

Mentorship Component

Guidelines

2017-2018

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Program Overview

1. The Mentorship component of the Music Nova Scotia Investment Program supports developmental employment relationships between Developing and Export-Ready Artists/Companies/Entrepreneurs (Mentee) and mentors in which a more experienced music industry professional (Mentor) shares information, skills or knowledge and standards or best practices that will advance the applicant's career, enhance their education and build their networks.
2. The applicant (Mentee) should receive the primary benefit of the mentorship.
3. Music Nova Scotia may provide an investment of 75% of the Total Eligible Budget to a Program maximum of \$15,000 per Applicant, per Deadline subject to possible proration based on the available budget.

Application Deadline

4. March 15 and September 15
5. First-time applicants must submit their Applicant Profile at least one (1) week before the application deadline.
- 6. Deadlines CAN fall on the weekend. Online submissions will be allowed until 11:59 p.m. on the 15th day – NOT the Monday following the 15th.**

Who Can Apply?

7. Developing and Export-Ready Artists/Companies/Entrepreneurs (Mentee)
8. The Mentor may be from outside the province of Nova Scotia if approved in advance by Music Nova Scotia.
9. It is mandatory that all applicants to the Mentorship component contact the Program Manager in advance to discuss their mentorship project to ensure you and your proposed activity are eligible.
10. Applications submitted to the Mentorship component without prior consultation with the Program Manager will not be accepted.

How to Apply

11. All Applicants should read Music Nova Scotia's Glossary of Standard Terms and Business Policies before starting an application.

12. Required for application (online submissions only)

a) Step #1 – Complete the Applicant Profile webform at least one (1) week prior to submitting an application by following this link:

[Applicant Profile](#)

If you have already completed an Applicant Profile under the previous suite of Music Nova Scotia investment programs you MUST NOT create a new Applicant Profile. However, it is required that you update your pre-existing Applicant Profile at least one (1) week prior to submitting an application. If for any reason you no longer have access to your pre-existing Applicant Profile or if you are unsure if you have created an applicant profile before please contact the Program Manager for renewed access.

b) Step #2 – Complete online application webform by following this link:

[Mentorship Application](#)

c) Step #3 – Required attachments to web form:

- A Mentorship Plan from both the Mentee and Mentor, which sets out in detail all the intended activities to be undertaken during your Mentorship project

13. It is strongly recommended that you contact Music Nova Scotia to discuss your proposed project and the application requirements before you prepare and submit an application.

14. An incomplete application will be deemed ineligible and will not be considered for investment.

Eligible Activities

15. Mentorship projects must contribute to the Mentees' business/ entrepreneurial development and acquisition of new technical skills.

16. Eligible Activity will be determined on a case-by-case basis in consultation with the Program Manager. It is mandatory that all applicants to the Mentorship component consult with the Program Manager prior to submitting an application to determine the eligibility of proposed activity.

17. Mentorships that involve artist activity are not eligible. Artistic activity includes songwriting and musical instrument skills development. Professional songwriters can apply for investment via the Artist Development component.

Eligible Costs

18. Applicants are strongly advised to read and understand these sections, and to contact Music Nova Scotia prior to submitting an Application to ensure eligibility of the proposed costs.

19. Music Nova Scotia investment under the Mentorship component will cover 75% of the Total Eligible Budget, to a maximum of \$15,000.00 per Applicant per Deadline. Applicants may submit only one (1) Application per Deadline.

20. Mentorship investment can be used to pay for the cost of initiatives that are specific to the Mentee. Eligible costs can include, for example, travel costs, accommodation and an hourly wage for Mentees.

21. Applicants (Mentees) are allowed to claim up to \$15.00 per hour to a maximum of forty (40) hours per week for living wages.

22. Applicants (Mentees) are allowed to claim a 15% Administration Fee payable to the Mentor for services provided under the project to a maximum of \$2,250.00.

23. Although not mandatory, Mentors are encouraged to provide a supplemental contribution to the Mentee's hourly wage. Mentorships that provide an income supplement will be deemed stronger projects for potential investment.

24. Donated/in-kind services will be recognized for all eligible costs but are capped at a maximum of 25% of the Total Eligible Budget.

25. Ineligible costs include:

- Costs associated with the Mentors business; such as general company wages, services, supplies, and any other company overhead core cost or expense
- Any costs for initiatives previously claimed within another Music Nova Scotia supported project
- Administration fees payable to the Mentee are not eligible

Investment and Payments

26. Music Nova Scotia may award the full amount requested in the Application, but reserves the right to award a lesser amount based on its assessment of the Applicant's proposed costs, or based on the total amount of investment available, or for any other reason.

27. Applicants to every Music Nova Scotia investment component must declare any other Public Investment received or expected to be received toward the same project costs they are claiming to Music Nova Scotia. Music Nova Scotia's contribution plus any other Public Investment cannot exceed 100% of the project's Total Eligible Budget. **See Business Policies: Glossary - Public Investment.**

28. The Music Nova Scotia investment is paid out in two stages:

(1) An Advance equal to 75% of the amount of approved investment is paid out once the application is approved and Music Nova Scotia and the Applicant have executed the investment agreement.

(2) The remainder of the investment is paid out when the Completion Report has been received, reviewed and accepted by Music Nova Scotia.

29. Music Nova Scotia may remove any ineligible costs from the final Completion Budget. This may lead to a reduction in the final payment, and in some cases it may result in the Applicant having to return a portion of the Music Nova Scotia Advance. Please be sure that your costs are eligible!

Completion Reporting Requirements

30. Applicants must compile and organize all invoices, receipts and Proofs of Payment, then enter the amounts being claimed into the Music Nova Scotia Cost Report, which can be downloaded from the Music Nova Scotia website. Applicants must then upload the Cost Report along with all related payment documentation, then complete and submit all other sections of the online Completion Report.

31. Completion Reports must be submitted to Music Nova Scotia no later than thirty (30) days after your project has been completed.