



## COVID-19 Emergency Support Fund for Cultural, Heritage and Sport Organizations Phase 2 Attestation Form – Artist Managers and Booking Agents

The Government of Canada is implementing the COVID-19 Emergency Support Fund for Cultural, Heritage and Sport Organizations (the Fund) to complement economic measures already announced by the Government of Canada, such as the Canada Emergency Response Benefit, the Canada Emergency Wage Subsidy, the Canada Emergency Business Account and the Canada Emergency Commercial Rent Assistance for small businesses. This fund will help organizations ensure that they can continue contributing to their sector in the future.

Your organization could possibly receive this additional funding through the Department of Canadian Heritage (the Department). You do need to apply for this funding AND you must carefully read, sign and return this attestation form as well as all the required documents to FACTOR prior to receiving any payment. Please note that submitting an application is not a guarantee of funding.

### Funding criteria

To be able to receive funding from the Emergency Fund, you must meet the following criteria:

1. Be a Canadian entrepreneur or organization in the live music sector that does not normally receive funding from the Canada Music Fund (CMF). This includes, among others, artist managers that are not covered or less well covered by Phase 1 of the Emergency Support Fund and booking agents;
2. Entrepreneurs and organizations with revenues of \$100,000 or more must have had a profit margin of less than 15 percent in their last fiscal year or at least since March 15, 2020; and
3. At least 50% of revenues of your last fiscal year completed came from eligible music-related activities related to **Canadian artists** OR at least 50% of the artists on your roster must be **Canadian artists**.

### Funding conditions

- The funds are to be used to cover the activities related to the **Canadian portion of your eligible music-related activities** (i.e. related to **Canadian artists**), which are:
  - Activities related to the promotion and marketing of Canadian sound recordings;
  - Activities related to the touring and showcasing of **Canadian artists** at home and abroad; and
  - Activities related to **Canadian artists** management.
- The emergency fund can be used to cover the following expenses:
  - Salaries and benefits, professional fees as well as artists' fees (the Emergency Fund does not replace nor supplement the maximum financial aid provided through the Canada Emergency Wage Subsidy);
  - Administrative expenses;
  - Fixed operational costs (rent, electricity, etc.) for a maximum of \$10,000 (the Emergency Fund does not replace nor supplement the maximum financial aid provided through the Canada Emergency Business Account and/or the Canada Emergency Commercial Rent Assistance);
  - Contractual or financial obligations related to touring or other canceled music events; and
  - Contractual or financial obligations arising from other music related activities (deposits for studio fees, rehearsal spaces, etc.).

- The funds are not to be used to cover expenditures already funded under any other government COVID-19 emergency measures, including but not limited to the Canada Emergency Response Benefit, the Canada Emergency Wage Subsidy, the Canada Emergency Business Account, and the Canada Emergency Commercial Rent Assistance for small businesses.
- All funding received from other government emergency measures to address COVID-19 must be declared to the Department, upon request.
- Your organization must remain in good standing at all times with the Crown, Musicaction and FACTOR; the funding provided will help ensure a continuity of operations, enabling your organization to continue contributing to the sector in the future.

Funding received from the COVID-19 Emergency Support Fund for Cultural, Heritage and Sport Organizations, whether received as a grant or a contribution, may be audited by the Department to ensure funding conditions have been respected.

Recipients may have to submit a final activity report and financial report, which will make it possible to assess the use and impact of the financial contribution received.

## Required documents

Entrepreneurs and organizations must submit the following documents with their application:

1. The current **Attestation Form** relating to how the eligibility criteria are met as well as a confirmation of the need for the emergency fund duly signed;
2. **Financial statements** (audited, or review engagement or notice to reader) from YOUR last fiscal year completed. If you do not have financial statements, documentation of revenues and expenses from YOUR last fiscal year completed; and
3. **Monthly cash flow statement** of your incurred and planned expenditures for **March 15, 2020 to March 31, 2021** (administrative budget items and fixed operating costs such as salaries, rent, etc.).

*\* Note - **Canadian artist** is defined as follows: a citizen within the meaning of the Citizenship Act or a permanent resident of Canada within the meaning of the Immigration and Refugee Protection Act; The term "Artist" refers to an artist solo performer, a musical group or collective. In the case of music publishing activities, an "artist" refers to a songwriter or composer. A group or a musical collective is considered Canadian if at least 50% of its members, including the lead singer are Canadians.*



**This Attestation Form must be filled, signed, and saved using [Adobe Reader](#) (free for download online).** Ensure that you have the current version on your computer. The final PDF should not have pages added or removed, and typically should still display the fillable fields in light blue.

We find that different web browsers sometimes have problems with Adobe. We suggest using Google Chrome or Mozilla Firefox to download the form because they are fully compatible.

**Applicant Information**

Applicant Name: \_\_\_\_\_ Address: \_\_\_\_\_

City: \_\_\_\_\_ Province/Territory: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Form Contact Name: \_\_\_\_\_ Form Contact Email Address: \_\_\_\_\_

Form Contact Phone Number: \_\_\_\_\_

Primary Applicant Type (select one) – Artist Manager or Booking Agent: \_\_\_\_\_

Total gross revenue from last fiscal year completed: \_\_\_\_\_

Total incurred and planned expenditures for the current fiscal year: \_\_\_\_\_

**Banking Information**

To receive payments through this fund, you must provide banking information for direct deposit.

\_\_\_\_\_-\_\_\_\_\_-\_\_\_\_\_-      \_\_\_\_\_      \_\_\_\_\_  
 financial institution number      transit number      account number

Social Insurance Number (sole proprietors) to issue T4A: \_\_\_\_\_

Business Number (partnerships and corporations) to issue T4A: \_\_\_\_\_

**Attestation (to be completed by the person authorized to sign on behalf of the Applicant):**

If funds are approved, as the person authorized to sign on behalf of the Applicant, \_\_\_\_\_,

- I declare that the organization meet the funding criteria set out above;
- I declare that the organization has been negatively impacted by COVID-19, which has resulted in financial hardship to our organization and its operations, and therefore in the need for government funding;
- I can demonstrate a projected financial impact of at least 25%;
- I acknowledge that the organization may only receive Emergency Support Funds from one participating funding Department or Agency (Canadian Heritage, Canada Council for the Arts, Canada Media Fund or Telefilm Canada);
- I hereby consent to the disclosure by Canada Revenue Agency or other government departments, if requested by Canadian Heritage, of taxpayer or other information regarding whether or not funding under other fiscal measures was received to address COVID-19, as noted above under *Funding conditions*.
- I agree to the terms and conditions listed above;
- I acknowledge that making a false declaration is a criminal offense.

\_\_\_\_\_  
**Name (Print)**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**