

UPDATE

CMF COVID-19 Emergency Support Fund: Phase 2

July 23, 2020 – Toronto, ON

Updated August 4, 2020

IMPORTANT UPDATE: the deadline to submit your application has been extended to Wednesday, August 12, 2020.

There are updates to the application process and eligibility criteria for the [COVID-19 CMF Emergency Support Fund Phase 2](#). See the updates below.

Please check our [Frequently Asked Questions \(FAQs\)](#) document for more details.

Deadline

The deadline to submit an application for funding under Phase 2 for the live music industry has been extended. ~~The new deadline to submit your application is Wednesday, August 5, 2020.~~ **Wednesday, August 12, 2020.**

Eligibility criteria related to Canadian artists and content

- For artist managers and booking agents, at least 50% of the artists on their roster must be Canadian artists.
- For concert promoters, at least 50% of revenues of their last completed fiscal year came from eligible music-related activities related to Canadian artists and / or demonstrate having been essential in the ecosystem i.e. in the development of Canadian artists.
- For venues and festivals, at least 50% of the musical programming presented during the 2019 calendar year were performances by Canadian artists and / or demonstrate that the venue is essential in the ecosystem i.e. in the development of Canadian artists.

Profit margin limit

Entrepreneurs and organizations with revenues of \$100,000 or more must have had a profit margin of less than 15 percent in their last fiscal year **OR at least since March 15, 2020**. The profit margin criteria is based on your earnings before income tax, depreciation and amortization (EBITDA). Note that grants and contributions are included in the revenue calculation.

How to Apply

Please note any changes/additions will be prefaced with *NEW*.

Email the following documents as attachments in one email to phase2@factor.ca. Save all documents as PDFs. Reference the applicant name in the file name (e.g. *Applicant Name Application Form.pdf*):

1. Completed **Phase 2 Attestation form** with applicant information and signed attestation:
 - a. [Click here for the Venues Attestation Form](#).
 - b. [Click here for the Festivals Attestation Form](#).

- c. ***NEW*** [Click here for the Artist Manager or Booking Agent Attestation Form.](#)
- d. ***NEW*** [Click here for the Concert Promoter Attestation Form.](#)

The Attestation Form must be completed and saved using [Adobe Reader](#) (free for download online). Ensure that you have the current version on your computer. The final PDF should not have pages added or removed, and typically should still display the fillable fields in light blue.

We find that different web browsers sometimes have problems with Adobe. We suggest using Google Chrome or Mozilla Firefox to download the form because they are fully compatible.

- 2. **Financial statements (audited, or review engagement or notice to reader) from YOUR last fiscal year completed. If you do not have financial statements, documentation of revenues and expenses from YOUR last fiscal year completed**
- 3. ***NEW*** **Monthly cash flow statement for March 15, 2020 – March 31, 2021**, including incurred and planned expenditures (administrative budget items and fixed operating costs such as salaries, rent, etc.).
- 4. ***NEW*** Concert promoters, festivals, and venues: a list of performances promoted or presented during January 1, 2019 to December 31, 2019
- 5. ***NEW*** In addition to the above, **concert promoters** must include a short description on how you have been essential in the development of Canadian artists if less than 50% of revenues of your last fiscal year completed came from eligible music-related activities related to Canadian artists.
- 6. ***NEW*** **Festivals and venues** must include a short description on how you have been essential in the development of Canadian artists if less than 50% of the musical programming presented during the 2019 calendar year were performances by Canadian artists.

Should you have any questions, don't hesitate to contact us at phase2@factor.ca.