



Getting Ready to Apply for FACTOR Funding

Determining which program is right for you:

- FACTOR offers a total of 13 programs that alleviate some of the funding burdens associated with a number of things related to having a career in the music industry. In order to determine which program is best for you, try the following resources:

- 1) Always check our website first. Under the programs tab, you can navigate your way through each and every program that we offer by selecting the program name from the drop-down menu. Once you select a program title, you can download the program guidelines and read through the eligibility requirements, required documentation, and all information that you will need to be able to provide in order to apply. Read through all of the information there and take note of any questions you may have regarding program specifics or the application process.

- 2) Once you have read through the information on the website, if you still have questions, we urge you to contact FACTOR and speak to one of the coordinators in the Submissions Department. The staff will be able to fill you in on all of the details about the programs and can clarify any of the points that you read and did not fully understand. The Submissions Department is a valuable resource as well if you are looking for a comparison between some programs that may appear to be quite similar on the surface.

- Prospective Applicants are able to contact the submissions department in three ways:

- 1) By phone: If dialing locally, call 416-696-2215 and if dialing long-distance, call 1-877-696-2215.

- 2) Via email: prepare your questions in advance and email them to one of the submissions coordinators listed on the website in the "Contact Us" section. All email addresses are available there. The Submissions Department will work hard to get back to you promptly with a response

- 3) In person: If you live in the Toronto area or are visiting, FACTOR welcomes prospective applicants into the office for a one-on-one meeting with a submissions coordinator.

- If you have any questions, no matter how big or small, please be sure to contact FACTOR; we will be able to assist you in selecting the best suited program for your needs and career level as well as walk you through the application process. Please note that if you wait until the deadline date to ask questions we may not be able to assist you in the best way possible. Always ask your questions in advance of the deadline and give yourself time to fill out the application properly.

Returning Applicants:

- All applicants, whether existing or first-timers, are urged to read through the entire application before applying to FACTOR. Our program criteria are subject to change at any time and are substantially updated at the end of every fiscal year. It is your responsibility to educate yourself with the updated eligibility criteria and program guidelines for each program of interest. It is important to be knowledgeable of all changes and updates to the program requirements because they may affect your eligibility. For a quick overview of changes that may have been made to a specific program, read the program literature online or call the Submissions Department.



Getting Ready to Apply for FACTOR Funding - Continued

Deadline Dates:

- All deadline dates for the current fiscal year (running from April 1, 2011 to March 31, 2012) are posted online and are found within each up-to-date application form. All deadline dates are firm and time sensitive. For all applicants applying through our online system (the preferred method of submitting an application to FACTOR), all applications must be submitted to the system no later than 12pm PST on the deadline day (3am EST). All accompanying mandatory physical materials and/or hard-copy applications (for those who choose to apply this way) must be received in the FACTOR office no later than 5pm EST on the deadline day. FACTOR will not recognize any post-marked packages, email, or faxed applications. Any applications and/or accompanying materials received after the deadline date will not be considered for funding on said date. This may affect your eligibility for the desired program for which you are requesting funding.
- If you find yourself in extraordinary circumstances and you are unable to make a deadline, please contact the Submissions Department prior to the desired deadline and inform them of your situation. Extensions may be granted on a case-by-case basis. FACTOR reserves the right to enforce this as courtesy at their discretion. FACTOR must determine that the presented case warrants an extension. If you do not receive FACTOR's explicit approval, there are no guarantees that your late submission will be considered for funding.

Applying Before a Deadline Date

- Applicants are welcome to submit their applications before the deadline date as long as you meet the eligibility requirements. It must be noted, however, that early submissions will still not be reviewed until the deadline date. The sole benefit of applying early is to ensure that all eligible expenses incurred before the deadline will be recognized. FACTOR will only reimburse the applicant for eligible expenses that are incurred AFTER the application has been received by FACTOR; Expenses that are incurred before the date of receipt will not be recognized by FACTOR.

NOTE: It is important to know that applying to an earlier deadline provides no advantage in terms of receiving funding. The deadlines for each program in the fiscal year are equally funded.

- In addition, certain programs specify timelines that the applicant must be in accordance with in terms of when your project occurs in relation to the deadline you apply to. For example: when applying to the Business Travel Program, the trip(s) must occur within 4 months of the application date. Another example (related to approved projects): if your sound recording is approved for funding, the recording must be released 6 months from the date you receive your final payment from FACTOR. These stipulations are important to take into consideration as they may affect your eligibility for funding. This is why it is strongly recommended you read the eligibility criteria for each program prior to applying.