

COMPLETION REPORT: VIDEO PROGRAM

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) All Inclusive Production Fee invoices must be accompanied by an itemized breakdown of all services provided (including props, costumes, lighting, craft service, etc) and copies of proofs of payment for each. If this information is not provided, this will not be considered an eligible expense.
- 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.
- A DVD copy of the finished video master.
- A copy of the sound recording the video supports or evidence satisfactory to FACTOR indicating that the sound recording the video supports has been released.
- Original **Schedule E – Supplier's Declaration and Undertaking** signed by Producer / Production Company.
- An itemized breakdown of all services provided in an All Inclusive Production Fee (including props, costumes, lighting, craft service, etc) and proofs of payment for each.

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: _____

Video Information

Artist or Group Name: _____ File #: **VI-** _____
Date(s) of Filming From: _____ To: _____
Song Title: _____ Album Title: _____
Canadian Content: **M**usic **A**rtist **P**roduction **L**yrics
Composer Name: _____ Address: _____
Name of Record Label: _____ Distributor: _____
Owner of Master Recording: _____ Canadian? Yes No
Owner of Video Copyright: _____ Canadian? Yes No
Album Release Date: _____ Single Release Date: _____
Date of First Airing: _____ Place First Aired: _____
Was FACTOR funding received for the sound recording? Yes No
Was VideoFACT funding received for this video? Yes No
Note: If VideoFACT funding was received, it must be included in "Declaration of Other Sources of Funding" on page 3.
Name of Production Company: _____
Address: _____ Phone: _____
Name of Post-Production Facility/Company: _____
Address: _____ Phone: _____

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
MuchFACT	_____	_____
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		_____

Production Information

Producer: _____ SIN or Proof of Citizenship: _____
 Address: _____ City: _____ Prov: _____
 Postal Code: _____ Phone: _____

Director: _____ SIN or Proof of Citizenship: _____
 Address: _____ City: _____ Prov: _____
 Postal Code: _____ Phone: _____

Writer(s): _____ SIN or Proof of Citizenship: _____
 Address: _____ City: _____ Prov: _____
 Postal Code: _____ Phone: _____

Art Director: _____ SIN or Proof of Citizenship: _____
 Address: _____ City: _____ Prov: _____
 Postal Code: _____ Phone: _____

Editor: _____ SIN or Proof of Citizenship: _____
 Address: _____ City: _____ Prov: _____
 Postal Code: _____ Phone: _____

Camera Operator: _____ SIN or Proof of Citizenship: _____
 Address: _____ City: _____ Prov: _____
 Postal Code: _____ Phone: _____

Cinematographer: _____ SIN or Proof of Citizenship: _____
 Address: _____ City: _____ Prov: _____
 Postal Code: _____ Phone: _____

Other Personnel

Please provide the following information on all additional personnel who participated during the course of the tour. A Social Insurance Number or other Proof of Citizenship is required for all personnel. Please attach additional sheets if necessary.

Band Members

Name: _____	Name: _____
Address: _____	Address: _____
City: _____ Prov: _____	City: _____ Prov: _____
Postal Code: _____ Phone: _____	Postal Code: _____ Phone: _____
SIN or Proof of Citizenship: _____	SIN or Proof of Citizenship: _____

Name: _____	Name: _____
Address: _____	Address: _____
City: _____ Prov: _____	City: _____ Prov: _____
Postal Code: _____ Phone: _____	Postal Code: _____ Phone: _____
SIN or Proof of Citizenship: _____	SIN or Proof of Citizenship: _____

Other Musicians

Name: _____	Name: _____
Address: _____	Address: _____
City: _____ Prov: _____	City: _____ Prov: _____
Postal Code: _____ Phone: _____	Postal Code: _____ Phone: _____
SIN or Proof of Citizenship: _____	SIN or Proof of Citizenship: _____
Position: _____	Position: _____

Name: _____	Name: _____
Address: _____	Address: _____
City: _____ Prov: _____	City: _____ Prov: _____
Postal Code: _____ Phone: _____	Postal Code: _____ Phone: _____
SIN or Proof of Citizenship: _____	SIN or Proof of Citizenship: _____
Position: _____	Position: _____

Actors / Dancers

Name: _____	Name: _____
Address: _____	Address: _____
City: _____ Prov: _____	City: _____ Prov: _____
Postal Code: _____ Phone: _____	Postal Code: _____ Phone: _____
SIN or Proof of Citizenship: _____	SIN or Proof of Citizenship: _____

Name: _____	Name: _____
Address: _____	Address: _____
City: _____ Prov: _____	City: _____ Prov: _____
Postal Code: _____ Phone: _____	Postal Code: _____ Phone: _____
SIN or Proof of Citizenship: _____	SIN or Proof of Citizenship: _____

Budget Breakdown

	Applicant Use Only		FACTOR Use Only
	Projected Expenditure	Actual Expenditure	Approved Costs
All Inclusive Production Fee*			
Performance Fee			
Pre-Production			
Location Rental			
Director			
Assistant Director			
Producer/Production Manager			
Production Assistant(s)			
Writer			
Cinematographer			
Camera Assistant			
Crew			
Gaffer			
Grip Package			
Lighting Package			
Sound Package			
Camera Package			
Actors/Dancers			
Set Design/Construction			
Props			
Art Director			
Art Direction Supplies			
Transportation			
Driver			
Make-up/Hair/Wardrobe			
Editor			
Editing Facility: Offline			
Online and Transfer			
Film Stock			
Processing/Cleaning			
Rentals (specify) _____			

Miscellaneous _____			

Insurance			
Closed Captioning (Standard Video only)			
Animation			
Post-Production			
Video Budget Breakdown			

* Note: If you have paid an All Inclusive Production fee, you must provide an itemized breakdown of all services provided (including props, costumes, lighting, craft service, etc) and proofs of payment for each. It is not necessary to itemize services here.

Budget Breakdown

	Applicant Use Only		FACTOR Use Only
	Projected Expenditure	Actual Expenditure	Approved Costs
Total Eligible Costs (from Video Budget Totals)	_____	_____	
Administrative Fee <i>(15% of Total Eligible Costs to a maximum of \$1,500)</i>	_____	_____	
Total Eligible Budget <i>(Total Eligible Costs plus Admin Fee)</i>	_____	_____	
75% 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
All Inclusive Production Fee	_____
Performance Fee	_____
Pre-Production	_____
Location Rental	_____
Director	_____
Assistant Director	_____
Producer/Production Manager	_____
Production Assistant(s)	_____
Writer	_____
Cinematographer	_____
Camera Assistant	_____
Crew	_____
Gaffer	_____
Grip Package	_____
Lighting Package	_____
Sound Package	_____
Camera Package	_____
Actors/Dancers	_____
Set Design/Construction	_____
Props	_____
Art Director	_____
Art Direction Supplies	_____
Transportation	_____

Variance Report cont'd

Costs	Reason for Difference
Driver	_____
Make-up/Hair/Wardrobe	_____
Editor	_____
Editing Facility: Offline	_____
Online and Transfer	_____
Film Stock	_____
Processing/Cleaning	_____
Rentals (specify):	_____
_____	_____
Miscellaneous:	_____
_____	_____
Insurance	_____
Closed Captioning	_____
Animation	_____
Post Production	_____

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: _____