

Showcase Production for Artists from Official Language Minority Communities

Component Guidelines

2018-2019

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Eligible Activities

1. This Component is intended to assist with the costs of organizing and producing music showcases that expose Artists who are members of an official language minority community (“OLMC-eligible”) to a larger audience through appearances at local, regional, national or international events. For FACTOR’s purposes, OLMC-eligible Artists must be Canadian citizens or permanent residents of Canada and resident in the province of Quebec, and either
 - Speak English as their first language and record and sing in English; or
 - Speak another language other than English or French as their first language and record and sing in English.
2. In the case of a musical group with multiple members, if the majority of the band members are OLMC-eligible, the band will be considered OLMC-eligible.
3. Artists whose first language is French but who record and perform in English are not eligible.
4. Artists who record and compose instrumental music are generally not eligible, but may be considered eligible in very limited circumstances, subject to prior discussion with FACTOR.
5. Artists who speak French as their first language, record and sing in French and who reside outside the province of Quebec may be eligible for support under the Francophone component of the OLMC program, administered by [MusicAction](#).
6. Funding under this component can be applied to the event organizer’s direct costs of showcasing such Artists, and to support the cost of the Artist(s) appearing at said event.
7. You are obligated as a condition of funding to include the appropriate logos and acknowledgment in all materials created in a FACTOR-funded project. Please review the [Logo and Acknowledgment Guide CI](#) for specific instructions. Remember, the failure to provide logos and acknowledgment could result in a loss of some or all of your funding.
8. **Applicants must submit:**
 - a. A proposal that includes the event’s details, history, projected audience, and a discussion of the specific outcomes that are expected to be generated for the participating Artists;
 - b. A list of participating Artists;
 - c. If requested by FACTOR, Proof of Quebec residency for the Artist;
 - d. Proof of artist participation (signed offers/email correspondence) should be included;
 - e. Eligible Artists must be invited by the event organizers to showcase, and all showcase confirmations (invitations, contracts, etc) must be included with the Application;

- f. A budget detailing all expenses and revenue streams for the project; and
- g. Optional supporting documents which demonstrate the potential success of the project in relation to the Program's objectives, and could include a marketing plan, statistics or documentation from previous events, etc.

Funding Limits

9. Funding under this Component is at 75% of the Total Eligible Budget to an annual maximum of \$100,000. The amount of funding provided shall be proportionate to the scope, reach, and impact of the project.

Eligible Costs

10. The Eligible Costs in this section are specific to the Showcase Production for Artists from OLMC Component. Please also review [Eligible Costs – General Terms](#) as well as the [Eligible Costs – This Program](#) in the Program Guidelines for the Collective Initiatives Program. Applicants are strongly advised to read and understand these sections, and to contact FACTOR prior to submitting an Application to ensure eligibility of the proposed costs.
11. Eligible Costs in this component can include:
 - facility rentals
 - staging
 - sound and lighting
 - advertising or publicity
 - artists fees
 - promotional material
 - artist travel and transport
 - per diems
 - accommodation
12. Showcase events which include both the OLMC-eligible Artists and non-OLMC Artists must pro-rate the total showcase production costs (such as facility rentals, staging, sound and lighting costs) to reflect the number of OLMC-eligible Artists.
13. Ineligible costs for the Showcase Production OLMC Component include any Artist fees, per diems, travel, accommodations and production costs related to non-OLMC Artists that are also showcasing at the event.

Component Completion

Please review the [Completion Guide](#) for detailed instructions.

14. For every component of the project, Applicants must compile and organize all invoices, receipts and Proofs of Payment, then enter the amounts being claimed into the FACTOR Cost Report which can be downloaded from the Budget page of the Completion. Applicants must then upload the Cost Report and all related expense documentation, then complete and submit all other sections of the online Completion (including Component Information, Budget).
15. The Component Information submitted must include a report with specific outcomes for the artists who participate.