Per-Diems (capped at \$50 per day and 30 days – cannot exceed 50% of eligible expenses)

As part of your application, you must submit:

- A streaming link of two recent demos or professionally recorded songs along with lyrics. These are called the Assessment Tracks. Your Assessment Tracks must be original songs or compositions, and they must meet Music Nova Scotia's MAPL requirements for Canadian content.

See [Business Policies: MAPL Certification](#)

This is a juried component, meaning that all eligible Applications will be sent for evaluation to a Music Nova Scotia jury that will assess the commercial and artistic merit of the Assessment Tracks and the goals of the Developing Songwriter/Producer Plan. The jury will be asked to consider whether the Developing Songwriter/Producer Plan is executable and makes sense, given the Songwriter/Producer's resources and what they've accomplished to date.

See [Business Policies: Assessment Process – Juried Component](#)

If your application is successful, you must enter into an Investment Agreement that sets out the terms of the investment.

6. Eligible Expenses

This investment component provides an investment of 75% of your Eligible Costs up to \$3,000.00. To receive the full \$3,000.00 investment, you must demonstrate that you spent at least \$4,000.00 in Eligible Costs. With the exception of Per-Diems, all of your costs must be paid to third parties. This means you cannot claim payments to yourself or to Related Parties.

- Sound Recording
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 - Recording studio time, equipment rentals and recording personnel costs
 - Mixing, mastering
 - Hired musicians' fees
- Travel
 - Airfare, vehicle rental, gas, hotel rooms
 - Per-Diems (capped at \$50 per day and 30 days – cannot exceed 50% of eligible expenses)

7. Ineligible Expenses

- Meals or hospitality costs
- Any manufacturing costs including physical music formats and merchandise for sale or promotional.
- Equipment purchases
- Artist residencies, creative and songwriting retreats, cost-of-living expenses like rent and utilities

This is not an exhaustive list so please contact the Program Manager to discuss eligibility of any costs that aren't explicitly set out in these Guidelines.

- Music Nova Scotia will only recognize costs actually paid to third parties for this component. This means that, apart from the maximum of \$1,500 for per-diems, you cannot claim your own time or services, nor any other donated services or any in-house costs. If your Artist Development activities are such that you do not need to or expect to spend money on third-party costs, you are not eligible for this investment component.
- No Administration Fees are available for this investment component.

8. How the Applications are Assessed

See [Business Policies: Assessment Process – Juried Component and the Jury Assessment Preparation Guide](#) for tips on how to better prepare your application.

This table shows how elements of the project are weighted and scored by the Jury:

Songs (Writing, Arrangement, Composition, etc.)	25
Vocals/Lyrics (style, range, *musical dynamic, *emotional impact of song, etc.)	25
Musicality (performance, skill, technique, *interpretation, etc.)	25
Developing Songwriter/Producer Plan, Artist Biography and any additional materials submitted	25
Total	100

**Jurors reviewing Assessment Tracks of Instrumental music or Jazz/Classical “standards” will consider these elements.*

- You are invited to submit additional material that you feel enhances your Application. It should be uploaded at the time of submission to this your

[Applicant Profile](#). Please note that Applicant Profiles should be updated at least one week prior to the annual Artist Development deadline of March 15.

- Such material may include:
 - Professional Photo
 - Producer Biography and/or Credits
 - Up to five press clippings
 - Chart History
 - Awards and Accolades
 - Videos – provide URL/hyperlink to a site where the video is hosted.
 - Tour Dates (past and upcoming)
 - Up to five letters of support from agents, labels, distributors, promoters, radio DJs, etc.

9. Investment and Payments

- 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.
- 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](#).
- 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!
- 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. I didn't see this clause included with the marketing component.

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

1. An Advance equal to 75% 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.

10. Completion Reporting Requirements

- If approved, you will be given a completion deadline of six months after the date of acceptance of the offer of investment.
- 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 should retain all their invoices, receipts and Proofs of Payment for seven years for Music Nova Scotia and Revenue Canada taxation purposes.
- 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](#).
- 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.
- Cash payments are acceptable for all components under the following conditions:
 - Incidental purchases under \$100 (e.g. gas, small goods), supported by a cash register receipt.

- 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.
- 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.
- In addition to the completion requirements, to complete the Marketing project the Applicant must provide Music Nova Scotia with verification of a confirmed Commercial Release Date.
- Completion Reports must be submitted to Music Nova Scotia no later than thirty (30) days after your project has been completed.
- As part of your Completion Report, you must upload a link to your Delivery Track(s) and complete the Track Information table.
- This investment only covers 75% of the Total Eligible Budget. To receive the full final payment, your Cost Report must show that you spent at least \$4,000.00 on eligible expenses (including third-party costs and per-diems, if any) during your Developing Songwriter/Producer project.
- You must provide the appropriate Logo and Acknowledgment on any press and promotional material and any digital assets you create with the investment. You do not have to commercially release any of the material you record with this investment, but you can choose to do so if you wish. You can release it as a single, or as part of an EP or Album. If you do release it, you must credit Music Nova Scotia on all physical and digital copies of the release, and/or wherever production credits for the track are listed, such as in the artwork and the metadata of the digital file.

See Music Nova Scotia's [Logo and Acknowledgment Guide](#)

- The Completion Report is must be submitted to Music Nova Scotia no later than thirty (30) days after the end of your Artist Development Year. The Artist Development Year ends one year after the date of acceptance of the offer of investment. No extensions will be available to extend the Artist Development Year or the due date of the Completion Report.