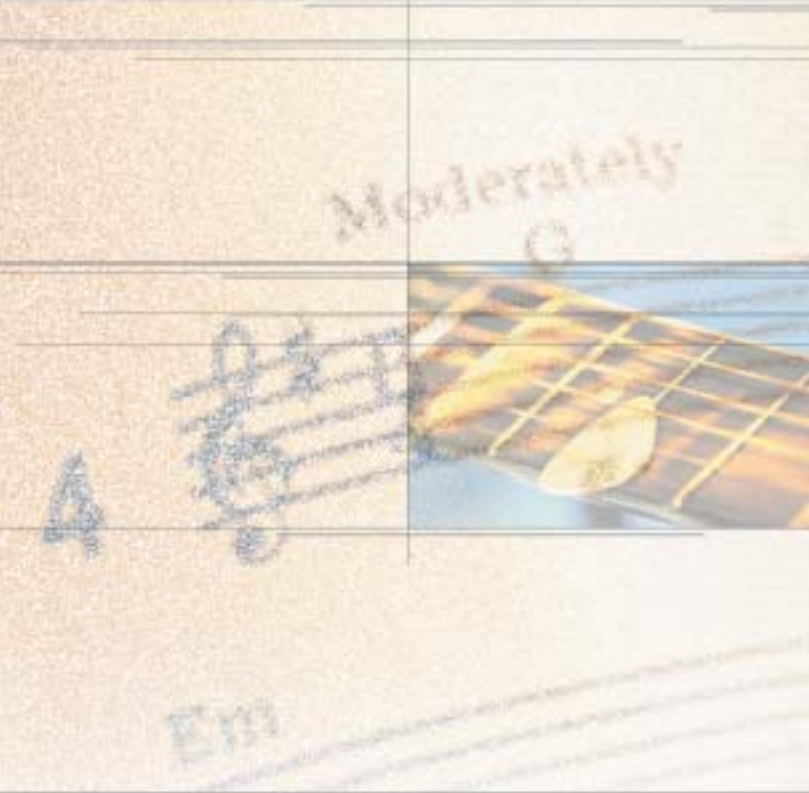




Canadian
Heritage

Patrimoine
canadien



Canada Music Fund

Your application form to the
Support to Sector
Associations Program
2002-2003

Canada 

Canada Music Fund

Your application form to the Support to Sector Associations Program 2002-2003

Nota : Une version française de ce document est également disponible.

Canada

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DEADLINE FOR APPLICATIONS FOR FISCAL YEAR 2002-2003:

August 30, 2002

**TO EXPEDITE THE PROCESS, PLEASE PROVIDE BOTH A HARD COPY
AND AN ELECTRONIC VERSION OF YOUR APPLICATION FORM.**

Canada

RESERVED FOR DEPARTMENTAL USE	
DATE REC'D	
APPLIC. NUMBER	2002 - _____

PART I – BEFORE YOU START, A FEW THINGS TO KEEP IN MIND

PLEASE ENSURE THAT:

- **ALL SECTIONS OF THE APPLICATION FORM HAVE BEEN COMPLETED;**
- **THE APPLICATION FORM HAS BEEN SIGNED (SEE PART III);**
- **ALL APPENDICES HAVE BEEN INCLUDED (SEE PART IV);**
- **THE APPLICATION FORM AND REQUIRED APPENDICES ARE LEGIBLE;**
- **THE APPLICATION FORM AND REQUIRED APPENDICES ARE FILED WITH THE DEPARTMENT NO LATER THAN AUGUST 30, 2002**

APPLICANT'S ID	
Legal name of the association:	
Trade name of the association (if different from legal name):	
Previous legal name of the association (if applicable):	
Legal status of the association: (check appropriate box below)	
<input type="checkbox"/>	Incorporated (federal) Date of incorporation (dd/mm/yyyy):
<input type="checkbox"/>	Incorporated (provincial) Date of incorporation (dd/mm/yyyy):
<input type="checkbox"/>	Unincorporated
<small>ESF</small> Note: Please file, as Appendix 1, all constituting documents demonstrating the association's not-for-profit status (e.g. charter, by-laws)	

WHO TO CONTACT		
Contact person's name <input type="checkbox"/> Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Ms. <input type="checkbox"/> Other	Title	
Street address (city, province/territory, postal code)	Mailing address (if different)	
Office tel. no.: () -	Cellular tel. no.: () -	Fax no.: () -
E-mail:	Web site:	
In which official language do you wish to communicate? <input type="checkbox"/> English <input type="checkbox"/> French		

GENERAL INFORMATION

1. **First year of operation in Canada:** / /
DD MM YYYY

2. **Board members of the association**

Please file as Appendix 2, a list of names of officers and directors of the association including the citizenship of each person.

3. **Satellite offices**

Please file as Appendix 3, a list of the association's satellite offices across the country along with contact information for each office.

Please check this box if the association has no such offices.

Canada

4. Authorities

- a) Please file as Appendix 4, documentary evidence (e.g. resolution or minutes of the board) as proof that the applicant’s board of directors or responsible officers have authorized the filing of the application;
- b) Please file as Appendix 5, documentary evidence (e.g. resolution or minutes of the board) as proof that the applicant’s board of directors or responsible officers have authorized the contact person signing the application form to act on behalf of and represent the association with respect to the filing of the application.

5. What’s your business?

Please file as Appendix 6, a brief description of the association’s mandate, membership, and scope of operations and activities. This appendix must also include an argument as to how said activities further the program’s objectives (please refer to Section 1 of the Guide).

FINANCIAL INFORMATION

6. Financial assistance in prior years

Has the association ever applied for financial assistance under the Support to Federal Policy Development component of the now discontinued Sound Recording Development Program?

Yes ___ No ___

If “yes”, please indicate:

- a) the date on which the last application for financial assistance under the component was filed with the Department
____/____/____
DD MM YYYY
- b) the amount requested \$ _____
- c) the amount received \$ _____

7. Financial statements

Please file as Appendix 7, a copy of the association’s financial statements for a twelve (12) month period ended within twelve (12) months preceding the date of filing of this application. Where available, audited financial statements are to be filed.



Financial statements that have not been audited are acceptable. However, such financial statements require the signature of two officers of the association's board of directors (as listed in Appendix 2) attesting to the accuracy of the information.

8. Pro-forma financial statements

Please file as Appendix 8 (included), a pro-forma financial statement for the 2002-2003 fiscal year including a detailed breakdown of:

- a) projected operating expenses
- b) projected revenues and funding streams — including financing anticipated from all sources such as membership dues, sponsors, and other government programs (federal, provincial, territorial, regional and municipal)
- c) the amount requested under the Support to Sector Associations Program

☞ **Note: A narrative justification in support of the amount being requested at c) must accompany Appendix 8.**

In addition, please note that:


- 1) Other than in exceptional circumstances, financial assistance requested under this program may not exceed 50 percent of the total eligible expenses; in addition, the financial assistance from **all** government (federal, provincial, territorial, regional and municipal) programs may not exceed 100 percent of the total eligible expenses. Accordingly, the amount allocated under this program may vary according to the financial assistance provided through other government programs.
- 2) Only expenses that are outlined in the pro-forma financial statement and approved by the Department are eligible for financial assistance. Expenses ultimately incurred for items that were not indicated in the pro-forma financial statement will not be considered eligible expenses.
- 3) Associations will be required to file an activity report summarizing all activities actually undertaken with explanations for those not undertaken yet proposed in Appendix 11.
- 4) Associations will be required to file a financial report in the same format as the pro-forma financial statement presented in this Appendix 8 including explanations for all variances between projected and actual revenues/funding and expenses.
- 5) Capital expenditures over Can \$5,000 are not eligible expenses.
- 6) The recipient will be required to reimburse the Department for financial assistance that was granted for activities that were not fulfilled.

HUMAN RESOURCES INFORMATION

9. As at the date of the financial statements required to be filed as Appendix 7, please indicate:

a) Number of full-time employees: _____

b) Number of part-time employees: _____

 **Note:** Please file as Appendix 9, a signed attestation to the effect that any former federal public office holder or public servant, who is employed by the association, is in compliance with the post-employment provisions of the relevant *Conflict of Interest and Post-Employment Code*.

If not applicable, please check this box.

INFORMATION ON ACTIVITIES

10. Previous year's activities

Please file as Appendix 10, a summary of efforts undertaken by the association in the past year to avail itself of more diverse funding, including (1) new revenue streams, (2) private and public sector sponsors and funding sources, (3) a larger membership base, and (4) increase in members' dues.

11. Proposed activities

Please also file as Appendix 11, a description of the association's proposed activities for the 2002-2003 fiscal year demonstrating how they will specifically contribute to each of the program's objectives listed hereunder:

- a) public policy research
- b) appearances before parliamentary committees, regulatory agencies and other government bodies
- c) studies and/or surveys
- d) statistical compilations and analyses of industry performance indicators
- e) initiatives to increase the association's membership base
- f) efforts made to represent Aboriginal Canadians and official language minority communities in Canada

Canada

Appendix 8

Pro-forma statement for the 12-month period ending March 31, 2003

Pro-forma statement of operations		Dollar (Can)
Revenues and funding streams:		
1	Membership dues	
2	Federal government financial assistance (Note: other than from the Support to Sector Association Program)	
3	Provincial government financial assistance	
4	Other government financial assistance	
5	Other sources of revenues/funding (please specify _____)	
6	Total revenues and funding	
Operating expenses		
7	Salaries and benefits (staff)	
8	Management fees and bonuses	
9	Third party contracts for policy research, studies, surveys, statistics, etc.	
10	Travel and accommodation expenses	
11	Membership outreach expenses	
12	Communication, publication and translation expenses	
13	Rent, energy, insurance and other overhead expenses	
14	Office supplies and equipment under \$5,000	
15	Other operating expenses (please specify _____)	
16	Total operating expenses (see Note 1 on following page)	
17	Net operating expenses (line 6 minus line 16)	
18	Allowable proportion of net operating costs (see Note 2 on following page)	
19	Amount requested under the Support to Sector Associations Program (see Note 3 on following page)	

Note 1

Please indicate the dollar value of in-kind, barter or contra expenses included in the total operating expenses indicated at line 16.

Note 2

The amount at line 18 must reflect the amount at line 17, reduced as may be applicable, to reflect that proportion of net operating expenses, if any, as relate to activities and operations undertaken and falling outside those related to the Canadian sound recording sector (e.g. theatre).

The association must either (1) attest to the fact that all net operating costs apply and are allowable or (2) indicate a reduced amount at line 18 together with underlying rationale and calculations used to arrive at a reduced amount.

Note 3

The amount at line 19 must normally be limited to 50 percent of the amount indicated at line 18.

Applicants must provide convincing arguments in support of any request in excess of this limitation. The Department reserves the exclusive right to accept or reject such a request.

A justification for the amount requested under the Support to Sector Associations Program (line 19) must be provided with this appendix.

PART II – WHO ARE YOUR MEMBERS? (Appendix 12)

The information provided in this section should be representative of the association's membership profile on the date that the application is filed.

Table 1. Number of companies/organizations according to their primary business activity

Activity	Number of companies/ organizations	Number of employees		
		Owner/ Operator	Full-time	Part-time
Record companies/Record labels (excluding vanity labels)				
Music publishers				
Distributors of recordings				
Artist management/Booking agencies				
Concert producers				
Other				
Total number of companies/organizations				

Table 2. Number of individuals according to their primary music related activity

Activity	Number of individuals
Performers	
Recording artists (including vanity labels)	
Songwriters/Composers	
Managers	
Record producers	
Other	
Total number of individuals	

Table 3. Number of companies/organizations and individuals by province and territory

Province/Territory	Companies or organizations	Number of individuals according to their place of residence
Alberta		
British Columbia		
Manitoba		
New Brunswick		
Newfoundland		
Northwest Territories		
Nova Scotia		
Nunavut		
Ontario		
Prince Edward Island		
Quebec		
Saskatchewan		
Yukon		
Total		

Note: Totals on Table 3 must reconcile with those at tables 1 and 2.

PART III – A FEW FINAL REQUIREMENTS (Appendix 13)

In consideration of the Department of Canadian Heritage's reviewing and considering this application for Support to Sector Associations Program, the applicants, by signing below, do hereby severally or jointly agree:

1. To having read the Guide and Application Form and agree to all terms, conditions, provisions, definitions, etc., set forth therein;
2. To be bound by all decisions of the Department in connection with this application for financial assistance or in connection with any payment or remittance of financial assistance;
3. That the Department and its minister, officers, employees and agents be held harmless from and shall not be liable for any and all claims (direct or indirect, consequential or incidental), damages, loss, costs and expenses which the applicant may at any time incur or suffer as a result of or arising from the carrying out of their activities and/or contribution agreement;
4. That all information filed in conjunction with this program may, at the Department's sole discretion, be made available to the public; and
5. That the association is not in default with the Crown for financial assistance received under the Support to Federal Policy Development component of the now discontinued Sound Recording Development Program or under any other federal programs.

I HEREBY DECLARE THAT to the best of my knowledge, the information contained in this application form and appendices and is accurate and complete and that the activities proposed, including plans and pro-forma financial statements, are fairly presented; AND

I HEREBY ATTEST THAT THE ASSOCIATION WILL:

- ▶ publicly acknowledge funding assistance received under the Canada Music Fund;
- ▶ enter into and abide by the terms and conditions set out in a contribution agreement governing assistance provided under the Canada Music Fund;
- ▶ submit final activity and financial reports, and where required, a financial accounting of the funding assistance provided under the Canada Music Fund; and
- ▶ will respect the spirit and intent of the various acts governing the programs of the Department of Canadian Heritage.

Signature: _____

Please print name: _____

Title: _____

On behalf (association's name): _____

Date: _____

The logo for the Government of Canada, featuring the word "Canada" in a serif font with a stylized maple leaf above the letter 'a'.

PART IV – APPENDICES CHECKLIST

The following information must accompany your duly signed and dated Application Form:

- Appendix 1 - Documents regarding the association's incorporation and not-for-profit status.
- Appendix 2 - Names and citizenship of the officers and directors of the association.
- Appendix 3 - Association's satellite offices along with contact information.
- Appendix 4 - Attestation regarding the board's approval to file the application.
- Appendix 5 - Attestation regarding the board's approval that the contact person is authorized to sign the Application Form on behalf of the association.
- Appendix 6 - Description of mandate, membership and activities of the association.
- Appendix 7 - Association's financial statements for the twelve (12) month period ended within twelve (12) months from the date of filing this application.
- Appendix 8 - Pro-forma financial statement for the activities and amount requested under the Support to Sector Associations' Program. (attached)
- Appendix 9 - Attestation regarding conflict of interest.
- Appendix 10 - Summary of efforts undertaken regarding diverse funding streams.
- Appendix 11 - Details of activities contributing to the program objectives.
- Appendix 12 - Membership profile (see Part II). (attached)
- Appendix 13 - Final requirements and signature (see Part III). (attached)

**INCOMPLETE OR ILLEGIBLE APPLICATIONS
WILL BE REJECTED**