

Guidelines FY2024/25

Record in BC

For Out-of-Province and International Artists

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The **Record in BC** program is one of the Amplify BC programs funded by the Province of B.C. to support the growth, competitiveness, and sustainability of B.C.'s music industry.

This program attracts established out-of-province and international artists to B.C. to record, increase music tourism in B.C., and create jobs for B.C. recording professionals.

Record in BC Budget: \$300,000

Program Overview

Who is eligible: Established out-of-province and international artists

Eligible activities: Sound recording projects with a B.C. producer or B.C. studio

Grant Amounts: \$10,000 - \$30,000, funding up to 50% of eligible expenses

Supports projects between **July 17, 2024**, and **December 1, 2025**

Applications open: July 17, 2024

Deadline: Rolling until **October 31, 2024**, at **11:59 PM, PT**, or until all funds are disbursed

Info Sessions + Contact

Sign up for online info sessions on the Creative BC website.

If you have questions or need assistance, please contact:

Gina Loes | Music Programs Lead

Phone: 604-730-2253

Email: gloes@creativebc.com

Schedule an Appointment: calendly.com/gloes

What are the priorities of the Record in BC program?

- Increase and sustain earning potential and economic activity for B.C. studios, recording professionals, and music companies
- Attract national and international business to B.C.'s recording industry
- Support a broad range of artists, including those led by systemically excluded groups who experience systemic barriers to participation

Eligible Activities

This program supports **established out-of-province and international artists** coming to record at a B.C. recording studio or engaging with a B.C. studio or producer remotely. Eligible projects include, but are not limited to, singles, EPs, and LPs in the form of original music, or interpretations of existing music. This program does not support songwriting, commissions, or the creation of new works prior to recording. Recordings supported through this program must be intended for commercial release.

Lists of [previous recipients](#) are available at creativebc.com.

Eligible Applicants

This program supports applications that are submitted by the artist, or artist's label, in collaboration with the B.C. producer or B.C. recording studio. The primary contact and signatory for the grant must be the artist or artist's label.

Creative BC encourages applications from systemically excluded groups, including Indigenous Peoples (First Nations [Status/Non-Status], Métis, and Inuit), Black, People of Colour, People living with one or more Disabilities, 2SLGBTQIA+ communities, and other groups who experience systemic barriers to participation.

Applicants must meet all the following minimum criteria to be eligible:

- Artists must live outside of B.C. In the case of a band or group, more than 50% of the permanent members must be non-B.C. residents. Groups that are 50/50 must apply through the [Career Development](#) program.
- Artists must be **established** in their music career, and exhibit many or all the following milestones:
 - **Substantial earnings from music-related activities** including touring, licensing, publishing, streaming, and album sales. It is strongly recommended that artists are earning a minimum of \$30,000 CAD per year to be competitive as an established artist.
 - **Be supported by a team of industry professionals**, such as a label, manager, booking agency, publisher, etc.
 - **Track record of media exposure** in the form of awards, radio play, or other press
 - **Have produced an extensive body of recorded work** that has been commercially released with a strong, recognizable style and sound
 - **Tour history** with national and/or international tour dates, with affiliated press

- **Demonstrate a substantial audience** on social media, streaming services, or at live performances
- **Applications must be submitted by a business.** Artists can apply through their own music company, or the application can be submitted by their record label. Managers, studios, or production companies are not eligible to apply but can support the application process for the artist or the artist's label as a grant writer. Applicants must meet the following requirements:
 - The primary business activities of the company must include music
 - The applicant company must have a business number and be a legal entity in the form of a sole proprietorship, registered partnership, incorporated company, or not-for-profit society. The business must have a valid statement of business registration, certificate of incorporation, W-9 (US-based applicants), or GST number (Canadian applicants)
 - Financial interest in the recording as a rights holder or licensee
 - A signed contract between the artist and the company that outlines the business relationship is required if the applicant company is not owned by the artist
- **Recording Businesses** must meet all the following minimum criteria to be considered eligible:
 - Be a legal entity in the form of a registered sole proprietorship, partnership, incorporated company in British Columbia, or in Canada
 - Be located in British Columbia
 - Have an established history of recording and producing commercial releases for other artists
 - Be active and have recorded music with a variety of external clients within the past 12 months

A list of [B.C. Recording Businesses](#) is available as a resource on the Creative BC website. Studios have not been assessed by Creative BC, and not all studios will meet the eligibility criteria. Applicants must ensure the studio meets the requirements.

Other eligibility information:

- **Limit on applications from producers:** Creative BC aims to fund a variety of recording studios and producers. Producers can be included on a maximum of three approved Record in BC projects for FY2024/25.
- If an artist has previously received funding from Creative BC's Record in BC program, all final reports must be submitted before applying in 2024/25.
- The owners, principals, directors, officers and shareholders of the applicant company and the recording business must be in good standing (i.e., not in default) with Creative BC.

Funding

Grant Amounts: **\$10,000 - \$30,000**

Applicants may apply to Creative BC for a grant of up to 50% of budgeted eligible expenses and are expected to contribute to the financing of the project. Recipients must spend a minimum of \$20,000 on their project to remain eligible for funding. Total public funding from combined sources cannot exceed 75% of the budget; however, public funding from combined sources can equal up to 100% of the eligible budget for Indigenous artists. All grants are paid in Canadian dollars.

Successful applicants will receive an approval letter via email, followed by a funding agreement. To accept the offer of funding, successful applicants must:

- ☐ Pay an initial deposit to the B.C. studio or producer listed in their funding application and submit proof of payment to Creative BC
- ☐ Read and sign the funding agreement

Both the agreement and initial deposit must be completed within 30 days to accept the funding offer. The amount of the deposit is at the discretion of the B.C. studio or producer. Applicants who fail to complete their project deposit will forfeit their offer of funding and may choose to reapply if funding is still available in the program.

Upon signing the agreement and confirming their deposit, funding recipients based in Canada will receive an advance payment for 75% of the grant amount. The remaining amount is paid upon review of the final report based on eligible final expenses. International recipients will receive their full grant after all expenses are paid and their final report and all invoices and proof of payments are approved.

Artists cannot change producers or studios after a project has accepted their funding offer, unless approved by Creative BC.

Budget

Applicants must provide a detailed budget for their project and declare all expenses and sources of revenue, including confirmed and unconfirmed grants. Applicants are expected to contribute to the financing of the project and seek other revenue sources where appropriate. Artists should only apply for activities they can complete and pay for between **July 17, 2024**, and **December 1, 2025**.

If artists are traveling to B.C. to record, travel and production expenses taking place within B.C. are eligible. For artists completing work remotely, only vendors based in B.C. are eligible.

Eligible expenses may include:

- Recording, mixing and mastering activities with B.C. studios and producers including studio rental, gear rentals, producer fees, music arrangement fees, or session players for hire
- Accommodation and per diems for artists coming to B.C. to cover meals. The maximum per diem is \$80 per day per person. The maximum eligible B.C. accommodation rate is \$400 per room per night.
- Flights, gas, taxis, or other travel costs while working on the recording in B.C.
- Album artwork, if created in B.C.
- Short-term pre-production facility rental or rehearsal fees in B.C. for hired players

Ineligible activities may include:

- Touring, marketing, or video production
- Demo recordings or recordings not intended for commercial release
- Commissions, composer fees, or session fees for the primary artist
- Manufacturing or distribution costs associated with the production of merchandise for sale
- Non-third-party costs, in-kind expenses, or donated services
- Grant writing fees, legal fees, or management fees
- Capital costs, the purchase of equipment, or musical instruments

- Showcase fees, live performance, online streaming events, ongoing rehearsal space rentals, venue rentals, parties, receptions, or alcohol
- Music lessons, performance coaching, or tuition fees
- Subscriptions, music distribution, or membership fees
- Expenses paid in cash
- Any work that has been paid up-front, but that has not been completed by December 1, 2025
- Any work that contains elements of serious or gratuitous violence, sexual violence or exploitation, obscene, indecent or pornographic content within the meaning of the Criminal Code, or elements which are libelous or in any other way unlawful
- Major expenses not included in the approved budget and incurred prior to Creative BC approval

Application Evaluation

This program supports established out-of-province and international artists that demonstrate financial viability, create B.C. jobs, support B.C. music companies, and increase the profile of B.C. studios and recording professionals. Applications will be scored by Creative BC staff according to the program's priorities, using the categories below. The Record in BC [Scoring Sheet](#) is available on the Creative BC website with point allocations and descriptions for each category:

- Track Record of Artist
- Economic Impact
- Label and Team
- Justice, Equity, Decolonization, Diversity, and Inclusion
- Budget

Projects bringing out-of-province producers to record at B.C. studios are eligible, however, recordings that hire B.C. producers will be more competitive. Earlier recording dates will also be prioritized to fund projects that are confirmed.

Once applications are scored, Creative BC may make adjustments to fill gaps based on representation, region, and type of applicant, to support the breadth of B.C. and its music industry. Creative BC will also prioritize applicants who have yet to receive significant funding through its programs, which may result in a smaller grant for returning applicants.

Project Completion

Deadlines for final reports are ongoing up until December 1, 2025. Final report deadlines will be indicated in the recipient's funding agreement. To complete the final report and receive the balance of funding, applicants must submit the following:

- ☐ Online Final Report
- ☐ Cost report (template provided)
- ☐ Copies of all invoices and proof of payment
- ☐ Approved [Creative BC and Province of BC logo placement\(s\)](#)

The applicant is responsible for issuing all payments related to the project and providing invoices with valid proof of payment which includes a bank statement, credit card statement, processed cheque, wire transfer, or e-transfer confirmation.

Commercial releases may take place up to 12 months after submission of the final report.

How to Apply

The [online application](#) is available on the Creative BC website. Artists can submit one application only. Labels may be named on multiple applications, but an individual application must be submitted for each artist. Applicants are encouraged to contact Creative BC staff prior to applying.

Applications will be accepted on a rolling basis starting **July 17, 2024**, and ending on **October 31, 2024**, at 11:59 PM, PT, or until funds are no longer available.

Applicants with a disability or accessibility need may contact Creative BC for support in preparing an application. In this case, please allow an additional two weeks to prepare your application.

Upon submission of the online application, each band member and B.C. producer or B.C. studio will receive an automated [Self-ID form](#) to complete. The information requested provides Creative BC with information on representation across all programs and must be submitted within two weeks to complete the application.

Applications will be reviewed by Creative BC staff at the end of each month. Results will be available before the end of the following month. The total funding committed to date for Record in BC will be updated periodically on the Creative BC website. All applicants will receive their application results in writing via email. Applications will only be discussed with the applicant and the contacts provided in the application.

Justice, Equity, Decolonization, Diversity + Inclusion

Creative BC is committed to ensuring program access for all, and incorporating justice, equity, decolonization, diversity and inclusion in program delivery. [Learn more.](#)

Respectful Workplace

As investors in B.C.'s music industry, Creative BC is committed to supporting a healthy ecosystem that thrives in a culture of mutual respect, dignity, and inclusivity that is free from any form of harassment. All persons, companies, and organizations that work with, or seek funding from, Creative BC are expected to adhere to [Creative BC's Code of Conduct for Clients, Partners, and Stakeholders](#), implement policies and procedures for a harassment-free workplace, and comply with relevant laws. Creative BC is a signatory of the [Canadian Creative Industries Code of Conduct to Prevent and Respond to Harassment, Discrimination, Bullying and Violence](#) and expects all applicants and recipients to also adhere to this Code of Conduct.

Environmental Sustainability

Creative BC encourages the music industry to adopt and implement environmentally sustainable practices and reduce environmental impacts. Creative BC recommends booking non-stop flights when possible, limiting multiple trips, and flying with an airline that has a carbon offset program.

For More Information

Amplify BC funding programs support artists, music companies, live music presenters, and industry development to support the growth, competitiveness, and sustainability of B.C.'s music industry. Visit the [Creative BC website](https://www.creativebc.com) to learn more.

Application Checklist

Applicants must complete and submit the following items in Windows compatible formats:

Required for all applicants:

- ☐ **Online application form** (available at www.creativebc.com)
- ☐ **Budget** (template available at www.creativebc.com)
- ☐ **Letter of intent from B.C. producer or B.C. studio** involved in the project explaining why they want to work with this artist
- ☐ **Statement of Business Registration or Certificate of Incorporation**
- ☐ **Completed Self-ID form** for each band member and B.C. producer or B.C. studio associated with an application (sent via email to each listed individual; available at www.creativebc.com)

Additional materials:

- ☐ **Signed contract** between the label and artist if the artist is not the applicant
- ☐ **Evidence of matching funds**, such as private investment or other grants (strongly recommended)
- ☐ **Vendor quotes or estimates** for vendors for major budget items (strongly recommended)
- ☐ **Expressions of support** that speak to the artist's track record from someone not financially involved in the project. These can be provided as informal letters, emails, audio clips, videos, or in other formats. (recommended)
- ☐ Other support documents if applicable (performance history, producer CVs, recent press, etc.)