



Department of Wellness, Culture and Sport
Arts Development Branch

Music Industry Development (MID) Program

2010-2011 Guidelines

Application deadline: February 15, 2010

Administered by the Department of Wellness, Culture and Sport through the Arts Development Branch, the *Music Industry Development Program* (the MID Program) is designed to promote the development and the growth of New Brunswick's music industry through sound recordings of musical works by encouraging artistic expression with commercial potential.

Based on the Cultural Policy for New Brunswick, the program has the following objectives:

- Enhance access to quality New Brunswick musical works, through conventional and online channels, by providing New Brunswick artists and music industry entrepreneurs with opportunities to work together in recording, distributing and promoting New Brunswick sound recordings of musical works.
- Encourage and support the use of online technologies (Internet, mobile telephone, etc.) to distribute and promote music.
- Ensure that artists and music industry entrepreneurs from New Brunswick have the skills, know-how, and tools to succeed in a global and digital environment.
- Encourage the career development of New Brunswick artists and the emergence of new talent.
- Enable the New Brunswick music industry to play a greater role in developing its own musical talent and in strengthening the music industry.

The MID Program is comprised of two components:

- [Production and Promotion Grants for Music Sound Recordings and](#)
- [Professional Development Grants for Music Industry Professionals](#)

GENERAL INFORMATION

These guidelines contain important information about the criteria and conditions of the MID Program and its components. This information will help you to complete the form properly and thus ensure that your application for financial assistance is processed as quickly as possible. Words in bold and in « **quotation marks** » in the text are defined inside these guidelines or under the heading *Definitions* (see Appendix A). Press CTRL key + click to follow the link.

Funding Context

The fact that an applicant meets all of the eligibility criteria set out in these lines does not mean that he will automatically be provided with financial assistance, and financial assistance may be less than the amount requested.

All applications are evaluated according to the objectives and outcomes of the component under which funding is being requested, the evaluation criteria, and the available funding.

Confirmation of Receipt

The Department will email an acknowledgment of receipt to the address specified in your application.

Notification of Results

Processing and evaluation of applications will take place approximately six (6) to eight (8) weeks after the deadline date. All applicants will be notified by mail when the results are available.

Tax

Grants provided under the MID Program are taxable. The New Brunswick government does not issue a T4A tax receipt. Please direct all tax-related inquiries to the Canada Customs and Revenue Agency (CCRA).

Direct Deposit Service

The Province of New Brunswick offers automatic electronic deposits for grant payments. Grant recipients who opt for the direct deposit method must fill out a Direct Deposit Service Application Form.

The direct deposit method of payment is optional. However, once the direct deposit method is chosen, payments will be made electronically (i.e., automatically deposited to the bank account specified). You will be notified of payment with a remittance notice distributed by e-mail (or post if you have not supplied us with an e-mail address). Your direct deposit request will remain in effect until you change the information or cancel the service. If, for any reason, the Province cannot deposit a payment directly into your account, a cheque will be mailed at the address on file. To help prevent fraud, the Province will not accept changes to your banking information over the telephone.

To obtain a direct deposit form, to change your banking information, or if you have any questions, please do not hesitate to contact the Central Accounting Branch of the Office of the Comptroller at 506-453-2575.

Direct Deposit Service

Successful applicants must acknowledge the support of the Government of New Brunswick in all promotional material associated with the grant.

Additional Information

The Department of Wellness, Culture and Sport must be notified immediately of any change in the initial application or the budget submitted.

The Department of Wellness, Culture and Sport is subject to the Right to Information Act and the Protection of Personal Information Act.

In the case of disagreement concerning the interpretation of its policies funding programs and their respective components, the Department of Wellness, Culture and Sport reserves the right to final interpretation of the intent and implementation of a funding component.

The Department reserves the right to revise programs or their respective components at any time without notice.

Applicants must keep the guidelines and a copy of their application form for their records.

If you have any questions about the MID Program, please contact the MID Program Consultant as soon as possible so that we can assist you before the deadline for the submission of applications.

To Contact Us

Department of Wellness, Culture and Sport
Arts Development Branch
Attention: Music Industry Development Program
P.O. Box 6000
Place 2000, 4th Floor, 250 King Street
Fredericton, N.B. E3B 5H1

Telephone: 506-453-2555

Fax: 453-2416

E-mail: murielle.savoie@gnb.ca

Internet address for MID Program: <http://www.gnb.ca/0131/sound/index.asp>

Internet address for Department: <http://www.gnb.ca/0131/index-e.asp> (key words: sound recording)

COMPONENT - PRODUCTION AND PROMOTION GRANTS FOR MUSIC SOUND RECORDINGS

1.1 COMPONENT OVERVIEW

Component Description

The *Production and Promotion Grants for Music Sound Recordings* component offers multiyear grants to New Brunswick artists and music industry entrepreneurs. This support provides successful applicants with financing to help cover the cost of production, marketing and promotion of music sound recordings.

Expected Outcomes

- The increased collaboration between the various links in the music industry chain provides artists with more opportunities to develop their creative and commercial potential while remaining in the province.
- Artists and music entrepreneurs assume a greater professional commitment. This means the readiness to assume financial risks and dedicate their time and resources.
- By understanding the nature and impact of online technologies (Internet, mobile telephone, etc.) on the music industry, artists and music industry entrepreneurs can better position themselves and increase their chances to succeed in a global and digital environment.
- Quality New Brunswick musical works with a commercial potential are available to New Brunswickers and to the world.

1.2 ELIGIBILITY CRITERIA

Eligible Applicant

In order to be eligible, an applicant must:

- be a « **music industry entrepreneur** »(see box below) who acts as be a « **maker of a sound recording** » or a « **record company** » that operates as a Canadian company held and controlled by « New Brunswick residents » (see box below);
- hold the rights to use or own the « **master** » of the eligible sound recording for which funding is being requested;
- be a member of « **SOPROQ** »or « **AVLA** »;
- have contracts with the artist relating to production of the album (exclusive sound recording contract, co-production, licence) (if applicable) and its distribution, if the artist is not the applicant as well. These documents must specify the arrangements made with regard to « **royalties** » and the details of the contract; and
- it is not eligible for financial assistance programs in other provinces.
- not be a « **recipient in default** »; and
- not be an « **applicant in default** ».

For the purposes of the program:

A *music industry entrepreneur* must demonstrate that his/her business main activities are managing artists, publishing music, making, marketing, or distributing sound recordings or a combination of those activities carried out under contract with musicians, vocalists, or copyright holders.

A *Canadian company held and controlled by « New Brunswick residents »* must demonstrate that it meets the following conditions:

- If it is a **private company** in New Brunswick,
 - it is incorporated federally or in New Brunswick;
 - its head office and principal place of business (the place where the decision-making centre is located and the actual management of the company is carried out) are in New Brunswick; and
 - a majority of the voting shares are beneficially owned by « **New Brunswick residents.** »
- If it is a **partnership** or a **sole proprietorship** in New Brunswick,
 - it is registered in New Brunswick;
 - its head office and principal place of business (the place where the decision-making centre is located and the actual management of the company is carried out) are in New Brunswick; and
 - a majority of those exercising voting control are « **New Brunswick residents.** ».

Note: Are not eligible government departments, public agencies or other public institutions, and public or private broadcasters.

Eligible Projects

Is eligible, a project that include activities in the life cycle of a release such as making of the sound recording and marketing and promotional strategies (publicity, radio promotion, retail and distribution promotion, advertizing, merchandizing, websites, social network marketing, web 2.0 - blogs, vlogs - video, public relations, EPKs, touring, showcases, attending conferences and trade show, etc)

An eligible New Brunswick sound recording (see box below) must demonstrate artistic quality and originality relative to the musical genre with an eligible New Brunswick artist (see box below) who is likely to have an impact on the music scene with critical and commercial success in a digitized global economy

The project must contribute to supporting the artist's development and directly support the Program objectives and priorities (see MID component's expected outcomes for priorities).

Note: The eligible marketing period for an existing recording is 24 months of being released and no more than 18 months prior to the beginning of the funding period which starts on April 1st. (i.e. for the 2010 deadline, recordings released before October 2008 are not eligible)

For the purposes of the program:

A *sound recording* is a collection of recorded musical works, with or without lyrics, that is on a vinyl record, a compact disc, audio digital format, or audio tape and is produced by analogue, digital, or similar technology and meets the following conditions:

- is or will be a « **commercial music** »;
- is or will be clearly and publicly attributed to the artist;
- has or will have at least 3 tracks or at least 9 minutes of recorded musical content;
- at least 50% of the tracks on the « **master** » are or will be new, i.e., works that have never been recorded in marketed format (except in the case of classical, traditional, traditional jazz/blues, and world music);
- an « **ISRC** » code is or will be assigned to each track on the « **master** »;
- is or will be professionally designed and ready for the retail market, more specifically with a « **bar code** » (with the exception of digital releases);
- reproduction licences from rights holders authorizing use of the works reproduced on the « **master** » have been or will be obtained, if applicable (« **CMRRA** » or « **SODRAC** »);
- the works for each track have been or will be registered with SOCAN, if applicable;
- « **legal deposit** » requirements have been or will be met;
- the content is or will be available through digitization with appropriate « **metada** »; and
- that complies or will comply with the following New Brunswick content standards:
 - Music and lyrics: at least 50% of the music and lyrics on the « **master** » are or will be the work of New Brunswickers, except in the case of classical, traditional, traditional jazz/blues, and world music).
 - Artist-performer: All of the tracks on the « **master** » are or will be performed by an eligible artist.
 - Production: at least 50% of the tracks on the « **master** » are or will be recorded and mixed in Canada.
- the financial assistance received from the New Brunswick government will be recognized in accordance with the conditions relating to the allocation of the grant (**Note**: this condition does not apply to sound recordings not funded under the MID Program);

Is not eligible a sound recording that :

- is not intended for commercial use;
- is created as a fundraising, instructional tool, advertising, or promotional product;
- is created as soundtracks for films, television programs, dance performances, or plays;
- is created as an accompanying medium and not the main work (example, audio book);
- is created for the purpose of teaching or learning a technique, for corporate use, or for talking books or sound effect banks, or for projects whose objective is community development or social service;
- is created as a re-release or compilation projects (re-recordings are eligible);
- is primarily of the spoken word or of wildlife or nature sounds;
- is capable of inciting hatred against an identifiable group, including a section of the public distinguished by colour, race, religion, sex, sexual orientation, or ethnic origin; and
- in which the dominant characteristic of any lyrics is the undue exploitation of sex or and one or more of crime, horror or cruelty, or violence.

An *artist* (solo, group, or ensemble) is a recording artist – vocalist or musician – who performs a musical work as a performer and who meets the following conditions:

- has more than half of its members who are « **New Brunswick resident** » and who are « **Canadians** » and
- receives or will receive « **artist royalties** » on the recording for which funding is requested.

Eligible Project Expenses

Expenses that are eligible are those listed on the *Financial Information Worksheet* in the application form, and that are specific the sound recording related activities (i.e. company business expenses are not acceptable as an eligible expense).

Eligible expenses must be incurred within the next Province's « **Fiscal Year(s)** » following the application submission. The New Brunswick Government's « **Fiscal Year** » runs from April 1st through March 31st of the next year.

Other points that need to be considered:

- Eligible expenses included in the application should be based on fair market prices.
- Costs related for professional services provided by the applicant, the applicant's company, or other companies associated with the project, may not exceed 20% of total eligible expenses.
- If using the services of a project manager, total Project Manager's fees cannot exceed 20% of total eligible expenses.

As it pertains to travel expenses, meals, accommodations and transportation are eligible expenses. However, local travel expenses are not eligible. If using a private vehicle, the Department will recognize the provincial government kilometrage rate. Effective April 1st, 2008 the rate is \$0.39 per kilometre.

Ineligible Project Expenses

- Expenses paid in cash without a receipt (except for per diem);
- Donated services;
- Costume/wardrobe;
- Equipment purchases, capital expenditures;
- Audit expenses, personal legal fees, fines;
- Recoverable taxes, fees, or similar expenses;
- Interest charges on overdue payments;
- Suppliers' administrative expenses;
- « **Managers** »' commissions;
- Hospitality expenses (e.g., catering, food, beverages) except for launch expenses;
- Major videoclip;
- The following costs associated with the production of sound recordings:
 - Mechanical and audiovisual reproduction licences;
 - Pressing and printing of sound recordings (except those for promotional use);
 - Travel, local transportation, accommodation, and per diem of the applicant and the artist.

1.3 FUNDING

The Department will provide a multi-year funding amount based on the length of the project:

- Up to \$20K for a 1-12 month project
- Up to \$40K for a 13-24 month project
- Up to \$60K for a 25-36 month project (when the project includes the production of a new recording)

Note: The maximum amount of funding that can be provided during the « **Fiscal Year** » is \$20K. Also, the assistance provided can not represent more than 50% of eligible expenses. Finally, as previously indicated, the grant provided by the Department in a specific « **fiscal year** » must be used to cover expenses incurred within that timeframe.

The Applicant should also note the following:

- Sound recordings funded by the Program must be completed and ready for the retail market within the first year of the funding period, and
- Funding for marketing activities for sound recordings funded by the Program will be available after submission and approval of recordings completed within the timeframe.

1.4 EVALUATION OF APPLICATIONS

Evaluation Process

For each competition, officials from the Department convene an External Panel to evaluate all applications. The Evaluation Committee is made up of representatives from the music industry in the areas of creation, marketing and promotion.

To ensure fairness and accountability, applications are assessed according to the following criteria:

- Organizational criteria
 - The applicant demonstrates the ability to carry out the proposal and to achieve the desired results.
 - The applicant demonstrates the ability to manage the requested MID grant and the resources needed to carry out the project.
- Application criteria
 - The Project contributes to the Program objectives and fits the Component priorities (the anticipated outcomes).

All proposals are also evaluated against other proposals received and a score is assigned to each of them. The list of applicants with their respective scores is then submitted to the Department.

Funding Allocation Process

Once all applications have been evaluated and a score assigned to each of them by the Assessment Committee, officials from the Department will establish a priority list based on the scores. The Department will then approve an individualized funding schedule for each applicant based on the length of the project, program guidelines and the budget. This process will be completed by **June** of every year.

1.5 APPLICATION PROCESS

Applications must be submitted by **February 15th** year. Applications

Please read the instructions sheet (see Appendix B) prior to completion of an application to the Music Industry Development Program.

APPENDIX A - DEFINITIONS

(In alphabetical order)

For the purposes of the MID Program, the following terms have the following definitions:

AVLA (AVLA)

The Audio-Video Licensing Agency (AVLA) is a collective management society that collects and administers copyright royalties for owners of master audio and music video recordings. It issues licences for the copying of audio and music video recordings for commercial purposes. A non-exclusive agency, AVLA represents both majors and independent labels. Further information is available on the AVLA website: <http://www.avla2007.ca/index.php>.

Applicant in Default

To be eligible for financial assistance under the MID Program, the applicant must not be in default of payment, i.e., must not be an individual or a company that:

- becomes bankrupt or insolvent;
- is in receivership;
- takes the benefit of any act that may be in force for bankrupt or insolvent debtors;
- is the subject of an order given or a resolution adopted with a view to judicial winding-up of a person's business activities;
- makes or has made, directly or through one or more representatives, a false or misleading statement.

Artist royalties (Redevances d'artiste)

Artist royalties are a percentage of a record's suggested retail (or wholesale) list price that is payable to the performer (the recording artist).

Bar code (Code à barres)

A bar code, often referred to as U.P.C. symbols (or Uniform Product Codes), is a combination of parallel bars and spaces that communicates data about a product or shipping container. Further information is available on the GS1 Canada website: <http://www.gs1ca.org/home.asp>.

CHRC (CRHSC)

The Cultural Human Resources Council (CHRC) brings together representatives of arts disciplines and cultural industries in the cultural sector to address the training and career development needs of cultural workers – artists, creators, technical staff, managers and all others engaged professionally in the sector, including the self-employed.

Note: CHRC has produced a series of competency charts and profiles to identify skills/competencies for a wide range of cultural jobs in mainstream cultural sub-sectors including those of Record Label Managers and Music Artist Managers. They can be used to improve human resources management activities of your company. Further information is available on the CHRC website: www.culturalhrc.ca/home-e.asp.

CMRRA (CMRRA)

The Canadian Musical Reproduction Rights Agency Ltd. (CMRRA) represents a large number of domestic and foreign music publishers doing business in Canada. It negotiates collective agreements (e.g. with CRIA for mechanical rights in Canada) and individual agreements (reproduction or synchronization licences) with music users. Further information is available on the CMRRA website: <http://www.cmr.ca/default.htm>.

Canadian (Canadien)

Means:

- a citizen as defined under the *Citizenship Act*; or
- a permanent resident as defined under the *Immigration and Refugee Protection Act*.

Commercial music (musique commerciale)

For the purpose of the MID Program, a commercial music is a genre created to meet current market expectations. Genres of music that are not commercial music include music whose intent and/or content places creativity, self-expression and/or experimentation above the current demands and format expectations of the mainstream recording industry, and has a significance that extends beyond being solely a form of entertainment. At this time, eligible commercial music genres to this program include, but are not limited to:

- pop, rock, heavy metal, alternative, country, adult contemporary and new age
- urban music, including rap, r & b, soul, new soul, hip hop, garage, soca and reggae
- electronica, including house, techno, down tempo, commercial dance, drum and bass, electro, jungle, ambient and trance, and
- commercially oriented forms of folk, jazz, world music, blues, americana, Aboriginal music, children's music, classical music and gospel.

ISRC Code (Code ISRC)

The International Standard Recording Code (ISRC) is an identification system developed by the International Standards Organization (ISO) for sound recordings and music video recordings. It is similar to the ISBN code used by the publishing industry. It makes it possible to identify recordings around the world. The ISRC identifies the recordings as such, not the physical product (sound medium). Further information is available on the [SOPROQ](http://www.soproq.org) website: www.soproq.org and the CRIA website: <http://www.cria.ca>.

Legal deposit (Dépôt legal)

Legal deposit is the mean by which a comprehensive national collection is gathered together as a record of the nation's published heritage and development. Successful applicants are required to send a copy of the musical sound recordings they produce to Library and Archives Canada. Further information is available on the Library and Archives Canada website: www.collectionscanada.ca.

Maker of a sound recording (Producteur de disques)

The maker of a sound recording, also called the owner of **master** recording, is the person or company that covers the costs of making a sound recording of a musical work and is therefore usually the owner of it. Sometimes this person or company also owns the record label that distributes the recording. The maker of sound recording plans, organizes and coordinates all aspects of making the recording. By owning the master, he holds and controls all rights to the use of the recording. The term maker of a sound recording should not be confused with record producer.

Manager (Gérant)

The manager is the artist's representative and is responsible for developing the artist's career. The manager also contributes to the professionalization of emerging artists. He is present in all of the artist's activities and has very broad responsibilities that can include supervising promotion, public relations, financial management, and contract negotiations on behalf of the artist and sometimes acting as the artist's artistic director.

Note: For further information, please consult the *Chart of Competencies - Music Artist Managers* available on the website of the Cultural Human Resources Council (CHRC): www.culturalhrc.ca/home-e.asp.

Master (Bande maitresse)

The master is the first-generation audio recording of the performance used to make copies.

(Metadata) Métadonnées

Metadata are non-audio textual information. This information allows digital retailers to file contents and to establish online shopping reports. They also allow internet users to find music they want, and style, mood, temp, country of origin or other keywords. Metadata is included in digital files during the mastering process.

New Brunswick resident (Résident du Nouveau-Brunswick)

An individual who has maintained a principal residence in New Brunswick for income tax purposes for at least 12 consecutive months prior to the date of application to the MID Program.

New Brunswick content sound recording (Enregistrement sonore avec un contenu néo-brunswickois)

A recording that complies with the following New Brunswick content standards:

- **Music and lyrics:** at least 50% of the music and lyrics on the master are the work of New Brunswickers, except in the case of classical, traditional, traditional jazz/blues, and world music).
- **Artist-performer:** All of the tracks on the master are performed by an eligible artist.
- **Production:** at least 50% of the tracks on the master are recorded and mixed in Canada.

Fiscal year (Exercice financier)

The New Brunswick Government's Fiscal Year runs from April 1 of the prior year through March 31 of the next year. For example:

- Fiscal Year 2009 is from April 2008 through March 2009.
- Fiscal Year 2010 runs from April 2009 through March 2010.

Record company (Maison de disques)

A record company, also called a record label, holds the rights to use masters, either because it produced them or because it acquired the rights to them, and is responsible for marketing them. Although it often takes care of making sound recordings, its main function is selling records; in other words, it is responsible for manufacturing, marketing (promotion, production of videoclips, etc.), and distributing the product. A record company has its own label and usually a catalogue and is responsible for the legal deposit of Canadian-made sound recordings.

Note: For further information, please consult the *Chart of Competencies - Record Label Managers* available on the Cultural Human Resources Council (CHRC) website: www.culturalhrc.ca/home-e.asp.

Recipient in Default

To be eligible for financial assistance under the MID Program, the applicant must not be a recipient in default (i.e., an individual or a company that has not fulfilled its obligations as a recipient of financial assistance provided previously under the MID Program unless action is taken to correct the situation). For further information, please contact the Department.

SOCAN (SOCAN)

The Society of Composers, Authors and Music Publishers of Canada (SOCAN) is the Canadian copyright collective for the communication and performance of musical works. It administers these rights on behalf of its members (Canadian songwriters and their music publishers) and those of affiliated international organizations by licensing this use of their music in Canada. The fees collected are distributed as royalties to its members and to affiliated organizations throughout the world. They also distribute royalties received from those organizations to their members for the use of their music worldwide. Further information is available on the SOCAN website: www.socan.ca.

SODRAC (SODRAC)

The Society for the Reproduction Rights of Authors, Composers and Publishers in Canada (SODRAC) is a collective management society for the reproduction rights to musical works. It represents the repertoire of more than 5 000 Canadian songwriters and music publishers including the majority of rights holders in Quebec. It also administers within Canada the repertoire of musical works coming from more than 100 countries and territories. SODRAC participates in the CPCC's private copying regime. Further information is available on the SODRAC website: <http://www.sodrac.com>.

SOPROQ (SOPROQ)

SOPROQ is a copyright collective for makers of sound recordings and videos, and administers the royalties which belong to makers of audio and video recordings. It distributes to its members the royalties which come from the equitable remuneration ("neighbouring rights") and private copying regimes as well as the royalties which come from licensing agreements it has entered into with regards to the broadcast of videoclips and reproduction of sound recordings. Further information is available on the SOPROQ website: www.soproq.org.

ANNEXE B - INSTRUCTIONS FOR COMPLETING AN APPLICATION TO THE MUSIC INDUSTRY DEVELOPMENT PROGRAM

Please read through all instructions of this sheet prior to completion of application.

GENERAL

Applications must be submitted by **February 15th**.

Applications received after the deadline and incomplete applications submitted on time will not be accepted. Applicants should allow enough time for the preparation of the grant application and any document produced by a third party.

Download and fill out the application form on your computer.

The application form has been created on an Excel spreadsheet. The form is divided into different sections which are worksheets, they are integral parts of the application.

Each section is identified by a title which appears on its sheet tab at the bottom of the screen.

Cells requiring data entry are white. Answer questions completely and provide appropriate attachments. For cells requiring several sentences, you can either type the information directly into the box, or copy and paste it from another source in the Formula Bar.

Certain cells contain comments which provide specific information to the user. Cells with comments have red indicator triangles in the upper-right corners. If you rest the pointer over a cell that has an indicator, its comment appears.

To prevent a user from modifying the layout of the form or from accidentally changing, moving, or deleting important data from a worksheet or workbook, certain worksheets or workbook elements have been protected.

Please make sure not to exceed the maximum number of lines indicated, as these will not show on the screen.

Even if the form appears in colour on the screen, it will be printed in black and white when printed.

If you have any questions about the Program or the application form, please contact us as soon as possible so that we help you before the deadline for the submission of applications. You can contact us by telephone at 506-453-2555 or by e-mail at Murielle.savoie@gnb.ca.



A completed application will consist of:

- a duly completed application form with
- appropriate attachments.

If approved your application becomes part of your commitment with the Department.

Retain a copy for your records.

Submit your application electronically by uploading your files on an FTP server created for this purpose (more instruction below).

The *Statement of Applicant* tab only of the Excel form, duly signed and attachments that can not be submitted electronically can be sent by mail to:

Department of Wellness, Culture and Sport
Arts Development Branch
Attention: Music Industry Development Program
P.O. Box 6000
Place 2000, 4th Floor, 250 King Street
Fredericton, N.B. E3B 5H1

How to Upload Your MID Grant Application Files to the Server

FTP stands for "File Transfer Protocol" and is a way to share files over a network. An FTP server stores the files, and a piece of software called an "FTP client" is used to connect to the server to download or upload files.

Things You'll Need:

- Install an FTP client application on your computer. Many are available for download, and they operate in the same way. We recommend FileZilla Client a free software available on the following address: <http://filezilla-project.org/>
- Label all your files by adding the applicant name at the beginning of it.
- Don't forget to submit the music files in MP3 format!

Note: the server for grant application files will be available for uploading between January 15th, 2010 and Feb 15th, 2010.

Instructions:

- Step 1: Double-click the FTP client application (FileZilla) to open it.
- Step 2: Type the host name **ftp://ftp.gnb.ca** in the host box. Also enter the username **Mus2010** and the password **Trac52Swe** (password is case sensitive!) to gain access to the server
- Step 3: Click «**QuickConnect**». You will be logged in to the FTP server, and can now upload files.
- Step 4: **Uploading files:** Simply drag the file to be uploaded from your hard drive to the directory on the server. The file will be transferred.

Tips & Warnings

- Don't be surprised by long upload times. For faster transfers, before uploading, compress the files, when possible, using a compression program such as WinZip.