*This working document includes the questions found in the online form. It is for your personal use and should not be submitted with your application.*

# PROFESSIONAL DEVELOPMENT & BUSINESS TRAVEL

* Applicant Profile Name
* E-mail

### ✭ READ BEFORE CONTINUING ✭

Read the GUIDELINES carefully for important information about the criteria and conditions for the Professional Development & Business Travel Component of the Music Industry Development (MID) Program. These guidelines will help in completing the application form correctly, ensuring that your application for financial investment is not disqualified.

Required information and materials:

* Up-to-date Applicant Profile
* Detailed itinerary and travel plans, including locations and dates;
* Description of the event(s) to be attended;
* List of contacts and meetings planned;
* Professional Development: Description of training or mentorship;
* Professional Development: CVs or biographies of facilitators;
* If returning to a market, provide the rationale on why the applicant wish to further develop the market(s);
* Project Budget with specific expenses and revenues;
* Any other information relevant to your project.

### PROJECT INFORMATION

* Project Title
* Artist / Business / Group Name
* Project Start Date
* Project End Date

### PROJECT OVERVIEW

* Type of project (check all that applies)
	+ Conference Attendance
	+ Mentorship / Training
	+ Domestic Business Travel
	+ International Business Travel
* Describe your project in 250 words. Comment on how it will benefit your business/career, your goals, etc.

#### ELIGIBLE TRAVELER(S)

* Name
* Email
* Title & Company

### PROJECT DETAILS

* Event Name & Location
* Event Website
* Upload Proof of attendance / registration
* Describe the specific workshops and/or networking activities the applicant will undertake and how these are strategic to the applicant.
* List the names of 3 contacts you will be meeting during the event (Name, title, business/org, e-mail/phone #)

### MENTORSHIP (skip if there is no mentorship portion in your project)

* Location
* Website
* Mentor Name
* Mentor Email
* Upload Correspondence / Invitation Letter
* Describe how the applicant will benefit from this mentoring initiative.
* Describe the overall qualifications of the mentor
* Upload Mentor CV / Support Documentation

### PROJECT EXPENSES

#### PROJECT EXPENSES (covered at 100%)

* If the Traveler is using their own vehicle, enter the number of km travelled for this project
	+ The rate is $0.25 per km.
* If claiming per diem, enter the number of people and the number of eligible days.
	+ $45/person per day in Canada; $100/person per day for international.
* If claiming Child Care expenses, enter the number of people and the number of eligible days.
	+ $40/person per day
	+ BEFORE CLAIMING CHILD CARE EXPENSES, please read the eligibility criteria related to those expenses.

#### PROJECT EXPENSES (covered at 50%).

* Rented transportation
* Parking & Tolls
* Local transportation
* Shipping
* Airplane / Train / Bus (economy-rate flights)
* Accommodations (Maximum investment of $300 per night)
* Event Registration / Application Fees
* Marketing & Promotion (Maximum investment of $500)
	+ Branding & Design
	+ Consultant Fees
	+ Ads & Publicity
	+ Publicist Fees
	+ Printing
* Other expenses
* Upload quotes from all service providers (booking agent, publicist, etc.) and any other supporting documentation for the budget.

### PROJECT REVENUE

#### PUBLIC REVENUE

* MID Investment. *The maximum eligible amount is automatically calculated and inserted here*.
	+ If you would like to request an MID Investment LOWER, than the one quoted above, please indicate the requested amount and the MID Program Officer will adjust your budget accordingly.
* Did you // Will you apply to:
	+ FACTOR
	+ Musicaction
	+ If YES: *Amount Requested*
* Arts NB: Amount Requested
* Canada Council for the Arts: Amount Requested

#### PRIVATE REVENUE

* Applicant's Investment
* Sponsor(s)
* Crowdsourcing
* Other

## The Budget Balance MUST be $0.00. Adjust your budget expenses and/or revenue to continue.

### STATEMENT AND DECLARATION

* I attest that the information included in the Applicant Profile is complete and up-to-date.
* I attest that the Applicant is based in New Brunswick, that I have signing authority for the above-named Applicant, and that, to the best of my knowledge, the information provided in this application is accurate.