

COMPLETION REPORT: MARKETING & PROMOTION SUPPORT

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) A separate Completion Report must be completed for Tour, Showcase, and/or Video expenses. These documents can be found at <http://www.factor.ca/documents.aspx>.
- 6) 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.
- 7) Ensure you have provided the documentation required. A checklist is provided below. Completion Reports missing documentation will delay the release of the final payment.
- 8) Ensure you have signed the final page of the Completion Report.
- 9) 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.
- 10) Unsigned or otherwise incomplete forms will delay the release of the final payment..

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 and receipts, as well as proof of payments. Please see **Important Notes above** for further details.
- Tour Completion Report and all associated required documentation for that completion (if applicable).
- Showcase Completion Report and all associated required documentation for that completion (if applicable).
- Video Completion Report and all associated required documentation for that completion (if applicable).

Incomplete Reports will result in delay or denial of payment.

Applicant Information

Applicant Name: _____ Phone: _____ Ext: _____
 Address: _____ Fax : _____
 Suite: _____ City: _____ Prov: _____ Postal Code: _____
 E-Mail: _____

File Information

Approved Sound Recording File #: _____ Marketing & Promotion File #: _____
 Artist Name: _____ Album Title: _____

Project Goals & Expected Results

Please indicate in detail how the project's projected goals compared to the actual results. Provide details of unexpected results, notable occurrences or achievements.

(Attach an additional sheet if necessary)

Declaration of Other Sources of Funding

Other Sources	Name of Source	Amount
Radio Starmaker Fund	_____	_____
Canada Council for the Arts	_____	_____
Other Radio Source (specify)	_____	_____
Other Radio Source (specify)	_____	_____
Provincial Funding (specify)	_____	_____
Municipal Funding (specify)	_____	_____
Other Government Source (specify)	_____	_____
Other Government Source (specify)	_____	_____
Total Contribution from Other Sources		_____

C: Tour Expenses

If you are claiming Tour expenses as part of your Marketing & Promotion, you must complete a separate Tour Completion Report. This document can be found at <http://www.factor.ca/documents.aspx>. Carry the following information forward from the Tour Completion Report.

	Applicant Use Only		FACTOR Use Only
	Projected Expenditure	Actual Expenditure	
Tour Total Eligible Costs	_____	_____	Approved Costs
Tour Revenue	- _____	- _____	
Eligible Tour Expenses (Total Eligible Costs less Revenue)	= _____	= _____	

D: Video Expenses

If you are claiming Video expenses as part of your Marketing & Promotion, you must complete a separate Video Completion Report. This document can be found at <http://www.factor.ca/documents.aspx>. Carry the following information forward from the Video Completion Report.

	Applicant Use Only		FACTOR Use Only
	Projected Expenditure	Actual Expenditure	
Video Total Eligible Costs	_____	_____	Approved Costs

Budget Summary

Direct Board Approval or Emerging Artist Only

	Applicant Use Only		FACTOR Use Only
	Projected Expenditure	Actual Expenditure	
Total Section A: Marketing & Promotion	_____	_____	
Total Section B: Showcase Expenses	_____	_____	
Total Section C: Tour Expenses	_____	_____	
Total Section D: Video	_____	_____	
Total Eligible Costs (A+B+C+D)	_____	_____	
Administrative Fee <i>(15% of Total Eligible Costs to a maximum of \$5,000)</i>	_____	_____	
Total Eligible Budget <i>(Total Eligible Costs + Admin Fee)</i>	_____	_____	
50% of Total Eligible Budget	_____	_____	
TOTAL REQUEST FROM FACTOR:	_____	_____	

(This cannot exceed your original offer.)

Budget Summary

Independent or FACTOR Loan Only

		Applicant Use Only		FACTOR Use Only
		Projected Expenditure	Actual Expenditure	Approved Costs
Total Section A:	Marketing & Promotion			
Total Section B:	Showcase Expenses			
Total Section C:	Tour Expenses			
Total Section D:	Video			
	Total Eligible Costs (A+B+C+D)			
	Administrative Fee <i>(15% of Total Eligible Costs to a maximum of \$3,000)</i>			
	Total Eligible Budget <i>(Total Eligible Costs + Admin Fee)</i>			
	75% of Total Eligible Budget			
	TOTAL REQUEST FROM FACTOR:			

(This cannot exceed your original offer.)

Budget Summary

Non-FACTOR Supported Sound Recording Only

		Applicant Use Only		FACTOR Use Only
		Projected Expenditure	Actual Expenditure	Approved Costs
Total Section A:	Marketing & Promotion			
Total Section B:	Showcase Expenses			
Total Section C:	Tour Expenses			
Total Section D:	Video			
	Total Eligible Costs (A+B+C+D)			
	Administrative Fee <i>(15% of Total Eligible Costs to a maximum of \$3,000)</i>			
	Total Eligible Budget <i>(Total Eligible Costs + Admin Fee)</i>			
	50% of Total Eligible Budget			
	TOTAL REQUEST FROM FACTOR:			

(This cannot exceed your original offer.)

Variance Report

If variances occurred between the projected revenue or expenses, as detailed in the original application, and actual revenue or expenses, **a reason for the variance must be provided here.**

(Attach an additional sheet if necessary)

Costs	Reason for Difference
Basic Press Kit	
Phone/Fax	
Courier	
Promotional CDs	
Promotional Video Duplication	
Publicist	
Radio Tracker	
Print Ads	
Radio/Television Ads	
Racking & Presentation Expenses	
Listening Post Rentals	
Website Development	
Website Maintenance	
Soundscan Subscription – Title Reports	
Other M & P Expenses (specify):	

Required Signatures

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 project that is subject of this Completion Report was executed as proposed in the Application and in accordance with the Program Guidelines, the Applicant Agreement, the General Agreement between the Applicant and FACTOR, and FACTOR’s business policies.

Name of Recipient: _____ Date: _____

Authorized Signature: _____ Witness: _____

Name and Title of Signatory: _____