



I've Been Approved for Funding - Important Information

How Funding Works

Grants vs. Loans

FACTOR offers funding in the form of both grants and loans. Please refer to our Program Guidelines at www.factor.ca for program specific information.

Funding as Reimbursement

FACTOR funding works as a reimbursement. This means that applicants must have already paid for the expenses being claimed. FACTOR requires both invoices/receipts plus proof of payment as supporting documentation. If you cannot prove an expense has been paid for, we won't be able to recognize it.

Please contact the Funded Projects Department at FACTOR for more information.

Timeline

(if you've been approved for funding through the Demo and Commercially-released Single Program, your timeline will be slightly different. Please see 'Demo Program' below)

If approved, your Applicant Name, Artist Name, and Total Offer of Funding will be posted online at www.factor.ca. Next, you will receive an offer package in the mail. The package will contain a cover letter with your approved file number, a copy of a Completion Certificate (you don't need that just yet), and the following documents that need to be immediately initialed, signed and returned to FACTOR:

- Two (2) copies of the project Annex which states the terms of the project funding. A copy of your approved budget is attached to each Annex

Tips

- Please make note of any changes the Board of Directors has made to your approved budget.
 - Make a photocopy of your approved budget for your own records.
 - We understand that your budget may change as the project progresses, but FACTOR must be made aware. Please contact us with any changes so that they can be approved.
- o Two (2) copies of the Applicant Agreement page which states the terms of submitting an application to FACTOR.
- o Included may be two (2) copies of the General Agreement. These agreements only need to be signed once between an applicant and FACTOR. If General Agreements are not included in your package, this means you've already signed one.

We will keep a copy of these documents for our files, and return an executed (signed by FACTOR) copy to you. However, if we do not receive the signed documents by the deadline stated in the offer package cover letter, we will assume that you are not accepting the offer, and will withdraw the funding.

- After signing the contracts and accepting the conditions of funding, you may be eligible to receive **an advance payment**. NOTE: Advance payments are discretionary - not all programs are eligible for advances! Please contact the Funded Projects Department at FACTOR for more information.

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- Once your project has been completed, you will need to submit detailed completion paperwork, including a signed Completion Certificate, by the stated deadline. This paperwork will be reviewed by a Program Administrator, and a final offer of funding will be determined. Please note the following:
 - o The completion deadline is clearly stated in both the offer package cover letter, and on the Annex. It is your responsibility to keep track of this date! If additional time is required, extensions may be considered. Please contact FACTOR for more details.
 - o Your final completion paperwork is integral to you receiving funding from FACTOR. For more detailed information please see the section below titled Completion Paperwork.

At last, we come to the **final payment**. Please note that it takes approximately 60 days for a file to be reviewed once we've received your final completion paperwork. Please note:

- o Currently FACTOR offers payments (advance and final) via cheque or direct deposit. To arrange direct deposit, please complete the appropriate form and attach a void cheque. The Direct Deposit Form can be found on our website under 'Documents'. Please contact Funded Projects for more information.

Tips

- Applicants with direct deposit may get their payments up to a week earlier. They also don't have to worry about cheques getting lost in the mail!
- If a cheque does get lost, FACTOR cannot issue a new one until the original cheque stale dates after 6 months.

Occasionally it is determined that an applicant **owes money** back to FACTOR. If this is the case, you will be contacted immediately. Any files you have under your applicant name will be **red flagged** until the matter is resolved, and will affect any pending payments, offers and applications. If you fail to respond and/or repay the money owed, you risk going into **Default** with FACTOR. A Default status will mean that the entire balance of your loan or grant will be due back, and you will not be eligible to access future funding. Please contact Funded Projects for more information.

***Demo Program:** if you've received funding for a demo, your timeline will differ from the one outlined above. You will receive an offer package containing Annexes, General Agreements (if applicable) and Applicant's Agreements, but since final completion paperwork is not required for this program, you will not receive a Completion Certificate. Once you've accepted your offer of funding by returning the signed contracts, FACTOR will immediately issue a final payment. A copy of the finished demo, lyrics and press kit (if applicable) must be submitted to FACTOR by the stated deadline or you risk going into Default.

Completion Paperwork (Demo Program excluded)

- o A fully completed and signed Completion Certificate must be submitted to FACTOR, along with all receipts, invoices, plus proof of payment, by the deadline stated in your offer package.
- o Completion Certificates will be included in your offer package, but can also be found at www.factor.ca under 'Documents'.
- o A checklist is included in all Completion Certificates that lists all the documentation you need to submit with your final paperwork. Please read each item carefully. It is your responsibility to make sure all items are included; missing information/paperwork may result in less funding.



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- o In addition to the Completion Certificate, FACTOR requires supporting documentation in the form of receipts and invoices, plus proof of payment.
- o FACTOR requires a paper trail to prove your expenses, so DO NOT PAY FOR THINGS WITH CASH! Cash payments will not be recognized on any program except Tours, Showcases, some Business Travel and Songwriter's Workshop expenses.
- o Once a signed Completion Certificate has been submitted, changes cannot be made. You will not be allowed to submit any further expenses for consideration.
- o Please refer to the Eligible Costs section of the Program Information and Application Form
- o Please refer to the document titled 'How to Successfully Organize Your Completion Paperwork' for detailed instructions on how to prepare your final completion documents. (This document is currently being updated, but will be made available on the factor website once completed.)

Important Notes and Tips

1. Ask us for help! The Program Administrators in Funded Projects are more than happy to answer any questions you might have, and help guide you through the completion process.
2. Consider yourself a business venture. Any professional business will have a filing system to keep track of expenses and payments. Keep a file for all invoices and receipts, and make note of the date and method of payment. Make arrangements with your bank to return cancelled cheques once they have been cashed, or to provide images of cancelled cheques as part of your monthly statement. Keep your bank and credit card statements!
3. Keep your contact information complete and up-to-date. This includes your email address, mailing address and phone number. We can't send you money if you can't be contacted!
4. If you begin your project before you hear back from FACTOR regarding your application, please keep your receipts and track your expenses. If you are approved, you will need them! Please see the points above regarding completion paperwork.