

Yukon Sound Recording Program



Program Framework

Purpose

The purpose of the program is to support Yukon sound recording professionals to develop viable careers and businesses by making sound recordings in Yukon for broadcast and commercial release.

Objectives

Assistance for demo and full-length sound recording projects that:

- Develop domestic sound recording skills and experience required for producing sound recording projects in Yukon; and
- Support the growth of the Yukon sound recording industry.

Outcomes

- Increase in the growth and development of the Yukon sound recording industry.

Eligible applicants

- The applicant must be a Yukon resident or a Yukon business for a minimum of one year.
- The applicant may be:
 - A Yukon sound recording artist
 - Owner of a Yukon sound recording studio
 - Owner of a Yukon sound recording label
- For artist applications, for duos or groups, a minimum 50% must meet the above Yukon residency requirements.
- For studio and label applications, consideration will be given to projects involving non-Yukon artists if the project can demonstrate benefits to the development of the Yukon sound recording industry.
- Copyright and/or masters of completed projects must be beneficially and equitably owned by Yukon residents or Yukon companies. Note: If necessary, this requirement may be waived for applicants who demonstrate how the project contributes to the development of the Yukon sound recording industry.
- Applicants are encouraged to seek other funding sources for the same project, and may be required to demonstrate that they have applied to the Foundation to Assist Canadian Talent on Record (FACTOR) for funding for the same project.
- Only one application per sound recording project will be considered (i.e. either, but not more than one of, the artist, studio or label may apply on a sound recording project).
- Applicants are eligible for one demo-length and one full-length sound recording project per fiscal year, but must complete final reporting requirements associated with each agreement before applying for another.

Funding Guidelines

Funding is available for the production of:

- **Professional Sound Recording (Minimum 6 tracks or 20 minutes):** Not to exceed \$5,000 or 50% of the project cost, whichever is less.
- **Professional Demo Recording (Minimum 2 tracks or 5 minutes):** Not to exceed \$2,000 or 50% of the project costs, whichever is less.

Eligible Activities:

- The program encourages applications for reimbursement of up to 50% of the actual costs of Yukon-based activities directly related to the sound recording project and may include:
 - ✓ Yukon Studio costs
 - ✓ Studio Musician fees (may include applicant, Yukon and non-Yukon studio musicians)
 - ✓ Mixing fees
 - ✓ Sound Engineer fees
 - ✓ Producer fees
 - ✓ Mastering fees
 - ✓ Administration costs specific to the recording project (cap - 15% of total production costs before manufacturing)
 - ✓ Supplies and materials specific to the recording
 - ✓ Creative design fees i.e. jacket
- Other activities may be eligible if they are directly related to the sound recording project and the applicant can demonstrate that the activity will result in benefits to the development of Yukon sound recording professionals and to the Yukon sound recording industry.
- Sound recording projects that have both in-Yukon and out-of-Yukon components will be considered by this program, however, only the in-Yukon components will be eligible for reimbursement. For example, an artist may choose, or need, to record in an outside studio but a significant amount of the total project budget may relate to in-Yukon expenses (i.e. Yukon producer, Yukon studio musicians, Yukon graphic designer etc.)

Ineligible Activities:

- This program is specifically targeted towards activities directly related to the creation of sound recordings and the development of the Yukon sound recording industry and is not meant to address all aspects of sound recording projects. It does not fund:
 - × Purchase of non-consumables such as sound recording equipment
 - × Duplication, marketing, promotion and distribution
 - × Touring
 - × Showcasing
 - × Attendance at music industry events, conferences or professional development seminars

Intakes

- Two intakes per year (i.e. May 1 and November 1)
- Applications must be complete and include all necessary documentation by the above deadline dates. Applicants are encouraged to discuss their applications with a project officer at any time and submit it well in advance of the deadline date to ensure completeness.
- Award announcements will occur within 8 weeks of the deadline date.

Application requirements

Application forms are available from Yukon Media Development (www.reelyukon.com). Applicants may use the form or provide an application that includes the following components:

- Name of Applicant
- Contact Information: Address, Phone, Fax, email
- Project Description
- Detailed full project budget that indicates a breakdown of in-Yukon expenses and out-of-Yukon expenses
- Itemized list of the activities for which funding is being sought
- A description of the project's impact on the development of the Yukon's sound recording industry

Also, for the adjudication process applicants must provide the following:

If applying for Professional Sound Recording

- Professional-Quality demo with a minimum of two tracks. Two tracks will be adjudicated and each track must be listed if on a multi-track CD.
- All demo tracks must be on the track list for a proposed album and notes must be provided on changes or improvements that will be made between 'demo' and final product.
- A marketing plan that clearly states how the product will be taken to the public, including:
 - Radio/media plan
 - Touring plan
 - Showcase plan
 - Distribution options

If applying for Professional Demo Recording

- Applicant(s) must submit a demo with a minimum of one track. Only one track will be adjudicated and it must be listed if on a multi-track CD.
 - Applicants must state what changes they will make to the submitted song when recorded as a Professional Demo
 - Applicants must submit a clear explanation of what the demo will be used for (i.e. getting festival gigs, shopping the songs for publishing, applying for a full-length album grant, etc.)

Assessment and Approval Process

The assessment and approval process involves three steps:

1. Eligibility assessment
2. Adjudication through a jury process
3. Approval through allocation of funding

Step One: Eligibility

- Project officers at Yukon Media Development are the first point of contact for all applicants. They will be available year round to provide support and advice on the funding program. Each application will be assigned to a project officer who will work with clients to ensure that all the information has been provided for full project consideration.
- After each intake deadline date the project officers review all applications to ensure they meet program criteria before the application is forwarded to step two or three of the process. Project officers ensure that:
 - The application is complete
 - Any financial obligations to the Government of Yukon by the applicant are in good standing.
 - The application demonstrates how the project will achieve one or more of the stated objectives of the Sound Production Program;
 - FACTOR application status—if the project has already been **approved** through the FACTOR preliminary jury process within the past 12 months, then the application will proceed directly to step three. Note: This does not apply to applications approved through the FACTOR direct board approval process.

Step Two: Qualification through Adjudication

All eligible applications except those already approved through the FACTOR preliminary jury process will be adjudicated.

- Adjudication is by the jury process. There must be a minimum of three (3) jurors present for any adjudication.
- Juries are made up of industry professionals from outside the Yukon as arranged by MusicYukon through its jury exchange agreement with other music industry associations in Canada. The composition of the juries will be intended to provide recommendations that are effective and fair in opportunity.
- The jury reviews the submissions. Recommendations must be unanimous and are forwarded to Yukon Media Development. The jury's results are final and kept confidential until formal approval and announcements are made. Jury comment sheets will be provided to applicants whose application has not been qualified.

Step Three: Approval and Funding Distribution

- Yukon Media Development will review budgets, allocate funding and make final recommendations for approval for each intake date.
- If the allocated dollars exceed the funding required for all qualified applicants, then the excess dollars will be reallocated to the next intake within the same fiscal year.
- If the funding required to fund all the qualified applicants exceeds the allocated funding for that intake, then full funding priority will be given to projects that demonstrate the most benefit to the development of the Yukon sound recording industry. Manager, Media Development may convene a panel with membership as appropriate to provide advice regarding the final selection for approval of applications.

Accountability Framework

Administering Funding Agreements

- Each successful applicant will be required to enter into and sign a funding agreement with the Government of Yukon. The agreement will detail the activities that are approved for funding and the terms and conditions of that funding.
- The applicant must have or obtain an appropriate Yukon business license before signing the project funding agreement.
- Only those costs incurred after the application has been received by Yukon Media Development are eligible.
- The total contribution from all Government of Yukon sources with respect to the same project may not equal more than 75% of the total project costs.
- 50% of the approved funding will be advanced to the applicant after the project funding agreement is signed with the Yukon Government
- If the applicant requires it, they may request an interim payment of up to 25% of the funding. In this case the applicant will need to provide accountability for their previous advance and demonstrate significant progress on the project.
- The remaining 25% - 50% of the funding will be held back until the final project report and financial accountability for funded activities have been submitted.
- Any funds received by the applicant but not spent on an approved activity must be repaid in full to the Government of Yukon.
- The Yukon Government may examine a recipient's financial and other records to ensure that the contribution is being, or was, used for its intended purpose.

Reporting Requirements

- Recipients must give funding credit in the manner prescribed by Yukon Media Development.
- All funding recipients shall provide a final report that includes:
 - A final financial report for the project that details income and expenses for the entire project and highlights the activities that were approved for funding through the program.
 - Copies of paid receipts for each item that was approved for funding through the program;
 - A CD copy of the finished demo production must be provided to Yukon Media Development within 30 days of its production or
 - A bar coded CD copy of the finished full-length sound recording must be provided to Yukon Media Development within 30 days of its first release.
 - Other reports as identified by Yukon Media Development.
- Yukon Media Development may conduct internal verifications on projects that receive funding under this program or perform program evaluations. Funding recipients must:
 - Maintain all project financial, personnel, and performance information records for a minimum of three years following the completion of the project.
 - Upon written request, and with appropriate notice, provide authorized representatives of the Yukon Government with access to relevant records for a minimum of three years following the completion of the project.
 - Participate in interviews, focus groups, or other reasonable information gathering activities, in conjunction with a program evaluation of the Sound Production Program.
- Program information, verification and evaluation reports will be made public subject to the provisions of the Yukon's *Access to Information and Protection of Privacy Act*.

For additional information, please contact:

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