

COMPLETION CERTIFICATE

In respect of the Annex Agreement # _____ dated the _____ day of _____ for the Marketing and Promotion Program.

The undersigned, the Recipient, hereby certifies that:

- a) the information contained herein is true, correct and accurate; and
- b) the Recipient has incurred or expended an amount equal to the project costs as specified below solely for the purpose of Marketing and Promotion in accordance with all the information in the Application and pursuant to all other terms and conditions of the agreement.

PLEASE PROVIDE A RESPONSE FOR EACH QUESTION

Approved file #: _____ Sound Recording Approved file #: _____

Recipient Name: _____ Artist Name: _____

Album Title: _____ Domestic Release date: _____

Have you received any other sources of funding towards this project? Yes No

If yes, please indicate the Source of Funding (includes Radio Starmaker Fund, other Government sources, advances from Record Companies), the amount of funding, and whether it is recoupable:

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

Please make sure that the following items are included in your package to FACTOR:

1. This fully completed, signed and dated Completion Certificate.
2. Two sets (1 original, and 1 photocopy) of all the receipts/invoices and proof of payments. **PLEASE SEPARATE THE ORIGINALS AND PHOTOCOPIES INTO SEPARATE STACKS!** The original documents will be returned to you with the final payment.
3. If video production costs are being claimed, a copy of the Video with a Schedule E document from the Production Company.
4. If a Tour, Showcase or Video is being claimed, all documentation requested on the Completion Certificate for that separate component must be included.
5. Samples of marketing and promotional materials created to support this initiative.
6. Written response to the 2 **Project Goals and Expected Results** follow-up questions below (you may provide as an attachment if you wish).

Please explain in detail whether you met the projected goals and results as outlined in your original application:

1. What results were you able to achieve?

2. What, if any were the unexpected results achieved?

	PROJECTED CASH EXPENDITURE	ACTUAL CASH EXPENDITURE	FACTOR RECOGNIZED EXPENSES (FACTOR use only)
Basic Press Kit:	_____	_____	_____
Telephone & Fax:	_____	_____	_____
Courier Expenses:	_____	_____	_____
Promotional CD:	_____	_____	_____
Promo Video Duplication:	_____	_____	_____
Publicist:	_____	_____	_____
Radio Tracker:	_____	_____	_____
Print Ads:	_____	_____	_____
Radio/Television Ads:	_____	_____	_____
Racking & Presentation:	_____	_____	_____
Listening Posts:	_____	_____	_____
Website Development:	_____	_____	_____
Website Maintenance:	_____	_____	_____
Other Marketing & Promotion Costs:	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

A. Marketing & Promotion Budget Total: _____

SHOWCASE

If you are claiming Showcase expenses as part of your Marketing & Promotion, you must also complete a separate Showcase Completion Certificate. A copy can be downloaded from the FACTOR website (www.factor.ca). Carry the following information forward from the Showcase Completion Certificate:

Showcase Budget Cash Total: _____

Minus Showcase Revenue: _____

B. = Eligible Showcase Shortfall: _____

(FACTOR's contribution to a tour or showcase can not exceed the cash shortfall, which is cash expenses less revenue)

TOUR

If you are claiming Tour expenses as part of your Marketing & Promotion, you must also complete a separate Tour Completion Certificate. A copy can be downloaded from the FACTOR website (www.factor.ca). Carry the following information forward from the Tour Completion Certificate:

Tour Budget Cash Total: _____

Minus Tour Revenue: _____

C. = Eligible Tour Shortfall: _____

(FACTOR's contribution to a tour or showcase can not exceed the cash shortfall, which is cash expenses less revenue)

VIDEO

If you are claiming Video expenses as part of your Marketing & Promotion, you must also complete a separate Video Completion Certificate. A copy can be downloaded from the FACTOR website (www.factor.ca). Carry the following information forward from the Video Completion Certificate:

D. Video Budget Total: _____

	PROJECTED CASH EXPENDITURE	ACTUAL CASH EXPENDITURE	FACTOR RECOGNIZED EXPENSES (FACTOR use only)
Subtotals from page 2 -			
A. Marketing & Promotion Budget Total:	_____	_____	_____
B. Showcase Budget Total:	_____	_____	_____
C. Tour Budget Total:	_____	_____	_____
D. Video Budget Total:	_____	_____	_____
= Total Eligible Budget (A,B,C,D):	_____	_____	_____
___%** of Total Eligible Budget:	_____	_____	_____
<i>** (Please use the percentage rate you were approved for on your original application budget - 50% or 75%).</i>			
+ Administrative Fee (15% of Total Eligible Budget, up to a maximum \$1,500 flat fee):	_____	_____	_____
= Total Request from FACTOR:	_____	_____	_____

FOR FACTOR USE ONLY

Original Amount Offered by FACTOR: \$ _____

Approved ___% of Total Eligible Budget + Admin: \$ _____

FACTOR's Contribution: \$ _____

Less Advance Payment: \$ _____

Less Interim Payment: \$ _____

Final Payment: \$ _____

FACTOR's contribution will be based on the approved percentage of the Total Eligible Budget, not to exceed the Original Amount Offered, the Cash Shortfall, or 100% of the Total Eligible Budget when combined with other Government and Radio sources of funding.

Please note that incomplete forms that are not signed, witnessed or missing documentation will delay the release of the final payment.

This completion certificate is dated the _____ of _____, 20____

Name of Recipient/Borrower

Witness

Authorized Signature

Name and Title of Signatory

VARIANCE REPORT

Please take the time to explain in detail under each individual item why there was a difference between the projected costs and the actual costs.

- Basic Press Kit _____
- Telephone/Fax _____
- Courier Expenses _____
- Promotional CD _____
- Promo. Video Duplication _____
- Publicist _____
- Radio Tracker _____
- Print Ads _____
- Radio/Television Ads _____
- Racking & Presentation _____
- Listening Posts _____
- Web Site Development _____
- Web Site Maintenance _____

Other Marketing & Promotion Costs (Please Specify):

- 1) _____
- _____
- 2) _____
- _____
- 3) _____
- _____
- 4) _____
- _____

Other Completion Certificate & Variance Report Attached?

- Domestic and/or Internation Tour Yes No
- Domestic and/or Internation Showcase Yes No
- Video Production Yes No