

INSTRUCTIONS FOR ACCOUNT OF EXPENSES FOR TOUR SUPPORT, SHOWCASE SUPPORT AND EXPORT SUPPORT FOR SONGWRITERS AND COMPOSERS 2016

For the payment of Music Finland's Showcase Support, Tour Support and Export Support for Songwriters and Composers (2016) of the Ministry of Culture and Education, the prerequisites are:

1. Making a contract with Music Finland about the use of the support

The support receiver must sign a contract about the use of the support and deliver it to Music Finland.

2. Showcase and Tour Support report

The report should be filled in within 60 days from the completion of the showcase, tour or export operations or within 60 days from support decision. More information on reporting the results can be found in the attachment of these instructions. Link to the reporting form will be sent to you by e-mail.

3. Fulfilling the criteria

- The tour, showcase or export operations must be realized between 1.1.2016–31.05.2017.
- The tour must be connected to an existing or upcoming release or other promotional entity on the target territory. Tour must be a series of at least four (4) shows outside Finland. The shows do not have to take place as a continuous tour, but they need to be regarded as one tour entity
- The tour, showcase or export operations are regarded as a part of the internationalization strategy of the artist/writer/composer's and the representing company's and business growth as well as aims for a significant partnership or growth of artist presence on the target market
- The recipient is a company/association/foundation/sole trader registered in Finland and the recipient's export product is Finnish.
- For the entire duration of the project (when submitting the application, when export begins, when reporting), the recipient shall be registered in the Prepayment Register ("ennakkoperintärekisteri"), and the company shall have no outstanding tax liabilities.

4. Criteria for payment

- The support paid is up to 50% of the eligible expenses of the export operations. In the end the paid support may be up to the amount granted and up to the actualized budget deficit (deficit means the actualized project costs deducted by the project revenue and grants from other sources).
- The eligible costs sanctioned by the Ministry of Education and Culture for tour support and showcase support are:
 - production costs (rent, marketing material etc.)
 - marketing and communication services (promotion, information services, technical services etc.)
 - salary expenses (accepted salary expenses are salaries paid to the production staff e.g. tour manager, technicians and musicians in the band of a solo artist. The expenses must show as realized costs in the accounting of the enterprise).
 - accommodation
 - travel and cargo expenses
 - daily allowances
 - other travel expenses (visa, insurance etc.)
- Eligible costs for Export Support for Songwriters and Composers:
 - travel and accommodation expenses
 - admission fees of workshop, camp etc.
 - rent of studio

5. Reporting the account of expenses

Account of expenses must be reported **within 60 days** from the completion of showcase, tour or export operations or within 60 days from the support decision unless otherwise agreed.

The support can be paid when a signed copy of the report arrives at Music Finland. The signed copy has to include financial and payment details and is to be signed by the support receiving company procurement holder and the book-keeper.

The report should be saved or printed out on the last page of the reporting form. This copy should be signed and sent to Music Finland.

A support receiver that is not liable to VAT can apply support also for the VAT within the costs. Costs are itemized by expense category on the reporting form.

The report must be confirmed by the book-keeper as for the expenses and revenue in the company's books.

If the tour is administered by a foreign company (agency), the expenses and revenue occurred by the tour may be authenticated by a general ledger that is to be signed and authenticated by both the book-keeper of the company in question as well as the Finnish support receiver company. The General Ledger must indicate that the reported costs concern the artist/tour in question.

The support decision requires the project to be carried out in a scope and form corresponding to the application, which the support was granted on. If the implementation differs significantly from what was presented in the application Music Finland reserves the right to re-evaluate the decision.

The signed report should be sent by post to:

Music Finland ry
Talous
Urho Kekkosen katu 2 C
00100 Helsinki
Finland

Or by e-mail to:

talous@musicfinland.fi

Help regarding the report:

Financial Department
mob.: +358 (0) 400 801 991
e-mail: talous@musicfinland.fi

Appendix: Objectives, Measurements and Collecting Data for Tour Support, Showcase Support and Export Support for Songwriters and Composers.