

HOW TO ORGANIZE YOUR COMPLETION PAPERWORK (AND ENSURE IT'S PROCESSED QUICKLY!)

- 1) General Information: Please enter ALL requested information on the first page(s) up until the Budget Breakdown. Examples: applicant and other personnel names, addresses, SINs, and other project specific information.
- 2) Gather all applicable invoices, proof of payments, and (when requested) Schedule E's.
 - All expense claims must include both an invoice and a proof of payment.
 - Eligible proof of payments include: Cancelled Cheques, Credit Card Statements, Money Orders, Bank Statements, and receipts verifying cash payment. For tours and showcases where Artist, Hired Musicians, Road Crew, Casual Labour and Driver Fees and Per Diem expenses are incurred, please submit signed and completed Supplier Info Forms.
(www.factor.ca/ApprovedDocs.aspx)
- 3) Photocopy all applicable invoices and proof of payments.
- 4) Organize the photocopied invoices and proof of payments into categories as found line by line in the Budget Breakdown of your Completion Certificate.
- 5) Staple or paperclip the photocopied invoices and proof of payments by category as organized. Paperclip the original receipts together.
- 6) Total expenses for each category and enter the amounts under Actual Cash Expenditure on the Budget Breakdown. Highlight claimed amounts on each invoice/proof of payment. It is often helpful to create a computer generated list detailing each expense you wish to claim and which category it is applicable to. Please note: GST, HST, and QST are not eligible expenses. Please remember to subtract these amounts.
- 7) Carry forward totals to Budget Summary and total.
- 8) Enter projected numbers based on the Budget in your FACTOR approved application.
- 9) Wherever there is a variance between the projected and actual numbers you must provide an explanation.
- 10) Sign, witness, and date the Completion Certificate.
- 11) Organize everything as below and send it in. That's it, you're done!

