

COMPLETION CERTIFICATE

in respect of the Grant Agreement - **Domestic & International Business Development** dated the ____ day of _____, 20__

(Capitalized terms contained in this certificate which are defined in the aforementioned Grant Agreement have the same meanings as the ascribed to such terms in the agreement)

The undersigned Applicant, hereby certifies that:

- (a) the information contained herein is true, correct and accurate; and
- (b) the Applicant has incurred or expended an amount equal to the total costs of the Domestic/International Business Development initiative specified below in accordance with all the information provided in the Application and pursuant to all other terms and conditions of the Agreement.

PLEASE INDICATE A RESPONSE FOR EACH QUESTION

File #: _____

Applicant: _____

Address: _____

City/Prov: _____ Telephone: _____

Please make sure the following items are included in your package to FACTOR. We will not be able to process your final payment without ALL of these items:

- A fully completed and signed Completion Certificate.
- Two sets (1 original & 1 photocopy) of all expenses, invoices/receipts and proof of payments. PLEASE SEPARATE THE ORIGINALS AND PHOTOCOPIES INTO 2 SEPARATE STACKS! The originals will be returned to you with the final payment.
- Trip Report** - please include as an attachment a brief written report of where you went, and what was accomplished on your trip(s). Please explain in detail whether you met the projected goals and results as outlined in your original application, and include a response to the following 2 questions:

1. What results were you able to achieve?
2. What, if any, unexpected results were achieved?

Contribution By Others:

Source of Funding	Amount	Government or Radio	Recoupable?
_____	\$ _____	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
_____	\$ _____	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
_____	\$ _____	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No

Trip #1

Destination(s): _____	-----Applicant Use Only-----	---FACTOR Use Only---
Full Name of Conference: _____		
Date of conference (if applicable): _____		
Date of Departure: _____ Date of Return: _____		
Names & Job titles of people attending: _____		
	Projected Cash	Actual Cash
	Expenditure	Expenditure
		Approved
		Costs
Registration Fees (if any) _____	_____	_____
Travel - <input type="checkbox"/> Air expense or <input type="checkbox"/> Car Rental _____	_____	_____
Travel - Ground expense _____	_____	_____
Accommodation: (# of Hotel Nights) _____ x (# of rooms) _____ x Rate \$ _____	_____	_____
Per Diems: (# of Days) _____ x (# of people) _____ x Rate \$ _____	_____	_____
Promotional Material: (conference only)		
- Artist video compilation _____	_____	_____
- Catalogues/Sell Sheets _____	_____	_____
Total Trip #1:	\$ _____	\$ _____
Other Government Or Radio Funding?	\$ _____	\$ _____

Trip #2

Destination(s): _____	-----Applicant Use Only-----	---FACTOR Use Only---
Full Name of Conference: _____		
Date of conference (if applicable): _____		
Date of Departure: _____ Date of Return: _____		
Names & Job titles of people attending: _____		
	Projected Cash	Actual Cash
	Expenditure	Expenditure
		Approved
		Costs
Registration Fees (if any) _____	_____	_____
Travel - <input type="checkbox"/> Air expense or <input type="checkbox"/> Car Rental _____	_____	_____
Travel - Ground expense _____	_____	_____
Accommodation: (# of Hotel Nights) _____ x (# of rooms) _____ x Rate \$ _____	_____	_____
Per Diems: (# of Days) _____ x (# of people) _____ x Rate \$ _____	_____	_____
Promotional Material: (conference only)		
- Artist video compilation _____	_____	_____
- Catalogues/Sell Sheets _____	_____	_____
Total Trip #2:	\$ _____	\$ _____
Other Government Or Radio Funding?	\$ _____	\$ _____

Trip #3

Destination(s): _____	-----Applicant Use Only-----	---FACTOR Use Only---
Full Name of Conference: _____		
Date of conference (if applicable): _____		
Date of Departure: _____ Date of Return: _____		
Names & Job titles of people attending: _____		
	Projected Cash	Actual Cash
	Expenditure	Expenditure
		Approved
		Costs
Registration Fees (if any) _____	_____	_____
Travel - <input type="checkbox"/> Air expense or <input type="checkbox"/> Car Rental _____	_____	_____
Travel - Ground expense _____	_____	_____
Accommodation: (# of Hotel Nights) _____ x (# of rooms) _____ x Rate \$ _____	_____	_____
Per Diems: (# of Days) _____ x (# of people) _____ x Rate \$ _____	_____	_____
Promotional Material: (conference only)		
- Artist video compilation _____	_____	_____
- Catalogues/Sell Sheets _____	_____	_____
Total Trip #3:	\$ _____	\$ _____
Other Government Or Radio Funding?	\$ _____	\$ _____

Trip #4

Destination(s): _____	-----Applicant Use Only-----	---FACTOR Use Only---
Full Name of Conference: _____		
Date of conference (if applicable): _____		
Date of Departure: _____ Date of Return: _____	Projected Cash	Actual Cash
Names & Job titles of people attending: _____	Expenditure	Expenditure
		Approved Costs
Registration Fees (if any) _____	_____	_____
Travel - <input type="checkbox"/> Air expense or <input type="checkbox"/> Car Rental _____	_____	_____
Travel - Ground expense _____	_____	_____
Accommodation: (# of Hotel Nights) _____ x (# of rooms) _____ x Rate \$ _____	_____	_____
Per Diems: (# of Days) _____ x (# of people) _____ x Rate \$ _____	_____	_____
Promotional Material: (conference only)		
- Artist video compilation _____	_____	_____
- Catalogues/Sell Sheets _____	_____	_____
Total Trip #4:	\$ _____	\$ _____
Other Government Or Radio Funding?	\$ _____	\$ _____

Trip #5

Destination(s): _____	-----Applicant Use Only-----	---FACTOR Use Only---
Full Name of Conference: _____		
Date of conference (if applicable): _____		
Date of Departure: _____ Date of Return: _____	Projected Cash	Actual Cash
Names & Job titles of people attending: _____	Expenditure	Expenditure
		Approved Costs
Registration Fees (if any) _____	_____	_____
Travel - <input type="checkbox"/> Air expense or <input type="checkbox"/> Car Rental _____	_____	_____
Travel - Ground expense _____	_____	_____
Accommodation: (# of Hotel Nights) _____ x (# of rooms) _____ x Rate \$ _____	_____	_____
Per Diems: (# of Days) _____ x (# of people) _____ x Rate \$ _____	_____	_____
Promotional Material: (conference only)		
- Artist video compilation _____	_____	_____
- Catalogues/Sell Sheets _____	_____	_____
Total Trip #5:	\$ _____	\$ _____
Other Government Or Radio Funding?	\$ _____	\$ _____

Budget Summary

Budget Eligible Total (Total Cost of all Marketing Trips)	\$ _____	\$ _____
50% of Total Eligible Budget	\$ _____	\$ _____

TOTAL REQUEST FROM FACTOR: **\$**

FACTOR’s contribution to the project combined with any other Government or terrestrial radio funding cannot exceed 100% of the total eligible budget.

