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Cultural Industry

# **Music Organization Operating Grant Program Guidelines**

Superseded

Alberta

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# Overview

## Grant Overview

The Cultural Industry Music Organization Operating Grant (CI-MOOG) is designed to increase the financial viability and business growth of the music and sound recording industry in Alberta, while still recognizing the cultural importance of the industry as a whole. Eligible organizations may receive funding to invest in the operations and administration of their organization to further its mission and strengthen the organizations and industry's capacity.

## Purpose and Objectives

The program objectives include:

- Enhancing the organization's ability to support the growth and sustainability of Alberta's cultural industries.
- Ensuring Albertans have vibrant, active communities and access to cultural opportunities and services that enrich their lives.
- Rewarding music publishers' success in delivering content.

## Grant Deadline

June 1 annually at 11:59 pm MST.

If the grant deadline falls on a weekend, the deadline date will be extended to the next business day.

The grant intake window will open 60 days prior to the grant deadline.

## Eligibility

### Organization Eligibility

Eligible Organizations must be a sound recording organization and:

- Be registered and in good standing in accordance with the appropriate provincial legislation;
- Have been in operation in Alberta for at least 12 months prior to application;
- Be at least 51 per cent majority owned by an Albertan or Albertans, and the effective control must reside with the person(s) who are residents of Alberta;
- Develop, produce, license, release, promote, and distribute sound recordings as a principal business function by individuals other than the organizations principals, board members or stakeholders. Artist run labels or artist-entrepreneurs are not eligible;
- Be physically located in Alberta;
- Have industry-recognized national distribution demonstrated by being a FACTOR recognized distributor, or hold a minimum of three nationally recognized vendor numbers;
- Have revenue, comprising of sales revenue, publishing royalties and license fees that exceeds \$15,000 in the last full fiscal year prior to applying for the grant;
- Have the production copyright of the sound recording(s) owned or licensed by the label for each recording released;
- Have published in the 12 months prior to application a minimum of two sound recording releases with a minimum running time of at least 20 minutes. For the programs purpose one sound recording release is equivalent to:
  - One physical full-length Album (CD or Vinyl);
  - One digital full-length Album;
  - Six physical CD singles or EPs, or six vinyl singles or EPs; or
  - Six individual digital tracks.

# How to Apply

## Grant Application

### New Applicants

New applicants must set up an online profile prior to filling out an application. To set up a profile, organizations must complete a GATE Front Office Registration form and email the form to [registrationAMF@gov.ab.ca](mailto:registrationAMF@gov.ab.ca).

### Previous Applicants

Login to the Online Grant Application System (GATE) to begin your application.

## Application Requirements

All applicants must submit a complete application package, including a signed applicant agreement, through the [Online Grant Application System \(GATE\)](#) prior to the grant deadline date.

Applicants will be required to provide the following information in the application:

- A brief description of the organization, including the mandate;
- Organizational details, such as revenues and expenses; and
- A list of all eligible sound recording releases.

The following documents will be required as PDF attachments to the application:

- Annual corporate registry documents (annual return) showing the organizations legal name, shareholder/director breakdown and standing;
- The organization's most recent annual financial statements, accompanied by:
  - Grants over \$50,000 require a Review Engagement Report prepared by a designated accountant; licensed to practice in Alberta;
  - Grants over \$25,000 require a Notice to Reader or Compilation Engagement Report prepared by an accountant; or
  - Grants of \$25,000 or less require a detailed financial statement approved and signed by two board members other than the Treasurer, or if a sole proprietorship a copy of the most recent T2125 tax form.
- Promotional materials from the previous year, such as catalogues; and
- A minimum of two sound recording releases published in the previous copyright year sent by mail is required.

## Grant Calculation

### How Applications are Evaluated

Applications are reviewed to ensure all eligibility requirements are met. Applicants are encouraged to apply early in the intake window in order to provide program staff with adequate time to review the application and request any clarification, if required.

Applicants who do not meet eligibility requirements will not proceed for further evaluation.

### How Grant Amounts are Calculated

Grants are calculated using the prior year's sales revenue, expenses and the number of eligible sound recording releases.

The sum of the total is divided proportionately by the program budget.

Eligible grants will not be less than a minimum of \$5,000 or more than a maximum of \$125,000.

The number of applicants that will receive funding, and the amount of funding received, is dependent on the total amount of funding for the program, on an annual basis; and the number of eligible applications received.

Eligible applicants will not receive an increase or decrease of more than 15 per cent from the previous year in the first three years of the program (2022-2025), assuming there is no reduction to program funding.

## Grant Decisions and Payments

Grant recommendations are made to the Minister by program staff based upon the eligibility review and assessment of the application, within the program budget.

Successful, unsuccessful and ineligible applicants will be notified of the status of their application by email. Applicants may contact the Cultural Industries branch via email at [culturalindustries@gov.ab.ca](mailto:culturalindustries@gov.ab.ca) to seek clarity on the reasoning and rationale regarding their unsuccessful or ineligible application.

## Reporting

Grant recipients may meet reporting requirements in one of two ways:

1. The applicant may apply in the subsequent year to the grant program, in which a completed application form with attachments is submitted through the online grant application system and support material is received, or;
2. If a subsequent application is not submitted, the grant recipient must submit a full final report through the online grant application system.

The final report will include:

- A breakdown of total expenses, as substantiated by your most recent financial statements;
- The organization's most recent annual financial statements, accompanied by:
  - Grants over \$50,000 require a Review Engagement Report prepared by a designated accountant; licensed to practice in Alberta;
  - Grants over \$25,000 require a Notice to Reader or Compilation Engagement Report prepared by an accountant; or
  - Grants of \$25,000 or less require a detailed financial statement approved and signed by two board members other than the Treasurer, or if a sole proprietorship a copy of the most recent T2125 tax form.
- A description of the outcome of the year, and an evaluation of the success of the year in relation to its original objectives; and
- Copies of promotional materials for the previous year, demonstrating compliance with recognition requirements.

## Recognition Requirements

If you receive funding, you must publically acknowledge the financial support received with use of the Government of Alberta logo, in all public communications materials and promotional activities related to your business activities.

## Additional Information

### Minister Rights

Pursuant to the Community Development Grants Regulation, the Minister is empowered to make grants to a person or organization for purposes related to any program, service or other matter under the administration of the Minister.

The Minister reserves the right to require an audit of the books and records of any applicant company that receives funding through the Cultural Industries Music Organization Operating Grant. These records may include, but are not limited to: invoices; payroll records; bank statements; cancelled cheques; audited financials; agreements; contracts with individuals and companies.

The Minister of Culture has full discretion in the administration of programs supported through the Alberta Media Fund (AMF) and in the application and interpretation of these guidelines to ensure funding is provided to those projects that contribute to the fulfillment of program objectives. In all questions of interpretation of these guidelines, the interpretation of the Minister will prevail.

The Minister may decline to accept applications or delay/refuse funding to those applicants undergoing audit, compliance review or investigation.

The Minister may also vary the eligibility requirements for a grant, the purpose of a grant or a condition on which a grant is made.

The Minister reserves the right to make funding decisions regardless of scoring to ensure support to a diverse portfolio of organizations.

## Funding Conditions

Any funds that are unused or used for a purpose other than approved must be returned to the Government of Alberta.

If an applicant does not apply in the subsequent year, and a final report is not received through the Online Grant Application System, funds awarded in the previous year must be returned to the Government of Alberta.

## Retention of Records

Retention of records is required for a period of seven years from the date of final payment.

## Freedom of Information and Protection of Privacy

The personal information that is provided on the grant application form will be used for the purpose of administering the Cultural Industry Magazine Organization Operating Grant and advising the applicant of grant program updates and relevant ministry initiatives. It is collected under the authority of section 33(c) of the Freedom of Information and Protection of Privacy Act (FOIP Act) and is protected by the privacy provisions of the FOIP Act.

The FOIP Act applies to any information that is provided to Alberta Culture. This information may be disclosed in response to an access request under the FOIP Act, subject to any applicable exceptions to disclosure under the FOIP Act.

Please note, once an application has been approved and funding issued to an organization, the grant recipient, approved expenses, amount funded, community/city, and fiscal year become a matter of public record. Information on grants awarded by Government of Alberta programs is published on the Government of Alberta Grant Payments Disclosure database.

Occasionally, the Ministry may contact applicant organizations to provide information about initiatives or announcements related to the following topics:

- Grant program changes, funding announcements and opportunities to provide input/opinion on programs.
- Awareness of Ministry resources available to the non-profit/voluntary sector including Ministry sector events.

Only authorized contact representatives noted in the grant application may request specific information about grant applicants from the AMF office. For questions about the collection and use of this information, please email [culturalindustries@gov.ab.ca](mailto:culturalindustries@gov.ab.ca).

## Contact Information

Questions and program enquiries can be sent by email to [culturalindustries@gov.ab.ca](mailto:culturalindustries@gov.ab.ca) or by phone at 780-422-8584 (toll free 310-0000).

Support material may be submitted by email to [culturalindustries@gov.ab.ca](mailto:culturalindustries@gov.ab.ca), or by mail to:

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