

**Status:** Draft

**Deadline:** Music Recording Projects -  
May 22 2025

**Application Type:** Music Recording  
Projects

**Applicant:**

## Content Note

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This tab is optional. You can use it to provide information about your application. It does not affect the assessment of your project.

### What is a content note?

A content note is a verbal or written notice that precedes potentially sensitive content. It indicates in advance any topics that the audience may find triggering or distressing.

While some readers are OK with encountering these topics without advance notice, others appreciate being able to prepare themselves, especially if the content could lead to them reliving painful experiences.

If you believe your **application**, **artistic examples** or **support documents** contain potentially sensitive content, please provide a brief content note below as a courtesy to OAC staff and assessors.

We'll make sure that this program's assessors know that the absence of a content note does not guarantee the absence of content they may find challenging.

Do you want to provide a content note?

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[More about content notes](#)

## Project Information

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OAC has created videos meant to help you prepare an application to the Ontario Arts Council's Music Recording Projects program. View them here: <https://www.youtube.com/playlist?list=PLri9I1KNP1KWWuuzD1AljtpLZCZxA70UW>.

First, view the "Music Recording Projects: Tips for preparing an application & how it will be assessed" for general tips and information.

**Project Title (Maximum 15 words)**

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**Project Summary (Maximum 25 words)**

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**Project Category**

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From the list below, select one of the following that best applies to your project.

## Total amount you are requesting from OAC

This amount will be auto filled from the budget section.

## Start Date of Your Project

The activity for which you are requesting funding cannot start before May 22, 2025.

Note: Your project may have started before the program deadline date. However, expenses incurred before the deadline date are ineligible (i.e. will not be covered by this grant).

## End Date of Your Project

The activity for which you are requesting funding cannot be completed before October 3, 2025, and must be completed by October 3, 2027.

Note: The project end date is when the recording will be made available to the public (except for demos).

## Background

OAC has created videos meant to help you prepare an application to the Ontario Arts Council's Music Recording Projects program. View them here: <https://www.youtube.com/playlist?list=PLri9I1KNP1KWWuuzD1AljtpLZCZxA70UW>.

View the “Music Recording Projects: Assessment Criteria” video for information that is most relevant to this tab of the application.

Make sure that the information you give in this section shows that you are eligible to apply for this program. See the [Guide to OAC Project Programs](#) and the program web page for information about eligible applicants and ask program staff if you are not sure.

**Tell us about who you are as an artist, arts professional, group or organization. (Maximum 300 words)**

**Writing tips:**

- This is the place to tell the story of your artistic journey up until now and to describe what is important to you in your work and why.
- Consider including information that explains at what career stage/stage of development you are.
- If the project is for a band or ensemble, state this clearly and answer this question from the perspective of the group.
- If this project involves artists that have come together only for this particular project, answer this question from the perspective of the project leader(s).

**Notes:**

- An individual may choose to apply on behalf of a group. In this case, a personal Nova profile must be used to start and submit an application. If awarded, a cheque would be made out in the name of the individual and they would take full responsibility for all aspects of the grant.
- If you apply using a group profile in Nova, you need to be able to deposit a cheque in the name of the group.

**Describe the context in which you work. You may choose to include information about your environment, community, artistic influences and cultural identity or, as relevant, your connection to OAC priority groups and how they have had an impact on you or your organization's art, career/development and decisions. (Maximum 300 words)**

**Writing tip:** Include, as relevant:

- any distinct voice or perspective you bring to the music genre(s) or practice(s) in which you work
- a description of your local/regional music scene (such as, size of community, local music tastes, access to resources for musicians)
- a description of the historical context or current trends of your music genre(s) or practice(s) and how this relates to your artistic work

**Note:**

- OAC's priority groups are: Artists of Colour, Deaf Artists and Artists with Disabilities, Francophone Artists, Indigenous Artists, New Generation Artists (18-30 years old), Artists Living in Ontario Regions Outside Toronto.

## Applicant CV(s), Résumé(s) and Bio(s)

Either use the field provided to enter your CV(s), résumé(s) or bio(s) (maximum 1,000 words); or use the upload button to upload 1 document in PDF format (maximum 3 pages).

### Writing tips:

- If you are applying using an individual Nova profile, you must include your CV, résumé or bio that shows that you are a professional musician (performer, composer, songwriter and/or beat producer).
- If the project is for a band or ensemble, include CVs, résumés or bios of group members or key staff (for example, artistic director, administrator, programmer).
  - Note: For choirs, orchestras and large groups, do not upload bios or CVs of section leads, principal players and rehearsal pianists.
- Go to OAC's website for [tips on preparing CVs, résumés and bios for a grant application to OAC](#).

## Support Material

OAC has created videos meant to help you prepare an application to the Ontario Arts Council's Music Recording Projects program. View them here: <https://www.youtube.com/playlist?list=PLri9I1KNP1KWWuuzD1AljtpLZCZxA70UW>.

[ist=PLri9I1KNP1KWWuuzD1AljtpLZCZxA70UW](#)

View the “Music Recording Projects: Artistic Examples” video for information that is most relevant to this tab of the application.

### Support Material

If files or links do not conform to the basic upload requirements (types, formats, sizes and minimum/maximum number of files), the system will prevent the application from being submitted.

If the provided artistic examples and support documents do not meet all program application requirements, the submitted application will be considered ineligible and will be withdrawn from the competition.

Assessors will not read documents that have not been requested or review support material for longer than the maximum time allowed. For audio and video examples, if the total running time exceeds the maximum length allowed, specify which part you want assessors to review.

### Artistic Examples

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**Describe how the artistic examples below relate to your project. (Maximum 150 words)**

**Writing tip:**

Consider noting whether the examples:

- include the same musicians, producer or engineer who will be involved in the proposed project
- have a similar mood, feel, songwriting or compositional style, or instrumentation to music that will be included in the proposed project
- are rough demos of music to be included on the final recording
  - Describe how the final recording will be different (for example, the final recording will be done with the full band)

**Instructions**

**Provide exactly 2 artistic examples in audio format (mandatory, maximum 5 minutes in total)**

Note: You may supply recordings longer than the maximums (for example, a full work/song), however, assessors will review only a maximum number of minutes indicated above.

- Click on *Edit Required Information* to:
  - Indicate only 1 starting cue time for each example and a maximum listening time in total as noted above.
  - *Applicant's credit/role*
    - This may include composer, performer, producer etc.

- It could be “none” if the example is not of the applicant, but of key artistic collaborators on this project.
- *Supporting Artists Credit/Role* may include a producer, guest artist(s), co-writer, etc.
- **Tip:** If you choose to edit your examples so that assessors can hear different parts of a piece, do so minimally and clearly inform assessors what they are listening to.

**Tips:**

- Include recordings that closely relate to the proposed project (for example, music that is in a similar style or with the same project collaborators).
- You can submit recordings of music performed by:
  - yourself or your group
  - key/guest musicians, performers or groups who will play on the proposed recording
  - other performers (if performing music by this project’s composer or songwriter)
- If you plan to record music by a composer other than yourself or a member of your group, consider including an example of the songwriter or composer’s work.
- If you are a composer who will not perform on the recording, consider including an example of the performers who will play on the recording.
- Choose examples from what you have available. These could be:
  - rough demos or live performances of songs/compositions you plan to record for this project
  - mixed and mastered examples of relatively recent previous recordings
- Note that MIDI examples are generally not helpful for assessment.

## Audio - File Uploads

- Acceptable formats: MP3, WAV
- Maximum size: 20 MB per file
- **Do not use accents or special characters in your file names as they may cause application submission errors (for example: " ' ; : ~ ! % ^ \* ).**

For each example, click on **Edit Required Information** "[www.arts.on.ca/getattachment/Grants/General-Granting-Info/Nova-User-Guide/Edit-Required-Information-Button.png.aspx?width=30&height=30](http://www.arts.on.ca/getattachment/Grants/General-Granting-Info/Nova-User-Guide/Edit-Required-Information-Button.png.aspx?width=30&height=30)" title="Edit Required Information Icon" /> to provide assessors with details.

## Video - File Uploads

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- Acceptable formats: AVI, MOV (QuickTime Video), MPEG, MP4, WMV (Windows Media Video)
- Maximum size: 500 MB per file. For files larger than 300 MB, we recommend uploading the file to Vimeo or YouTube and providing the link below.
- **Do not use accents or special characters in your file names as they may cause application submission errors (for example: " ' ; : ~ ! % ^ \* ).**

For each example, click on **Edit Required Information** "[www.arts.on.ca/getattachment/Grants/General-Granting-Info/Nova-User-Guide/Edit-Required-Information-Button.png.aspx?width=30&height=30](http://www.arts.on.ca/getattachment/Grants/General-Granting-Info/Nova-User-Guide/Edit-Required-Information-Button.png.aspx?width=30&height=30)" title="Edit Required Information Icon" /> to provide assessors with details.

## Support Documents

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## Instructions

- Each type of support document listed below has its own instructions. Read them carefully to ensure that you:
  - submit all required support documents for your program category
  - respect any limits on the number or length of files
- All documents (except for promotional materials) should use a sans serif font of at least 11-point size (for example, Arial or Helvetica).

## Bios, CVs or Organization Summaries of Key Project Collaborators

(optional, maximum 1 document in PDF format, maximum 3 pages)

### Tips:

- Include as applicable, CV(s), resumé(s) or bio(s) of:
  - key performers and guest artists
  - composers and songwriters
  - engineers and producers
- Use short bios if you reach the page limit.
- These collaborators should also be listed on the **Project Plans** tab.

## Score/charts excerpts and/or lyrics of the submitted artistic examples, if applicable

(optional, 1 document in PDF format, maximum 6 pages)

**Tip:** You can choose to submit an excerpt from only 1 or both examples. This is an opportunity to make your compositional intent clear to assessors beyond what the submitted recording alone may capture.

## Project Plans

OAC has created videos meant to help you prepare an application to the Ontario Arts Council's Music Recording Projects program. View them here: <https://www.youtube.com/playlist?list=PLri9l1KNP1KWWuuzD1AljtpLZCZxA70UW>.

View the "Music Recording Projects: Assessment Criteria" video for information that is most relevant to this tab of the application.

## What are you planning to do, and what do you want to achieve with this project? (Maximum 425 words)

### Writing tips:

- Describe the artistic idea(s), plans and recording process.
- State the intended outcome or purpose for the recording.
- State the medium(s) in which you will be making the recordings available (for example, CD, online, vinyl, USB).

- Describe the music in as much detail as possible. Include, as applicable:
  - genre
  - subject matter or themes and content
  - songs or music selection
  - number of songs or works and their duration
  - instrumentation
- If your project includes using artistic material or stories that are not your own, explain how you have gotten or will get the permission to use them (for example, copyright clearance) or indicate if these are in the public domain.
- If your project includes music by non-Ontarians, speak to why it's important that this material be recorded and by you. Consider the program's priorities noted on the Music Recording Projects web page .
- If your project involves cultural practices that are not your own, describe how you have made or will make sure that you are engaging with them appropriately.
- For **EP projects**, indicate that this is an EP project with the purpose of recording a series of songs that will be a short album, intended for public release.
- For **Demo projects**, indicate that this is a demo project with the purpose of recording material for demonstrating newly developed work for labels, funders, presenters, promoters, festivals, etc. Indicate if you also intend that demos will be publicly released.

### Do you plan to involve other people or organizations in your project?

Note: This could include:

- songwriters, composers or lyricists (other than the applicant)
- recording musicians and ensembles (do not include regular group or ensemble members listed in the chart on the **Background** tab)
- other artists, arts workers (such as administrators, sound engineers and artistic advisors)
- arts and non-arts organizations, businesses, or groups (such as music studios, recording venues, labels, manufacturing facilities, marketing companies)



**How will this project contribute to your development (or to your group's overall goals)? (Maximum 200 words)**

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**Writing tips:**

- **Individuals, bands and ensembles:** Describe the possible impact on your personal artistic and career development (or those of your band or ensemble members).
- **Organizations:** Describe the possible impact on the artistic and organizational development of your organization.
- Explain the importance of this project at this time.

**What audiences, participants, communities, partners and artists do you intend to reach? What immediate and ongoing benefits do you expect the project will have for them? (Maximum 450 words)**

**Writing tips:** Describe, as relevant:

- any benefits to OAC priority groups.
- your current audience
- potential audiences that you plan to reach through your proposed project
- how this project may offer something unique, interesting and/or important to the public (such as music genres, musical content, themes or subject matter, lyrics, cultural perspective, instrumentation)
- the potential impacts on the career of participating musicians involved in the project (Do not describe the impact on yourself or regular band or ensemble members).

For Demo projects that are not intended for public release:

- Be specific about the labels, funders, presenters, promoters, festivals, etc. who you intend to reach.
- Speak about future potential audiences for the music (tours, recordings, performances of the work(s) by you or other artists, etc.).

Note: Community may refer to geographic, cultural, musical genre, etc.

## What are your plans to reach your intended audience, participants or community? (Maximum 225 words)

### Writing tips:

- If someone else is responsible for publicity, marketing and outreach, make this clear. Still describe their plans and strategies.
- For demo projects where the purpose is to demonstrate newly developed work for labels, funders, presenters, promoters, festivals, etc., describe how you will distribute the material to them.

Note: Costs for publicists located outside of Ontario are ineligible (that is, they will not be covered by this grant).

## Budget

**OAC has created videos meant to help you prepare an application to the Ontario Arts Council's Music Recording Projects program. View them here: <https://www.youtube.com/playlist?list=PLri9I1KNP1KWWuuzD1AljtpLZCZxA70UW>.**

View the "Music Recording Projects: Budget" video for information that is most relevant to this tab of the application.

Your budget must balance at \$0 (total expenses equal total revenues).

Make sure that this budget matches the project you described in the rest of the application.

**Important:**

- Do not include in-kind support.
- Expenses for ineligible activity may appear on the budget, but be sure to include other sources of revenues to cover these costs. Examples of ineligible expenses include:
  - expenses for activity that takes place before the application deadline
  - expenses for activities that take place outside of Ontario
  - rehearsal costs
  - performances and touring costs, including concert performance fees
  - living and personal expenses
    - The program does not fund living and personal expenses. Do not provide details of living and personal expenses as the rationale for the calculation of artist fees. Artist fees may be used at the discretion of the artist.
- Note: See the [program web page](#) for more detailed information on eligible and ineligible activities and expenses.

**Tip:** Include the following revenues and expenses in the following lines, as applicable:

- FACTOR and Musicaction grants include in **Federal (Government Revenue)**
- Advances from Publishers/Distributors/Record Companies include in **Other private sector revenue**
- Applicant contribution and crowdfunding include in **Individual donations**
- Modest purchase of recording media (such as tape and hard drive) include in **Equipment expenses**

- Post-production costs (such as mastering, manufacturing, artwork/design and packaging) include in **Expenses for exhibitions/programming/production/distribution/touring/circulation/catalogues/documentation/publications**
- CMRRA (Canadian Musical Reproduction Rights Agency) fee include in **Copyright/royalty/reproduction expenses**

## Budget notes

Either use the field provided to enter your budget notes (maximum 1,000 words); or use the upload button to upload 1 document in PDF format (maximum 2 pages).

### Writing tips:

- Make sure that these budget notes match your budget and the project you described in the rest of the application.
- Briefly explain how you are estimating project revenues (for examples, your past experience with or plans for crowdfunding)
- Describe any in-kind contributions (these should not be included in the budget)

List, explain and show calculations of costs for the activities that are eligible to be supported by this program, such as:

- artist fees:
  - fees for musicians on the recording

- royalties
- additional artist fees for the recording, if it will be done as part of a concert (step-up fees)
- Production costs:
  - Fees for engineers for recording and mixing
  - Recording studio or venue rental
- Post-production costs:
  - Mastering
  - Manufacturing
  - Artwork/design and packaging
- Promotion costs:
  - Marketing agency or publicist fee
  - Cost for creation of publishing advertisements

Notes:

- State if fees are based on standard hourly rates set by institutions (such as a union) or for a service (for example, a fee for each song).
- Specify what is covered in any flat-rate fees (for example, the recording studio rental includes a recording engineer who will record, mix and edit the music).
  - If a flat fee includes ineligible expenses (for example, composition, rehearsal, concert performance), these need to be broken out.
- You do not need to give details about costs for the activities that are not eligible to be supported by this program (such

as composition, rehearsal, touring, music videos).

## OAC Statistics

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The following information is being gathered for OAC research purposes only. This information will not be seen by assessors and will not be considered in determining any grant amount.

## Program-specific Statistics

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Select at least one of the music genres/instrumentation that apply to your project:

Please note: This information is for OAC statistical information only and is not used by the jury for assessment purposes during evaluation of your proposed project.

Are there other genres not listed in the previous question that also or better characterize your work? If applicable, list the term(s) below. (Maximum 15 words)

I am/we are (check all that apply) (see/link to music specific definitions on the webpage):

**If applicable, is there an entity type not listed above that better characterizes you? (Maximum 15 words)**

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## Declaration

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**This information is for OAC only and is not used by assessors for assessment purposes during the evaluation of your application.**

**I am submitting my application in:**

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OAC accepts applications in English or French. Assessment panels in this program are held in English. If there are French-language applications at this deadline, applications are translated and at least one assessor will be francophone. If this deadline receives enough French-language applications, a separate meeting with francophone assessors may be convened.



## Voluntary Disclosure of Contact Information

If you receive a grant, OAC would like to share some of your contact details with the Ministry of Tourism, Culture and Gaming (MTCG) and with your Member of Provincial Parliament (MPP). News about your grant helps your MPP learn about your work and the positive impacts of public arts funding.

The MPP may contact you to congratulate you personally.

The OAC will share the following information:

- your name
- your email address
- your phone number
- your mailing address
- your grant amount
- your project summary
- description of the program through which you received the grant

## Do you give OAC permission to share this information with the MTCG?

You can change your answer here at any time until OAC sends the information for this deadline to MTCG (approximately four months after the deadline).

**[View Terms and Conditions – OAC Project Grant Applications](#)**

I acknowledge that I have read and understood the Terms and Conditions that govern applications to the Ontario Arts Council

**[View Terms and Conditions – Receipt of OAC Project Grant Funds](#)**

I acknowledge that I have read and understood the Terms and Conditions that govern receipt of Ontario Arts Council funds

### **Applicant Declaration**

**I confirm that the information I have provided in this application for funding assistance is true, accurate and complete in every respect. I understand that providing false information may result in legal liability to me and, where applicable, my co-applicant and/or the members of the group and/or organization on whose behalf I am submitting this application.**

**I also confirm that I have obtained the necessary consents of all relevant individuals to provide their information to OAC and for OAC to use and/or disclose this information as set out in the Terms and Conditions.**

**By checking the box below, I agree to abide by Ontario Arts Council's Terms and Conditions governing applications to OAC through its online application system (Nova) and the receipt of funds.**