



CANADA MUSIC FUND

SUPPORT TO SECTOR ASSOCIATIONS COMPONENT

APPLICATION GUIDE

2008-2009

Canada Music Fund

Support to Sector Associations Component 2008-2009

Application Guide

DEADLINE FOR FILING OF APPLICATIONS

May 28, 2008

Note : Ce document est également disponible en français.

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Support to Sector Associations Component

1. OBJECTIVE

The *Support to Sector Associations Component* is one of seven components of the **Canada Music Fund**.

The objective of this component is to assist Canada's music sector associations to continue providing their respective memberships with:

- professional representation
- analysis of public policy initiatives, and
- increased monitoring of industry trends and issues.

2. COMPONENT'S EXPECTED RESULTS

The component will fund association-based initiatives that either:

- 2.1 enhance the capacity of music industry associations to support and represent their members;
- 2.2 increase the capacity of a music sector association in the area of public policy development, analysis, and research through sector-specific studies, surveys, and statistical analysis; or
- 2.3 better inform and educate association members in making decisions regarding their careers and music industry businesses.

3. ELIGIBILITY REQUIREMENTS

3.1 To be eligible, the applicant must meet all of the following requirements:

- 3.1.1 be a Canadian association (see the note in the box at the end of section 3);
- 3.1.2 be registered or incorporated in Canada or one of its provinces or territories as a not-for-profit Canadian association representing the interests of Canadians working in the music industry for at least two consecutive years from the application deadline;
- 3.1.3 has an elected or appointed governing body, such as a board of directors, which represents the membership at large;
- 3.1.4 representing primarily Canadian songwriters, composers, performers, labels, music publishers, distributors, managers and agents in the music industry;
- 3.1.5 has operations that are national or regional in scope (including associations representing the interests of Canada's Aboriginal Peoples, visible minorities or official language minority groups) (see the note in the box at the end of section 3).

3.2 In addition, the following organizations are considered ineligible:

- 3.2.1 associations, including parties at non-arms-length (see the note in the box at the end of section 3), predominantly representing a specific musical genre;

- 3.2.2 associations, including parties at non-arms-length, whose principal activities and/or principal revenue streams relate to the undertaking of galas, award shows, workshops, conferences, and similar collective initiatives;
- 3.2.3 copyright collectives, funding organizations;
- 3.2.4 associations, including parties at non-arms-length, representing persons predominantly involved in technical activities related to the music industry;
- 3.2.5 associations that are in default with the Crown from agreements entered into with Canadian Heritage or any other government department.

Note

What is a Canadian association

For the purpose of the component, an association must be a not-for-profit organization in which more than half of its membership and more than half of the directors of the association's board are Canadian "citizens" as defined under the *Citizenship Act*, or "permanent residents" as defined under the *Immigration Act*.

For the purpose of the component, an association that is controlled in any manner by a non-Canadian person or entity that results in control in fact, whether directly through the ownership of securities or indirectly through a trust, an agreement, an arrangement or otherwise, is deemed not to be Canadian.

Scope of operations of an eligible association

The component will consider applications filed by associations, whose activities are national or regional in scope. The component recognizes the linguistic duality of Canada and will also consider applications from associations representing the interests of official language groups in either a majority or a minority situation.

Parties at non-arms-length

Defined as parties related to the association filing an application under the component. Includes but is not limited to wholly-owned subsidiaries, and other related parties over whom the association exercises control in fact. Control in fact is typically, although not exclusively, determined through the review of documents such as financial statements, corporate information, and bilateral or multilateral agreements.

4. ASSESSMENT OF APPLICATIONS AND FUNDING PRIORITIES

The fact that an association meets all eligibility requirements does not mean that it will automatically be provided financial assistance under the component, nor that the level of funding requested will be respected. In addition, financial assistance provided in previous years under the Support to Sector Associations Component is **not** to be construed as a guarantee of financial assistance that could be provided in the 2008-2009 fiscal year.

The Department of Canadian Heritage will only support associations whose activities clearly and directly contribute to the component's objective and expected results. Consequently, applicants are required to link their proposed activities to the component's expected results (see Appendix 11 of the Application Form). Applications will be assessed on their merit and funds will be allocated in a competitive manner.

5. EXPENSES

5.1 Eligible expenses:

Expenses incurred and paid by an association to meet the component's objective and expected results between April 1, 2008 and March 31, 2009, are considered eligible. The Department reserves the exclusive right to determine the type and amount of expenses that are eligible for financial assistance under the component.

5.2 Ineligible expenses:

5.2.1 capital costs (buildings, vehicles, computer equipment, etc.) and investments.

5.2.2 expenses related to specific activities or projects typically funded through other components or programs (conferences, workshops, award shows, galas, etc.).

6. FUNDING LIMIT

Financial assistance provided under the component is limited to the least of the following amounts:

- 50% of eligible expenses incurred and paid in 2008-2009;
- competitive allotment of total component funds available;
- amount requested; or
- \$250,000 (maximum available under the component).

7. A FEW THINGS TO KEEP IN MIND

Complete applications

Only complete applications will be considered. It is therefore the applicant's sole responsibility to ensure that all appendices, information, briefs, calculations, supporting documentation, etc. are filed.

If you have any questions when completing your application, we encourage you to contact the Department (see section 11 for contact information) prior to submitting it.

8. CONDITIONS ATTACHED TO FINANCIAL ASSISTANCE PROVIDED

Associations receiving financial assistance under the component will be required to enter into a contribution agreement with the Department before any payment is issued. Some of the more salient requirements of the contribution agreement might include:

8.1 A requirement to complete the activities listed in the funding application. The scope of activities required will be determined by the level of funding awarded.

8.2 Filing with the Department documents including but not limited to:

8.2.1 a qualitative assessment of how the activities contribute to the component's objective;

8.2.2 a qualitative assessment of the impact of the financial assistance provided under the component;

- 8.2.3 interim and final activity reports for all activities undertaken by the association between April 1, 2008 and March 31, 2009;
- 8.2.4 financial reports / quarterly cash flow statements for the period between April 1, 2008 and March 31, 2009; and
- 8.2.5 under certain circumstances, a copy of financial statements of the association and related parties for a twelve-month period ending between April 1, 2008 and March 31, 2009.

8.3 Recognition of the financial assistance provided by the Government of Canada

All funding recipients must recognize the financial support provided by the Government of Canada by reproducing the logo and/or acknowledgment text on their Web site and for products and activities created as a result of the financial assistance provided. The conditions for the acknowledgement will be specified in the **contribution agreement** between them and the Department of Canadian Heritage. The "Canada" wordmark can be found at http://www.canadianheritage.gc.ca/logos/index_e.cfm.

The English acknowledgement text is:

We acknowledge the financial support of the Government of Canada through the Canada Music Fund.

The French acknowledgement text is:

Nous reconnaissons l'aide financière du gouvernement du Canada par l'entremise du Fonds de la musique du Canada.

8.4 Retention of and provision of access to financial and accounting records

Associations must maintain financial and accounting records for a period of five years after the date of the last remittance of the financial assistance provided under the component, including the association's financial statements (including year-end journal entries, adjustments, and working papers); accounting records (both computerized and books of original entry); banking records (including originals of cancelled cheques, bank statements, and related material); and originals of documentary evidence (invoices, contracts, leases, bills, receipts, etc.).

9. SOME DEPARTMENTAL PROVISIONS

9.1 The Minister's discretion and decisions

The Minister, or a duly authorized representative, at his or her own discretion, may decide to accept or refuse, in whole or in part, any application submitted. Any decision made by the Minister or representative is conclusive.

9.2 Evaluations and audits

In addition to the application of its established policies and procedures in the administration of financial assistance programs, the Department reserves the exclusive right to conduct audits of beneficiaries and evaluations of activities supported by the component.

9.3 False or misleading information

A beneficiary found to have submitted false or misleading information will be required to refund the whole of any financial assistance received under the component. Furthermore, such a beneficiary-association will be declared ineligible for financial assistance for a period of two years thereafter under any and all components of the Canada Music Fund.

9.4 Transparency and accountability to Canadians

The Department reserves the exclusive right to make available to the public all information filed in conjunction with this component.

10. APPENDICES TO BE INCLUDED WITH THE APPLICATION FORM

In addition to the application form (to be completed electronically in Word), an applicant must submit the following information as appendices to the application form.

The appendices indicated by way of an asterisk (*) need to be filed by all new applicants and by recipients of the 2007-2008 Support to Sector Associations Component if a change has occurred since their application in 2007-2008.

Appendix 1: Incorporation Documents*

A copy of the applicant's letters patent, supplementary letters patent, corporate charter, and other similar constituting documents demonstrating the applicant's not-for-profit status, its objects, and Canadian citizenship requirements of its general membership and of its directors of the board.

A copy of the applicant's by-laws, special resolutions, conflict of interest policy or guidelines, and ethics standards.

Appendix 2: Board of Directors*

A list of names and citizenship of the association's board of directors.

Appendix 3: Description of the Association*

A brief description of the association's mandate, membership, and scope of operations and activities.

Appendix 4: Satellite Offices*

(If applicable) A list of the association's satellite offices along with contact information.

Appendix 5: Attestation

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 and have authorized the person signing the application to act on behalf of and represent the association with respect to the filing of the application.

Appendix 6: Financial Statements 2007-2008

A copy of the applicant's financial statements for the twelve-month period ended anytime between April 1, 2007, and March 31, 2008. These statements must be audited, or where audited statements are not available, signed by two directors of the association's board. In either case, these statements must conform to Canadian generally accepted accounting principles. In addition, applicants must provide a copy of the most recent financial statements for any related parties indicated and referred to in the applicant's own financial statements.

Appendix 7: Budget 2008-2009

Using the template provided in the Application Form, the applicant's budget for the period commencing April 1, 2008, and ending March 31, 2009. The budget must include the amount of financial assistance requested under the component. The budget must also include all other revenue streams and funding sources separately. Successful applicants will be asked to present financial/progress reports using the same format during the year.

Appendix 8: Compliance Disclosure

(If applicable) A disclosure attesting to the fact that any former public office holder or federal public servant, who is employed by the applicant, is in compliance with the post-employment provisions of the relevant *Conflict of Interest and Post-Employment Code for the Public Service*.

Appendix 9: Who are your Members?

Using the template provided in the Application Form, a membership profile must be provided by the association.

The first section of this appendix must show the number of member companies by sector of activity.

The second section is for individuals who retain their own membership in the association.

The third section of this appendix is a composite of the first two sections broken down by province, instead of by activity.

Appendix 10: Diverse Funding

A summary of efforts undertaken by the association in the last year to avail itself of more diverse funding, including new revenue streams, private and public sector sponsors and funding sources, a larger membership base, and an increase in members' dues.

Appendix 11: Proposed Activities and Expected Results

Using the template provided in the Application Form, a description of the association's proposed activities for the 2008-2009 fiscal year and their expected results.

11. HOW TO GET MORE INFORMATION

General inquiries

Pierre Carpentier
Telephone: (819) 997-5884
Facsimile: (819) 934-9244
E-mail: pierre_carpentier@pch.gc.ca

Address

Support to Sector Associations Component
Music Policy and Programs Directorate
Department of Canadian Heritage
15 Eddy Street, 4th Floor, Room 79 (15-4-E)
Gatineau, Québec K1A 0M5

To access the guide and the application form on our Web site

<http://www.pch.gc.ca/cmfmusic>