



## Program Guidelines

Revised August 2013

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## **Program Overview**

The Bringin' it Home community presenters Assistance Program (BIH) puts the program in the hands of the community presenters with support from Music Nova Scotia (MNS). This program creates opportunities to present Nova Scotia artists with MNS assistance and sees participating community presenters "own" their shows, resulting in greater attendance and more work for Nova Scotian artists. Under the program, participating community presenters are eligible for funding against a financial loss on a presentation, should a loss be incurred.

## **Program Goals**

- To stimulate the development of community music presenters and Nova Scotian musicians both emerging and established;
- To foster and nurture strong artist-presenter relationships in the spirit of artistic vision;
- To increase touring activity and revenue for Nova Scotian musicians during fall, winter, and spring seasons;
- To increase the frequency of attendance by existing audiences, to attract new audiences, and to increase the range of people who attend presentations by Nova Scotian musical acts;
- To create and nurture a network of Nova Scotian community presenters who participate in block booking opportunities;
- To provide Music Nova Scotia members with a database of contact information for community presenters and venues to assist members in booking their own engagements;
- To provide community presenters with access to information on Music Nova Scotia members

## **Funding Amounts**

Those selected as Bringin' it Home community presenters will be eligible to receive shortfall funding to a maximum of **\$1500** per presentation, for eligible and approved presentations taking place between October 1 - June 30. All requests will be subject to available funding. Only complete and on-time submissions will be considered.

## **Terms**

In an effort to decrease the wait time for shortfall payments and allow for more supported presentations, the BIH season is divided into two terms.

**Term 1:** Oct 1 – Feb 28

**Term 2:** March 1– June 30

## **Steps to receiving funding**

1. Submit Presenters Qualifying Form (only for new presenters)
2. Submit one Presentation Application per BIH show
3. Submit one Settlement Report per BIH show

## **Payment**

Music Nova Scotia will endeavour to reconcile submitted financials and issue shortfall payments for Term 1 by April 30 and for Term 2 by August 30. There will be one cheque per term, representing all presentations successfully submitted.

## **Contact**

Please contact the Program Officer, Laura Simpson, if you have any questions.

Phone – 902-423-6271 ex 104

Direct phone - 1 902 423 5715

[laura@musicnovascotia.ca](mailto:laura@musicnovascotia.ca)

## **Presenter Eligibility**

An eligible applicant is a non-profit organization or society committed to providing musical experiences for their communities. Some undertake only a handful of presentations a year, others may present dozens, but most will stage anywhere from three to eight presentations a season. With a few exceptions, the season runs from fall to spring. Some community presenters may have some paid employees on staff, but most rely on community volunteers. Music festivals that wish to present non-festival presentations must contact the Program Officer to confirm eligibility.

Community presenters who wish to be recognized as Bringin' it Home community presenters and participate in the program must:

- Be registered as a non-profit
- Commit to presenting at least three presentations per year that meet eligibility requirements **or** request to participate in a one-off trial presentation;
- Be willing to participate in artist block booking with other Bringin' it Home community presenters;
- Present both emerging and established Nova Scotia artists;
- Set a minimum ticket price of \$15.00 for regular Bringin' it Home branded presentations, with the allowance for a \$7.00 all-ages or discount advance ticket;
- Provide an artist fee guarantee;
- Commit to submitting all program paperwork in a timely manner as outlined below

## **Presenter Assessment**

Qualifying applications will be assessed by:

- Willingness to participate in block booking opportunities;
- The balance of emerging and established community presenters;
- The technical capacity of the venue/presenter to stage presentations with in-house audio and lighting equipment;
- Geographic location of presenters

Acceptance into the program will be on-going as funding permits. Not all Bringin' it Home branded presentations will result in a shortfall during the program. The more presentations that are a financial success allow the opportunity for Music Nova Scotia to include additional community presenters in the program. Music Nova Scotia will create a standby list and notify community presenters accordingly so all are encouraged to apply.

It is required that community presenters who wish to be recognized under the program contact the Program Officer before their application is submitted.

## **Qualifying – How to become a BIH presenter**

The following documentation must be submitted, prior to any activity, to qualify for the program:

- Program Qualifying Application (available via webform <https://podio.com/webforms/932203/40234>)
- Proof of not-for-profit or society status (only required if this is your first year participating in the new BIH)

To maximize participation in the program, Qualifying Applications will be accepted on an on-going basis throughout the season. Contact the Program Officer for more details.

Once accepted into the program, you will not have to re-apply every year. If you are in good standing, you will simply be asked by the program officer if you are participating in the new year and you can begin submitting presentation applications at any time.

Please submit any changes to your contact information or venue information as it occurs to keep your BIH profile current.

## **Presentation Applications – How to submit**

Once you are accepted as a Presenter for the BIH program, use the following guidelines to apply for shortfall funding.

### **NOTE - Ineligible Presentations:**

- Presentations taking place at house concerts, bars/night clubs, and restaurants;
- Presentations presented by individual promoters or agents;
- Presentations of non-Nova Scotian artists, or groups that are less than 50% Nova Scotian\*;
- Music festivals and industry conferences;
- Fundraisers

### **Apply for presentations – Must be 30 days before date of presentation**

1. Consider which presentations might qualify for the Bringin' It Home Program. Select three for the year. You do not need to submit all three presentation applications at once, but they must be submitted at least 30 days before the presentation. You may request to present more than three Bringin' It Home shows, however they will only be accepted if there are enough funds in the annual budget.

2. Make sure you have signed contracts for each artist. Templates are available from the Program Officer.

3. Fill out a presentation application ONLINE for each presentation. You will find the link at [www.musicnovascotia.ca](http://www.musicnovascotia.ca) under Funding>Bringin' It Home>Apply for BIH funding. Direct link: <https://podio.com/webforms/937392/41656>

Take note of the eligible expenses and maximums (available in this document or within the form by clicking on each field)

4. Upload the signed contracts for each artist with the presentation application.

5. Submit and ensure confirmation appears. If not, check that form is completely filled out.

6. Confirm receipt with Program Officer.

**7. Include Bringin' It Home logo and/or a statement of Bringin' It Home support in any advertising of approved presentation(s). Logo is provided by Program Officer. This is mandatory and will be audited.**

\*Non-Nova Scotian artists can be part of BIH presentations, as long as they make up less than 50% of the act or 50% of the entire performance. However, non-Nova Scotian artists' guarantees will not be covered by the program.

### **During the Presentation**

- Keep a venue settlement sheet to keep track of the tickets sold (advance and at the door). Templates of this form are available from the Program Officer.
- Have the artists sign off on payment of their guarantee either by receipt or on the venue settlement sheet.
- Keep receipts for all expenses you expect to claim, including in-house expenses.

## Settlement Reports – How to submit

1. No later than 30 days after your BIH presentation, submit a settlement report online. You will find the link at [www.musicnovascotia.ca](http://www.musicnovascotia.ca) under Funding>Bringin' It Home>File a Settlement Report or direct link: <https://podio.com/webforms/1023113/46567>

2. Upload all receipts, including a venue settlement sheet stating ticket sales, receipt from the artist(s) for payment and in-house expenses. The preferred method is as one PDF, scanned and uploaded to your settlement report. Otherwise, you may email/fax/mail your receipts. Please send copies, but retain receipts in case of audit.

\*Note that settlement reports are not considered complete until all receipts are submitted. Please do NOT submit receipts piecemeal. Wait until all receipts are available before submitting as one package.

\*If a receipt is illegible (if the ink has started to fade or smudge, etc.) you must provide a brief explanation. It is preferred if you group receipts for similar spending together. Ensure it is clear what the amount is without HST if you are an HST claimant.

3. Submit and ensure confirmation appears. If not, check that form is completely filled out.

4. Confirm receipt with Program Officer.

## Terms and Eligible Expenses

The following should clarify what certain terms within the online forms mean and what expenses are eligible and their maximums.

**HST** – If you are an HST claimant, you must remove HST from all of your individual totals

**Non-profit or society:** You may only apply to Bringin' It Home if you have a non-profit or not-for-profit status, under the Registry of Joint Stocks (<http://www.gov.ns.ca/snsmr/access/business/registry-joint-stock-companies.asp>)

## Revenue Terms

**Individual Ticket Sales:** We require a receipt for Ticket Sales for each presentation but there are a variety of acceptable methods to track these sales. Using ticketing services such as Ticket Pro is the preferred method of tracking sales but using numbered tickets and submitting stubs or even a signed door tally sheet will suffice.

**Program Advertising:** No receipts required.

**Corporate Sponsorship Cash:** No receipts required.

**Foundation Support Cash:** No receipts required.

**Individual Donations:** No receipts required.

**Other Government Funding:** No receipts required.

**Other:** No receipts required.

\*If you receive yearly sponsorship or funding that is partially or wholly earmarked for presenting shows, please allocate a pro-rated amount for each show.

## Expenses

**In-house expenses:** Even if you are renting the venue from yourself or providing in-house hospitality, you must provide a sufficient declaration. For example, if you provide alcohol from your own bar for hospitality, please estimate the unit value and provide a statement of the cost on the organization's letterhead. All in-house expenses may be contained in one declaration per show.

**Artist Fees:** This program requires artists be offered a presentation guarantee. Signed contracts indicating Artist Fees are required for all presentations in this program. Artist travel expenses must be covered in the guarantee.

**Artist Accommodations:** Maximum of one room night per artist presented. Dated receipts must be provided. Economy rates only.

**Artist Hospitality:** Maximum of \$20.00 per musician or crew member for meals, and maximum of \$25.00 per presentation for hospitality. Dated receipts must be provided.

**Technician Fees:** Maximum of \$400.00 per presentation. Dated receipts must be provided.

**Custodian Fees:** If you have custodial staff on payroll, you may submit a signed declaration estimating the value of the time they worked for this presentation to a maximum of \$50.00. Dated receipts must be provided.



**Ticket Service Fees:** Provide print out of Final Settlement Report from TicketPro or other ticket service provider clearly indicating printing and/or credit card charges to a maximum of \$0.25 per ticket sold.

**Program Guide:** Maximum of \$50.00 per presentation. Provide dated receipts for printing and/or design.

**Audio/Lighting Rental:** Maximum of \$200.00 per presentation. Dated receipts must be provided.

**Backline Rental:** Maximum of \$50.00 per presentation. Dated receipts must be provided.

**Piano Tuning:** Maximum of \$100.00 per presentation. Dated receipts must be provided.

**Venue Rental:** \$2.50 x venue capacity to a maximum of \$1000.00 per presentation. Dated receipts must be provided.

**Staff Salary:** If you have staff on payroll, you may submit a signed declaration estimating the value of the time they worked for this presentation. Pre-show time to a maximum of 5% of the artist guarantee. Day-of show for a maximum of 2 staff at \$15.00/hour for up to 8 hours. Dated receipts must be provided.

**Advertising and Marketing:** Maximum of \$500.00 per presentation. Dated receipts must be provided.

**SOCAN Fees:** Minimum of \$35.00 per presentation. Receipts from SOCAN must be provided. If the receipt is not ready in time for submission, an end-of-year statement should be submitted.

***We require you to submit expense receipts for ALL expenses incurred in this program. We cannot issue payment for expenses without receipt or other proof of payment.***