

COMPLETION CERTIFICATE

in respect of the Contribution Agreement - Songwriters Educational Workshop & Seminar Support

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, the 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 Songwriters Educational Workshop & Seminar 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 #: _____ Workshop/Seminar Name: _____
 Applicant: _____ Telephone:(_____) _____
 Address: _____ City/Prov: _____ Postal Code: _____

Who went to the songwriter workshop/seminar?

1) Name: _____ Location of Workshop/Seminar: _____
 Address: _____ Workshop/Seminar Name: _____
 City/Prov: _____ Date of Trip: _____
 Postal Code: _____
 S.I.N.: _____

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

Project Goals and Expected Results:

Please explain in detail whether you met the projected goals and results as outlined in your original application. Please attach additional pages responding to the following questions:

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

Exchange Rate (for international trips only) - \$1.00 Canadian = _____

**Please note that if no proof of exchange rate is provided with your paperwork, FACTOR will use the monthly average from www.x-rates.com*

Budget Breakdown:	Projected Cash Expenditure	Actual Cash Expenditure	(FACTOR USE ONLY) Approved Costs
Membership fee to Songwriter Association(s) (e.g. S.A.C.)	_____	_____	_____
Registration Fee	_____	_____	_____
Vehicle Rental	_____	_____	_____
Ground Transportation (car, fuel, cabs, tolls, parking)	_____	_____	_____
* if claiming a personal vehicle expense, you must include a vehicle log (sample available on the FACTOR website) and the maximum claim is \$0.36/ per km. Additional fuel costs are not eligible)			
Travel / Airfare	_____	_____	_____
Accomodations (_____ nights x \$ _____ per night)	_____	_____	_____
Per Diems (_____ days x \$ _____ per day)	_____	_____	_____
Other (Specify):	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
Total Eligible Budget		_____	_____
75% of Total Eligible Budget		_____	_____
Total Request from FACTOR		_____	_____

If there are differences between your projected costs and your actual costs, please describe them in the variance report below:

Variance Report:

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

- This completed, signed and dated Completion Certificate.
- Two sets (1 original and 1 copy) of all expense invoices/receipts and proof of payments. The originals will be returned to you with your final payment.
- Written reponse to Projected Goals and Expected Results Follow Up questions on page 1 of this form.
- A written report on the workshop or seminar - details on what you did there, and what was learned and accomplished.

Incomplete documentation and forms that are not properly signed or witnessed will delay the release of the final payment.

(Name of Applicant)

(Authorized Signature)

(Name and Title of Signatory)

(Witness)

(Date)