

Envelope Funding for Music Companies 2020-2021 Application Checklist

Application Form – Excel Spreadsheet – Uploaded to Envelope Funding tab in Applicant Profile

Complete all tabs of the spreadsheet. Note that Revenues Y1 refers to your most recent fiscal year, Revenues Y2 is the year prior to your most recent fiscal year, and Revenues Y3 is 2 years prior to your most recent fiscal year. (E.g. Revenues Y1 – Fiscal year ending December 31, 2018, Revenues R2 – Fiscal year ending December 31, 2017, Revenues Y3 – Fiscal year ending December 31, 2016). **Planned investments for artists are no longer required to be broken down individually. Please do separate investments for Francophone projects.**

Business Plan – PDF document – Uploaded to Envelope Funding tab in Applicant Profile

See detailed instructions in Application Form. Include the following sections:

- Business Description
 - Background on applicant's business
 - Business lines
 - Overview of human resources and organizational chart
 - Summary of activities over the past year
 - NEW: Applicant's plans for the next 3 months as well as their administration needs. Detail any administrative needs that remain after incorporating relief funds and the overall Envelope Funding contribution, which includes up to 15% of administrative expenses.**
 - Major short-term goals
 - Major long-term goals
- Description of planned investments for artists and business development (if applicable) – Can be combined or broken down by artist/activity
 - Planned activities
 - How funding would be used to support these plans
 - Objectives of investments
- Human resources strategy for completing all activities
- IF APPLICABLE – Overview of business development activities and how they will contribute to long-term goals
- OPTIONAL – Innovative initiative project plan

Financial Statements for past 3 fiscal years – PDF documents – Uploaded to Gross Revenue section of Applicant Profile

Financial statements must be prepared by a Chartered Accountant. FACTOR will accept audited financial statements, review engagement reports, or notice-to-reader statements. You are required to submit audited financial statements if your 2019-2020 contribution exceeded \$250,000.

Note for affiliated groups – financial statements required for all companies included in group.

LAC Receipts – PDF documents - Uploaded to Envelope Funding section of Applicant Profile

Receipts from Library and Archives Canada for legal deposit for releases from the past fiscal year, or confirmation of attempt to legally deposit