

## COMPLETION REPORT: SOUND RECORDING

**PLEASE REVIEW THE PROGRAM GUIDELINES FOR THIS PROGRAM BEFORE COMPLETING THIS CERTIFICATE.**

### 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 (if applicable) 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](http://www.factor.ca/documents.aspx)). Larger ticket items must be paid by cheque, money order or other non-cash instrument.
- 5) FACTOR will recognize pre-production costs to a maximum of 25% of the Total Eligible Budget.
- 6) FACTOR will accept one session per track for each royalty performer, calculated at scale, not to exceed the number of tracks on the finished product. Royalty performers are those receiving monies from the sale of the product. A royalty performer is a band member or other performer who is entitled to a royalty share for album sales.
- 7) All Inclusive Fee invoices for graphics must be accompanied by an itemized breakdown of all services provided (including creative artwork, photography, illustration, layout, etc) and copies of proofs of payment for each. If this information is not provided, this will not be considered an eligible expense.
- 8) If production expenses include DVD production, you must attach the budget page from a Video Completion Report, including the original and one copy of production invoices accompanied by proof of payment.
- 9) 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.
- 10) Ensure you have provided the documentation required. A checklist is provided below. Completion Reports missing documentation will delay the release of the final payment.
- 11) Ensure you have signed the final page of the Completion Report.
- 12) 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.
- 13) 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 Certificate.
- A CD copy of the finished master.
- Lyric sheets for each song recorded.
- 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.
- A copy of the final signed Licensing Agreement if claiming Licensing Fees in your final budget (for DBS only.)
- Original **Schedule E – Supplier's Declaration and Undertaking** for each supplier you are claiming, such as: Production Studio, Producer, Mixer, Mastering Engineer.
- Completed signed receipt or a Receipt for Service form for each supplier you paid in cash. This form is available at [www.factor.ca/documents.aspx](http://www.factor.ca/documents.aspx).
- A signed Studio Work Log detailing studio name, dates and times of recording.

**Incomplete Certificates will result in delay or denial of payment.**



## Production Information

Please complete the below for every individual directly paid to work on the album (eg. producer, engineer, arranger, programmer, mastering engineer, etc.) Attach additional pages if necessary.

**Role:** \_\_\_\_\_  
**Name:** \_\_\_\_\_ Phone: \_\_\_\_\_ Ext: \_\_\_\_\_  
Address: \_\_\_\_\_ Fax : \_\_\_\_\_  
Suite: \_\_\_\_\_ City: \_\_\_\_\_ Prov: \_\_\_\_\_ Postal Code: \_\_\_\_\_  
E-Mail: \_\_\_\_\_ SIN or Proof of Citizenship: \_\_\_\_\_

**Role:** \_\_\_\_\_  
**Name:** \_\_\_\_\_ Phone: \_\_\_\_\_ Ext: \_\_\_\_\_  
Address: \_\_\_\_\_ Fax : \_\_\_\_\_  
Suite: \_\_\_\_\_ City: \_\_\_\_\_ Prov: \_\_\_\_\_ Postal Code: \_\_\_\_\_  
E-Mail: \_\_\_\_\_ SIN or Proof of Citizenship: \_\_\_\_\_

**Role:** \_\_\_\_\_  
**Name:** \_\_\_\_\_ Phone: \_\_\_\_\_ Ext: \_\_\_\_\_  
Address: \_\_\_\_\_ Fax : \_\_\_\_\_  
Suite: \_\_\_\_\_ City: \_\_\_\_\_ Prov: \_\_\_\_\_ Postal Code: \_\_\_\_\_  
E-Mail: \_\_\_\_\_ SIN or Proof of Citizenship: \_\_\_\_\_

**Role:** \_\_\_\_\_  
**Name:** \_\_\_\_\_ Phone: \_\_\_\_\_ Ext: \_\_\_\_\_  
Address: \_\_\_\_\_ Fax : \_\_\_\_\_  
Suite: \_\_\_\_\_ City: \_\_\_\_\_ Prov: \_\_\_\_\_ Postal Code: \_\_\_\_\_  
E-Mail: \_\_\_\_\_ SIN or Proof of Citizenship: \_\_\_\_\_

**Role:** \_\_\_\_\_  
**Name:** \_\_\_\_\_ Phone: \_\_\_\_\_ Ext: \_\_\_\_\_  
Address: \_\_\_\_\_ Fax : \_\_\_\_\_  
Suite: \_\_\_\_\_ City: \_\_\_\_\_ Prov: \_\_\_\_\_ Postal Code: \_\_\_\_\_  
E-Mail: \_\_\_\_\_ SIN or Proof of Citizenship: \_\_\_\_\_

**Role:** \_\_\_\_\_  
**Name:** \_\_\_\_\_ Phone: \_\_\_\_\_ Ext: \_\_\_\_\_  
Address: \_\_\_\_\_ Fax : \_\_\_\_\_  
Suite: \_\_\_\_\_ City: \_\_\_\_\_ Prov: \_\_\_\_\_ Postal Code: \_\_\_\_\_  
E-Mail: \_\_\_\_\_ SIN or Proof of Citizenship: \_\_\_\_\_

## Performers

Attach additional pages if necessary.

**Name:** \_\_\_\_\_ SIN or Proof of Citizenship: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ Prov: \_\_\_\_\_  
Postal Code: \_\_\_\_\_ Phone: \_\_\_\_\_ Royalty Performer\*:  Yes  No  
Session Dates: \_\_\_\_\_

**Name:** \_\_\_\_\_ SIN or Proof of Citizenship: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ Prov: \_\_\_\_\_  
Postal Code: \_\_\_\_\_ Phone: \_\_\_\_\_ Royalty Performer\*:  Yes  No  
Session Dates: \_\_\_\_\_

**Name:** \_\_\_\_\_ SIN or Proof of Citizenship: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ Prov: \_\_\_\_\_  
Postal Code: \_\_\_\_\_ Phone: \_\_\_\_\_ Royalty Performer\*:  Yes  No  
Session Dates: \_\_\_\_\_

**Name:** \_\_\_\_\_ SIN or Proof of Citizenship: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ Prov: \_\_\_\_\_  
Postal Code: \_\_\_\_\_ Phone: \_\_\_\_\_ Royalty Performer\*:  Yes  No  
Session Dates: \_\_\_\_\_

**Name:** \_\_\_\_\_ SIN or Proof of Citizenship: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ Prov: \_\_\_\_\_  
Postal Code: \_\_\_\_\_ Phone: \_\_\_\_\_ Royalty Performer\*:  Yes  No  
Session Dates: \_\_\_\_\_

**Name:** \_\_\_\_\_ SIN or Proof of Citizenship: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ Prov: \_\_\_\_\_  
Postal Code: \_\_\_\_\_ Phone: \_\_\_\_\_ Royalty Performer\*:  Yes  No  
Session Dates: \_\_\_\_\_

**Name:** \_\_\_\_\_ SIN or Proof of Citizenship: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ Prov: \_\_\_\_\_  
Postal Code: \_\_\_\_\_ Phone: \_\_\_\_\_ Royalty Performer\*:  Yes  No  
Session Dates: \_\_\_\_\_

**Name:** \_\_\_\_\_ SIN or Proof of Citizenship: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ Prov: \_\_\_\_\_  
Postal Code: \_\_\_\_\_ Phone: \_\_\_\_\_ Royalty Performer\*:  Yes  No  
Session Dates: \_\_\_\_\_

\*Note: A royalty performer is a band member or other performer who is entitled to a royalty share for album sales.

## Studio Information

Attach additional pages if necessary.

<b>Pre-Production Studio:</b> _____	Studio Rate: Daily _____ Hourly _____
Contact Name: _____	Email: _____
Address: _____	Fax : _____
Suite: _____ City: _____ Prov: _____	Postal Code: _____
<b>Recording Studio:</b> _____	Studio Rate: Daily _____ Hourly _____
Contact Name: _____	Email: _____
Address: _____	Fax : _____
Suite: _____ City: _____ Prov: _____	Postal Code: _____
<b>Mixing Studio:</b> _____	Studio Rate: Daily _____ Hourly _____
Contact Name: _____	Email: _____
Address: _____	Fax : _____
Suite: _____ City: _____ Prov: _____	Postal Code: _____
<b>Mastering Studio:</b> _____	Studio Rate: Daily _____ Hourly _____
Contact Name: _____	Email: _____
Address: _____	Fax : _____
Suite: _____ City: _____ Prov: _____	Postal Code: _____

## Album Information

Song Title	MAPL Criteria*				Original Material	
	Music	Artist	Producer	Lyrics	Yes	No
1 _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
2 _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
3 _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
4 _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
5 _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
6 _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
7 _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
8 _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
9 _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
10 _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Yes	<input type="checkbox"/> No

(Attach additional sheets if necessary.)

\* Recordings created under both the FACTOR Loan and the Independent Loan must meet at least two of the four MAPL criteria for Canadian content, one of which must always be the artist. MAPL refers to the music composer (M), artist/performer (A), producer and production facility (P), and lyricist (L).

## Composer / Publisher Information

Song	Address	City	Prov	Postal Code
1	Composer: _____ Publisher: _____			
2	Composer: _____ Publisher: _____			
3	Composer: _____ Publisher: _____			
4	Composer: _____ Publisher: _____			
5	Composer: _____ Publisher: _____			
6	Composer: _____ Publisher: _____			
7	Composer: _____ Publisher: _____			
8	Composer: _____ Publisher: _____			
9	Composer: _____ Publisher: _____			
10	Composer: _____ Publisher: _____			
11	Composer: _____ Publisher: _____			
12	Composer: _____ Publisher: _____			
13	Composer: _____ Publisher: _____			
14	Composer: _____ Publisher: _____			
15	Composer: _____ Publisher: _____			

## Budget Breakdown

### A: Pre-Production

Note: Pre-production costs should not exceed 25% of the total eligible budget.

		Applicant Use Only		FACTOR Use Only
		Projected Expenditure	Actual Expenditure	Approved Costs
Facility Costs:				
<input type="checkbox"/> Hourly	# of hours _____ x rate \$ _____	_____	_____	
<b>OR</b>				
<input type="checkbox"/> Daily	# of hours _____ x rate \$ _____	_____	_____	
Rentals: (specify)	_____	_____	_____	
Fees: (specify)	_____	_____	_____	
Misc: (specify)	_____	_____	_____	
<b>Total Section A</b>		_____	_____	

### B: Licensing Fees (DBS only)

Licensing Fees are only claimable if approved on your original budget. A copy of the final signed Licensing Agreement **must** be included.

		Applicant Use Only		FACTOR Use Only
		Projected Expenditure	Actual Expenditure	Approved Costs
Licensing Fee				
		_____	_____	
<b>Total Section B</b>		_____	_____	

### C: Production

		Applicant Use Only		FACTOR Use Only
		Projected Expenditure	Actual Expenditure	Approved Costs
Studio Name: _____				
Studio Costs:				
<input type="checkbox"/> Hourly	# of hours _____ x rate \$ _____	_____	_____	
<b>OR</b>				
<input type="checkbox"/> Daily	# of hours _____ x rate \$ _____	_____	_____	
Engineer:	# of hours _____ x rate \$ _____	_____	_____	
Arranger	_____	_____	_____	
Programmer	_____	_____	_____	
CDRs, Tapes & Supplies	_____	_____	_____	
Rentals: (specify)	_____	_____	_____	
Misc: (specify)	_____	_____	_____	

**C: Production Cont'd**

		Applicant Use Only		FACTOR Use Only
		Projected Expenditure	Actual Expenditure	Approved Costs
<b>Musicians</b>				
<b>Leader</b>	# of sessions _____ x rate \$ _____	_____	_____	
<b>Players (Royalty Performers only)</b>				
# of players _____	x # of sessions _____ x rate _____	_____	_____	
<b>Players (Non-Royalty Performers only)</b>				
# of players _____	x # of sessions _____ x rate _____	_____	_____	
<b>Singers</b>				
# of players _____	x # of sessions _____ x rate _____	_____	_____	
<b>Total Section C</b>		_____	_____	

**D: Mixing**

		Applicant Use Only		FACTOR Use Only
		Projected Expenditure	Actual Expenditure	Approved Costs
Studio Costs:				
<input type="checkbox"/> Hourly	# of hours _____ x rate \$ _____	_____	_____	
<b>OR</b>				
<input type="checkbox"/> Daily	# of hours _____ x rate \$ _____	_____	_____	
Engineer:	# of hours _____ x rate \$ _____	_____	_____	
CDRs, Tapes & Supplies		_____	_____	
Rentals: (specify) _____		_____	_____	
Misc: (specify) _____		_____	_____	
<b>Total Section D</b>		_____	_____	

**E: Producer's Fees & Expenses**

		Applicant Use Only		FACTOR Use Only
		Projected Expenditure	Actual Expenditure	Approved Costs
Producer's Fees _____		_____	_____	
Misc: (specify) _____		_____	_____	
<b>Total Section E</b>		_____	_____	

**F: Mastering**

		Applicant Use Only		FACTOR Use Only
		Projected Expenditure	Actual Expenditure	Approved Costs
Facility Costs:				
<input type="checkbox"/> Hourly	# of hours _____ x rate \$ _____	_____	_____	
<b>OR</b>				
<input type="checkbox"/> Daily	# of hours _____ x rate \$ _____	_____	_____	
CDRs, Tapes, Refs, Masters (specify) _____		_____	_____	
<b>Total Section F</b>		_____	_____	

**G: Graphics**

	Applicant Use Only		FACTOR Use Only
	Projected Expenditure	Actual Expenditure	Approved Costs
All Inclusive Fee*	_____	_____	
<b>OR</b>	_____	_____	
Creative Artwork	_____	_____	
Photography/Illustration	_____	_____	
Layout	_____	_____	
Pre-Press	_____	_____	
<b>Total Section G</b>			

\* Note: If you have paid an All Inclusive Fee, you must provide an itemized breakdown of all services provided (including creative artwork, photography, illustration, layout, etc) and proofs of payment for each. It is not necessary to itemize services here.

## Budget Breakdown

### Direct Board Approval Sound Recording Only

	Applicant Use Only		FACTOR Use Only
	Projected Expenditure	Actual Expenditure	Approved Costs
<b>Total Section A:</b> Pre-Production	_____	_____	
<b>Total Section B:</b> Licensing	_____	_____	
<b>Total Section C:</b> Production	_____	_____	
<b>Total Section D:</b> Mixing	_____	_____	
<b>Total Section E:</b> Producer's Fees	_____	_____	
<b>Total Section F:</b> Mastering	_____	_____	
<b>Total Section G:</b> Graphics	_____	_____	
<b>Total Eligible Costs (A+B+C+D+E+F+G)</b>	_____	_____	
<b>Administrative Fee</b> <i>(15% of Total Eligible Costs to a maximum of \$3,000)</i>	_____	_____	
<b>Total Eligible Budget</b> <i>(Total Eligible Costs plus Admin Fee)</i>	_____	_____	
<b>50% of Total Eligible Budget</b>	_____	_____	
<b>TOTAL REQUEST FROM FACTOR:</b>	_____	_____	
	(This cannot exceed your original offer.)		

### Declaration of Other Government or Radio 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)	_____	_____
<b>Total Contribution from Other Sources</b>		_____

## Budget Breakdown

### Emerging Artist Sound Recording Only

	Applicant Use Only		FACTOR Use Only
	Projected Expenditure	Actual Expenditure	Approved Costs
<b>Total Section A:</b> Pre-Production	_____	_____	
<b>Total Section B:</b> Licensing	_____	_____	
<b>Total Section C:</b> Production	_____	_____	
<b>Total Section D:</b> Mixing	_____	_____	
<b>Total Section E:</b> Producer's Fees	_____	_____	
<b>Total Section F:</b> Mastering	_____	_____	
<b>Total Section G:</b> Graphics	_____	_____	
<b>Total Eligible Costs (A+B+C+D+E+F+G)</b>	_____	_____	
<b>Administrative Fee</b> <i>(15% of Total Eligible Costs to a maximum of \$5,000)</i>	_____	_____	
<b>Total Eligible Budget</b> <i>(Total Eligible Costs plus Admin Fee)</i>	_____	_____	
<b>50% of Total Eligible Budget</b>	_____	_____	
<b>TOTAL REQUEST FROM FACTOR:</b>	_____	_____	

(This cannot exceed your original offer.)

### Declaration of Other Government or Radio 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)	_____	_____
<b>Total Contribution from Other Sources</b>		_____

## Budget Breakdown

### FACTOR Loan or Independent Loan Only

	Applicant Use Only		FACTOR Use Only
	Projected Expenditure	Actual Expenditure	Approved Costs
<b>Total Section A:</b> Pre-Production	_____	_____	
<b>Total Section B:</b> Licensing	_____	_____	
<b>Total Section C:</b> Production	_____	_____	
<b>Total Section D:</b> Mixing	_____	_____	
<b>Total Section E:</b> Producer's Fees	_____	_____	
<b>Total Section F:</b> Mastering	_____	_____	
<b>Total Section G:</b> Graphics	_____	_____	
<b>Total Eligible Costs (A+B+C+D+E+F+G)</b>	_____	_____	
<b>Administrative Fee</b> <i>(15% of Total Eligible Costs to a maximum of \$3,000)</i>	_____	_____	
<b>Total Eligible Budget</b> <i>(Total Eligible Costs plus Admin Fee)</i>	_____	_____	
<b>75% of Total Eligible Budget</b>	_____	_____	
<b>TOTAL REQUEST FROM FACTOR:</b>	_____	_____	
	(This cannot exceed your original offer.)		

### Declaration of Other Government or Radio 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)	_____	_____
<b>Total Contribution from Other Sources</b>		_____

## Variance Report

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

(Attach an additional sheet if necessary)

### Pre-Production

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### Licensing

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### Production

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### Mixing

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### Producer's Fees & Expenses

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### Mastering

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### Graphics

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## 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: \_\_\_\_\_