

COMPLETION REPORT: COLLECTIVE INITIATIVES

PLEASE REVIEW THE PROGRAM GUIDELINES FOR THIS PROGRAM BEFORE COMPLETING THIS REPORT.

Important Notes

- 1) Completion Reports must be accompanied by two sets of ALL expense invoices and receipts, as well as proof of payments (original and a photocopy). These may include cancelled cheques, bank drafts, credit card receipts, etc.
- 2) Separate the originals from the photocopies. The originals will be returned to you with the final payment.
- 3) **Completion Reports that are missing documentation will delay the release of the final payment. If you are notified that your Completion Report is incomplete, you will be given only one opportunity and 30 days to submit the required documentation, failing which your Completion Report will be processed as is.**
- 4) Cash payments may be accepted only for incidental purchases, suppliers and per diems and must be supported by a store receipt or receipt signed by the payee. In the case of suppliers, cash payments will only be considered eligible when accompanied by a signed Receipt for Services (available at www.factor.ca/documents.aspx). Larger ticket items must be paid by cheque, money order or other non-cash instrument.
- 5) Please attach a spreadsheet or list which breaks down the actual revenue for the event/initiative in detail. You must include all relevant revenue sources, including, but not limited to, membership fees, registration fees, ticket sales, government funding, radio funding, and sponsorship funding, as applicable.
- 6) Please attach a spreadsheet or list which breaks down your actual claimed expenses by category or type of expense. We will not be able to process your completion without this.
- 7) Ensure you have provided the documentation required for each component. A checklist is provided at the beginning of each component's section of this Report. Completion Reports missing documentation will delay the release of the final payment.
- 8) All amounts must be provided in Canadian dollars. Please provide proof of the exchange rate used. If proof is not provided, FACTOR will calculate the exchange rate using a monthly average of that currency.
- 9) Ensure you have provided the documentation required. A checklist is provided below. Completion Reports missing documentation will delay the release of the final payment.
- 10) **Ensure you have signed the final page of the Completion Report.**
- 11) Do not leave any lines blank. If a line does not apply, please indicate "N/A". If a response is not provided, it will be considered incomplete.
- 12) **Unsigned or otherwise incomplete forms will delay the release of the final payment.**

Applicant Information

Company/Association Name: _____ Phone: _____ Ext: _____
 Address: _____ Fax: _____
 Suite: _____ City: _____ Prov: _____ Postal Code: _____
 E-Mail: _____ Website Address: _____

Is your company or association: Profit Non-Profit

Company/Association fiscal year-end: _____

Please indicate which of the following you have been approved for:

Music Conferences, Awards Shows and Educational Initiatives

Marketing of Canadian Music on Digital Platforms

Music Showcases for the Development of Export Ready Canadian Artists

Music Showcases for Canadian Artists from Official Language Minority Communities

Music Conferences, Awards Shows and Educational Initiatives

Completion Checklist

MANDATORY MATERIAL:

Please be sure that the following items are included in your package to FACTOR. Failure to include these required items could result in a delay or denial of payment.

- A fully completed and **signed** copy of this Completion Report.
- Two sets (original and a photocopy) of ALL expense invoices, receipts and proof of the payments. Please see **Important Notes on Page 1** for further details.
- A detailed report including the **specific details** listed in the Wrap-Up Report Requirements section.
- Copies of press clippings directly resulting from the Initiative.
- A detailed breakdown of all actual revenue received for the Initiative/Event.
- A detailed breakdown of actual expenses by category/type of expense.
- A full report of the initiative, specific to the Collective Initiative Music Conference and/or Award Show for this file.
- A list of Industry Professionals who attended the Initiative/Event.
- Press clippings (if applicable).
- Financials or Balance Statement, specific to the Collective Initiative Music Conference and/or Award Show for this file.
- Artist testimonials regarding impact this Initiative/Event had on their career (if available).

Incomplete Reports will result in delay or denial of payment.

Initiative/Event Information

Initiative/Event Name: _____ File #: **BD-** _____

Date(s) of Initiative/Event: _____

Total Number of Showcasing Opportunities at the Initiative/Event: _____

Total Number of Artists Participating: _____

Number of Industry Professionals in attendance: _____

Was the event broadcast (live or pre-recorded)? Yes No

If Yes, where: Radio Television Internet

Specify name of radio/ television station or website: _____

Wrap-up Report Requirements

Please attach a wrap-up report providing the following specific information:

- A list of all artists who performed at the Initiative/Event.
- A list of industry professionals in attendance at the Initiative/Event.
- Details of overall audience attendance to include: scale, number of attendees, number of paid vs. complimentary attendees and attendance comparison with previous year(s).
- Details of media exposure to include: print, web, television, radio and its scope (regional, national, international). Include specific numbers where available. Attach copies of press clippings directly resulting from the Initiative.
- A narrative on the goals and results of the Initiative/Event to include: detail regarding how projected goals compared to actual results, details of unexpected results, details of notable occurrences and achievements.
- Success stories and testimonials (if available), indicating the impact of the Initiative/Event on participating artists, such as bookings or signings.

Music Conferences, Awards Shows and Educational Initiatives cont'd

Revenue & Budget Reporting

Total Revenue for Initiative/Event _____

Note: A detailed breakdown of actual revenue, including a breakdown of all sources of funding (eg. government, sponsorship, Radio Starmaker Fund, etc.) for the Initiative/Event must be attached. Please see Important Notes on Page 1 for additional information.

	Applicant Use Only		FACTOR Use Only
	Projected Expenses	Actual Expenses	FACTOR Approved Expenses
Budget	_____	_____	

Note: A detailed breakdown of actual costs for the Initiative/Event must be attached. Please see Important Notes on Page 1 for additional information.

Summary

Total Eligible Costs	_____	_____	
Administrative Fee (15% of Total Eligible Costs)	_____	_____	
Total Eligible Budget (Total Eligible Costs + Admin Fee)	_____	_____	
50% of Total Eligible Budget	_____	_____	
Total Request from FACTOR	_____	_____	

Variance Report

If variances occurred between your projected (original) and actual revenue or expenses, they must be detailed here.

(Attach an additional sheet if necessary)

Revenue

Expenses

Music Showcases for Canadian Artists from Official Language Minority Communities

Completion Checklist

MANDATORY MATERIAL:

Please be sure that the following items are included in your package to FACTOR. Failure to include these required items could result in a delay or denial of payment.

- A fully completed and signed copy of this Completion Report.
- Two sets (original and a photocopy) of ALL expense invoices, receipts and proof of the payments. Please see **Important Notes on Page 1** for further details.
- A detailed report including the **specific details** listed in the Wrap-Up Report Requirements section.
- Copies of press clippings directly resulting from the Initiative.
- A detailed breakdown of all actual revenue received for the Initiative/Event.
- A detailed breakdown of actual expenses by category/type of expense.
- A full report of the initiative, specific to the Minority Language Music Showcase(s) for this file.
- A list of Industry Professionals who attended the Showcase(s).
- Press clippings (if applicable).
- Financials or Balance Statement, specific to the Minority Language Music Showcase(s) for this file.
- Artist testimonials regarding impact this Initiative/Event had on their career (if available).

Incomplete Reports will result in delay or denial of payment.

Initiative/Event Information

Initiative/Event Name: _____ File #: **CML-** _____

Date(s) of Initiative/Event: _____

Total Number of showcasing opportunities for Quebec Anglophone Artists at the Initiative/Event: _____

Total Number of Eligible Quebec Anglophone Artists Participating: _____

Number of Industry Professionals in attendance: _____

Was the event broadcast (live or pre-recorded)? Yes No

If Yes, where: Radio Television Internet

Specify name of radio/ television station or website: _____

Wrap-up Report Requirements

Please attach a wrap-up report providing the following specific information:

- A list of all Quebec Anglophone artists who performed at the Initiative/Event.
- A list of industry professionals in attendance at the Initiative/Event.
- Details of overall audience attendance to include: scale, number of attendees, number of paid vs. complimentary attendees and attendance comparison with previous year(s).
- Details of audience attendance specific to showcases by Quebec Anglophone artists performing at the Initiative/Event.
- Details of media exposure to include: print, web, television, radio and its scope (regional, national, international). Include specific numbers where available. Attach copies of press clippings directly resulting from the Initiative.
- A narrative on the goals and results of the Initiative/Event to include: detail regarding how projected goals compared to actual results, details of unexpected results, details of notable occurrences and achievements.
- Success stories and testimonials (if available), indicating the impact of the Initiative/Event on participating artists, such as bookings or signings.

Music Showcases for Canadian Artists from Official Language Minority Communities cont'd

Revenue & Budget Reporting

Total Revenue for Initiative/Event _____

Note: A detailed breakdown of actual revenue, including a breakdown of all sources of funding (eg. government, sponsorship, Radio Starmaker Fund, etc.) for the Initiative/Event must be attached. Please see Important Notes on Page 1 for additional information.

	Applicant Use Only		FACTOR Use Only FACTOR Approved Expenses
	Projected Expenses	Actual Expenses	
Budget	_____	_____	

Note: A detailed breakdown of actual costs for the Initiative/Event must be attached. Please see Important Notes on Page 1 for additional information.

Summary

Total Eligible Costs	_____	_____	
Administrative Fee (15% of Total Eligible Costs)	_____	_____	
Total Eligible Budget (Total Eligible Costs + Admin Fee)	_____	_____	
75% of Total Eligible Budget	_____	_____	
Total Request from FACTOR	_____	_____	

Variance Report

If variances occurred between your projected (original) and actual revenue or expenses, they must be detailed here.

(Attach an additional sheet if necessary)

Revenue

Expenses

Music Showcases for the Development of Export Ready Canadian Artists

Completion Checklist

MANDATORY MATERIAL:

Please be sure that the following items are included in your package to FACTOR. Failure to include these required items could result in a delay or denial of payment.

- A fully completed and signed copy of this Completion Report.
- Two sets (original and a photocopy) of ALL expense invoices, receipts and proof of the payments. Please see **Important Notes on Page 1** for further details.
- A detailed report including the **specific details** listed in the Wrap-Up Report Requirements section.
- Copies of press clippings directly resulting from the Initiative.
- A detailed breakdown of all actual revenue received for the Initiative/Event.
- A detailed breakdown of actual expenses by category/type of expense.
- A full report of the initiative, specific to the Music Showcase for Export Ready Canadian Artists for this file.
- A list of Industry Professionals who attended the Showcase(s).
- Press clippings (if applicable).
- Financials or Balance Statement, specific to the Music Showcase for Export Ready Canadian Artists for this file.
- Artist testimonials regarding impact this Initiative/Event had on their career (if available).

Incomplete Reports will result in delay or denial of payment.

Initiative/Event Information

Initiative/Event Name: _____ File #: **CIM-** _____

Date(s) of Initiative/Event: _____

Total Number of showcasing opportunities for Export Ready Canadian Artists at the Initiative/Event: _____

Total Number of Eligible Export Ready Canadian Artists Participating: _____

Number of Industry Professionals in attendance: _____

Was the event broadcast (live or pre-recorded)? Yes No

If Yes, where: Radio Television Internet

Specify name of radio/ television station or website: _____

Wrap-up Report Requirements

Please attach a wrap-up report providing the following specific information:

- A list of all Export-Ready Canadian artists who performed at the Initiative/Event.
- A list of industry professionals in attendance at the Initiative/Event.
- Details of overall audience attendance to include: scale, number of attendees, number of paid vs. complimentary attendees and attendance comparison with previous year(s).
- Details of audience attendance specific to showcases by Export-Ready Canadian artists performing at the Initiative/Event.
- Details of media exposure to include: print, web, television, radio and its scope (regional, national, international). Include specific numbers where available. Attach copies of press clippings directly resulting from the Initiative.
- A narrative on the goals and results of the Initiative/Event to include: detail regarding how projected goals compared to actual results, details of unexpected results, details of notable occurrences and achievements.
- Success stories and testimonials (if available), indicating the impact of the Initiative/Event on participating artists, such as bookings or signings.

Music Showcases for the Development of Export Ready Canadian Artists cont'd

Revenue & Budget Reporting

Total Revenue for Initiative/Event _____

Note: A detailed breakdown of actual revenue, including a breakdown of all sources of funding (eg. government, sponsorship, Radio Starmaker Fund, etc.) for the Initiative/Event must be attached. Please see Important Notes on Page 1 for additional information.

	Applicant Use Only		FACTOR Use Only
	Projected Expenses	Actual Expenses	FACTOR Approved Expenses
Budget	_____	_____	
Note: A detailed breakdown of actual costs for the Initiative/Event must be attached. Please see Important Notes on Page 1 for additional information.			
Summary			
Total Eligible Costs	_____	_____	_____
Administrative Fee (15% of Total Eligible Costs)	_____	_____	_____
Total Eligible Budget (Total Eligible Costs + Admin Fee)	_____	_____	_____
50% of Total Eligible Budget	_____	_____	_____
Total Request from FACTOR	_____	_____	_____

Variance Report

If variances occurred between your projected (original) and actual revenue or expenses, they must be detailed here.

(Attach an additional sheet if necessary)

Revenue

Expenses

Marketing of Canadian Music on Digital Platforms

Completion Checklist

MANDATORY MATERIAL:

Please be sure that the following items are included in your package to FACTOR. Failure to include these required items could result in a delay or denial of payment.

- A fully completed and signed copy of this Completion Report.
- Two sets (original and a photocopy) of ALL expense invoices, receipts and proof of the payments. Please see **Important Notes on Page 1** for further details.
- A detailed report including the **specific details** listed in the Wrap-Up Report Requirements section.
- Copies of press clippings directly resulting from the Initiative.
- A detailed breakdown of all actual revenue received for the Initiative.
- A detailed breakdown of actual expenses by category/type of expense.
- A full report of the initiative, specific to the Digital Platform created for Marketing of Canadian Music for this file.
- Press clippings (if applicable).
- Financials or Balance Statement, specific to the Digital Platform created for Marketing of Canadian Music for this file.

Incomplete Reports will result in delay or denial of payment.

Initiative Information

Initiative Name: _____ File #: **CDM-** _____
Date(s) of Initiative: _____
Total Number of Projects Undertaken for this Initiative: _____
Total Number of Copyright Holders Participating: _____

Wrap-up Report Requirements

Please attach a wrap-up report providing the following specific information:

- A detailed description of the Initiative.
- A list of all Canadian artists and albums that were supported through this Initiative.
- A list of all copyright owners involved with this Initiative.
- Details regarding impact of this Initiative to include: increased online visibility of Canadian artists and albums involved, access to music content, number of subscribers (if applicable), number of members paid or unpaid (if applicable), unique visitors, unique users, and visitor/user demographic information.
- Detailed metrics regarding number of sales of digital tracks or albums, physical albums, merchandise, and concert tickets.
- Details of media exposure to include: print, web, television, radio and its scope (regional, national, international). Include specific numbers where available. Attach copies of press clippings directly resulting from the Initiative.
- A narrative on the goals and results of the Initiative/Event to include: detail regarding how projected goals compared to actual results, details of unexpected results, details of notable occurrences and achievements.
- Success stories and testimonials (if available), indicating the impact of the Initiative/Event on participating artists, such as bookings or signings.

Marketing of Canadian Music on Digital Platforms cont'd

Revenue & Budget Reporting

Total Revenue for Initiative _____

Note: A detailed breakdown of actual revenue, including a breakdown of all sources of funding (eg. government, sponsorship, Radio Starmaker Fund, etc.) for the Initiative/Event must be attached. Please see Important Notes on Page 1 for additional information.

	Applicant Use Only		FACTOR Use Only FACTOR Approved Expenses
	Projected Expenses	Actual Expenses	
Budget	_____	_____	

Note: A detailed breakdown of actual costs for the Initiative must be attached. Please see Important Notes on Page 1 for additional information.

Summary

Total Eligible Costs	_____	_____	
Administrative Fee (15% of Total Eligible Costs)	_____	_____	
Total Eligible Budget (Total Eligible Costs + Admin Fee)	_____	_____	
75% of Total Eligible Budget	_____	_____	
Total Request from FACTOR	_____	_____	

Variance Report

If variances occurred between your projected (original) and actual revenue or expenses, they must be detailed here.
(Attach an additional sheet if necessary)

Revenue

Expenses

Required Signatures for All Components

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

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 Project Expenses (as defined in the Grant Agreement) specified below solely for the purpose of producing an initiative in accordance with all the information provided in the Application and pursuant to all other terms and conditions of the Agreement.

Name of Recipient: _____ Date: _____

Authorized Signature: _____ Witness: _____

Name and Title of Signatory: _____