

Applicant Profile Tutorial

You'll need an approved applicant profile to apply to FACTOR if you are:

- an artist applying on your own behalf;
- a songwriter;
- a corporation or non-profit association applying to the Collective Initiatives program;
- a music company engaged in any of the following music business activities:
 - artist management, record label, music distributor, music publisher.

To begin, navigate to the Applicant Profile tab on the FACTOR dashboard.



IMPORTANT:

To open an Applicant Profile, click on the Applicant's name. The Profile will open up in a new window so make sure your internet browser allows pop-ups. For more information please see our [Pop Up Blocker Help Guide](#).

Applicant Profiles

Search

Add

Applicant Name

No records to display.

Page: 1 of 1 **Go** 0 record(s) found

Add

The applicant profile contains information on yourself or your company. It is used to submit an application, and to accept funding if your application is successful. The individual, partnership, or corporation named in the applicant profile will be legally and financially responsible for any project that is funded by FACTOR – including any tax implications. The user who is logged in when the applicant profile is created will become the Applicant Administrator by default.

Applicant Profile

IMPORTANT

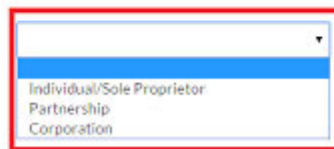
- You must complete each field on this page and then press Save before you can continue.
- After saving this page, hover over the **Applicant Profile** at top right and, if applicable, complete the **Qualifying Criteria** pages listed.
- When all pages in the Applicant Profile and Qualifying Criteria have been completed, return to this main Applicant Profile page. Use the **Request Review** button below to submit the Profile. The information included in this Applicant Profile will be used to determine an Applicant Rating.
- Your Applicant Profile name will be the name that FACTOR issues your payments to. Please ensure that you have a bank account that matches your Applicant Profile name.
- For more information on the Profile Submission, Review process, and re-review periods, please see Section 38 of the Business Policies Handbook.

[Request Review](#)

[Check for Existing Applicant](#)

[Copy information from user profile](#)

Applicant Type



A screenshot of a web form showing a dropdown menu for 'Applicant Type'. The dropdown is open, displaying three options: 'Individual/Sole Proprietor', 'Partnership', and 'Corporation'. The first option is highlighted in blue. The dropdown is enclosed in a red rectangular border.

Select an Applicant Type and wait for the page to refresh before continuing.

- **Individual/Sole Proprietor**: an individual person or an unincorporated business entirely owned by one person.
- **Partnership**: an association or relationship between two or more individuals, corporations, trusts or partnerships that join together to carry on a business.
- **Corporation**: a business that has prepared and filed incorporation documents either federally or provincially, and has received a Certificate of Incorporation.

Determine what type of applicant profile you'll require. There are three options:

- **Individual/Sole Proprietor.** Select this option if you are:
 - An individual person running your own business;
 - A solo artist;
 - The designated member of a band or ensemble who will be responsible for any FACTOR projects;
 - A registered sole proprietor.
- **Partnership.**
- **Corporation.** Select this option if you are creating the applicant profile on behalf of:
 - a company that is incorporated in Canada with a CRA Business Number (BN). You will also be prompted to upload additional documentation. Please see [Business Policies – Sec. 10 Company Documentation](#).

If you are an individual/sole proprietor:

ApplicantSaveClose

Request ReviewCheck for Existing ApplicantCopy information from user profile

Applicant Type

Individual/Sole Proprietor

Select an Applicant Type and wait for the page to refresh before continuing.

- **Individual/Sole Proprietor** : an individual person or an unincorporated business entirely owned by one person.
- **Partnership**: an association or relationship between two or more individuals, corporations, trusts or partnerships that join together to carry on a business.
- **Corporation**: a business that has prepared and filed incorporation documents either federally or provincially, and has received a Certificate of Incorporation.

Enter an e-mail address to search for a contact

Email

johndoe@example.com

First Name

John

Middle Name(s)

Last Name

Doe

Citizenship Status

Canadian Citizen

Notification: Does the applicant wish to receive notifications when this profile is changed or when an application is submitted on behalf of the Applicant?

Yes

Social Insurance Number

808343200

A Social Insurance Number is required.

To apply to FACTOR, an Individual must provide their Social Insurance Number. FACTOR uses security best practices to keep your data safe. All data transmissions are encrypted using SSL. To store Social Insurance Numbers, we encrypt it using AES-256 and never transmit it back to the web browser.

If your applicant profile name will be the same as your user profile name, you can search for your email address and copy the existing information into the fields below.

Otherwise, complete all the required fields. The Social Insurance Number field is a protected field that will not be visible once data has been saved. You must supply either a SIN (for individuals) or a CRA Business Number (for registered sole proprietorships) in order to continue.

Once you enter a response to the question “Do you have a CRA Business Number?” the form will refresh. Complete any remaining fields.

Applicant
Save Close

What is the applicant's primary business activity?

▼

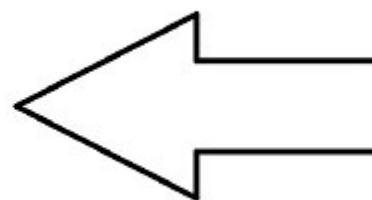
If you select Artist only, no further Qualifying Criteria is required. If you select Artist Manager, Distributor, Music Publisher, Record Label or Songwriter, you will be required to enter additional Qualifying Criteria information. After you make your selections and press save, this page will reload and a Qualifying Criteria heading will appear at the top. All sections found on the Qualifying Criteria drop-down must be completed.

The other activities listed are for FACTOR reference only. Please note that these other activities do not receive a rating.

What are the Applicant's other music business activities?

☐ Artist
☐ Booking Agent
☐ Concert Promoter
☐ Distributor (Digital Only)
☐ Distributor (Physical Only)
☐ Grantwriter
☐ Music Journalist
☐ Music Supervisor
☐ Publicist
☐ Record Label
☐ Songwriter

☐ Artist Manager
☐ Business Manager
☐ Content Aggregator
☐ Distributor (Physical & Digital)
☐ Event Producer
☐ Industry Association
☐ Music Publisher
☐ Other
☐ Publicist
☐ Recording Studio
☐ Video Producer



If you are an artist applying on your own behalf, select “Artist” as your primary business activity. Save your progress. You can now click on the Request Review button. A Project Coordinator will verify your information, and assign a default rating of Approved. Once you have an approved applicant profile and a rated artist profile, you will be able to apply to the Demo, Juried Sound Recording, Live Performance, Marketing & Promotion for Non-FACTOR-Funded Sound Recordings, and Video programs provided you meet the eligibility criteria for these programs.

Depending on which additional business activities you select, there will be additional pages below the Qualifying Criteria dropdown menu that you will need to complete. Please see [Qualifying Criteria section of this document](#) for assistance with these pages. The information you provide will be assessed against your peers when your profile is reviewed and rated.

If you are a partnership:

Applicant

Save Close

Applicant Profile

IMPORTANT

- You must complete each field on this page and then press **Save** before you can continue.
- After saving this page, hover over the **Applicant Profile** at top right and, if applicable, complete the **Qualifying Criteria** pages listed.
- When all pages in the Applicant Profile and Qualifying Criteria have been completed, return to this main Applicant Profile page. Use the **Request Review** button below to submit the Profile. The information included in this Applicant Profile will be used to determine an Applicant Rating.
- Your Applicant Profile name will be the name that FACTOR issues your payments to. Please ensure that you have a bank account that matches your Applicant Profile name.
- For more information on the Profile Submission, Review process, and re-review periods, please see [Section 38 of the Business Policies Handbook](#).

Request Review

Check for Existing Applicant

Applicant Type

Partnership ▼

Select an Applicant Type and wait for the page to refresh before continuing.

- **Individual/Sole Proprietor**: an individual person or an unincorporated business entirely owned by one person.
- **Partnership**: an association or relationship between two or more individuals, corporations, trusts or partnerships that join together to carry on a business.
- **Corporation**: a business that has prepared and filed incorporation documents either federally or provincially, and has received a Certificate of Incorporation.

Operating Name



Example Partnership

Business Number



056399501

A Business Number (BN) is assigned by the Canada Revenue Agency (CRA) or Revenu Quebec (RQ) to identify a business and the accounts maintained with the CRA and RQ. A BN is composed of a 9-digit registration number that identifies the business, typically followed by two letters and four number. For FACTOR's purposes, please provide the 9-digit registration number. To apply to FACTOR, a Corporation must provide a CRA or RQ Business Number.

As a partnership you will need to provide a CRA Business Number. If you do not have one, you cannot apply to FACTOR as a partnership. Complete all mandatory fields, including selecting your business activities. Depending on which additional business activities you select, there will be additional pages below the Qualifying Criteria dropdown menu that you will need to complete. Please see {Qualifying Criteria section of this document} for assistance with these pages.

Save your progress. If you have not filled in a required field or if an entry is invalid, a red error message will appear at the top of the page. You will need to resolve these issues before you can proceed. When you have saved successfully, you'll see that the options under the Applicant Profile and the Qualifying Criteria dropdown menus will have changed.

Navigate to the Partners option under the Applicant Profile dropdown menu.

Applicant

Applicant Profile
Qualifying Criteria
Close

Applicant Partners

Applicant Name
Example Partnership

	Partner Name	Partner Type	Email
No records to display.			

Change Applicant Administrator
User Access

Citizenship Status

Add
Edit
Delete

Click the Add button to launch a new pop-up window. Partners can be individuals or companies. If the partner has an existing user profile, you can search for the email address registered with FACTOR and use that information to autopopulate the relevant fields.

Applicant Partners
Save
Close

Partner Type
Individual

Enter an e-mail address to search for a contact

Email
johndoe@example.com

First Name
John

Middle Name(s)

Last Name
Doe

Indicate the Partner's status in Canada
Canadian Citizen

Address
247 Spadina Ave.

Country
Canada

City
Toronto

Province/State
Ontario

Postal Code/Zip
M5T 3A8

Primary Phone
647-377-7488
Ext

Secondary Phone
Ext

Fax

Website

If the partner does not have an existing user profile, they should create one before you complete this step. See our [User Profile Tutorial](#) for assistance.

When you are done, you can save and close the window. Repeat these steps to add all partners.

Navigate to the Signing Authorities option under the Applicant Profile dropdown menu.

Applicant

Applicant Profile

Shareholders

Signing Authorities

Company Documents

Change Applicant Administrator

User Access

Qualifying Criteria

Close

Signing Authorities

- Each Applicant requires at least one Signing Authority. A Signing Authority may be:
 - An Individual Applicant
 - One of the partners in a Partnership Applicant
 - The President or CEO of a Corporate Applicant
 - Another person duly authorized by an Applicant to enter into binding agreements on the Applicant's behalf. In this case, a Designation of Signing Authority form must be uploaded. [Click here for a sample form.](#)
- If an Application is approved for funding, each listed Signing Authority will receive an email request to review and accept the terms of funding. FACTOR only requires that one Signing Authority accepts the terms of funding.

Applicant Name	Example	
Signing Authority Name	Email	Primary Phone

No records to display.

Add

Edit

Delete

Default signing authorities (for instance, the individual named in the applicant profile, or the listed partners of the company, or the President/CEO/head of the company) will automatically appear in this table. If you wish to add any additional individuals who can legally transact on behalf of the applicant, do by clicking the Add button. A new popup window will launch.

Signing Authority

Save

Close

Enter an e-mail address to search for a contact

Email

janedoe@example.com

First Name

Jane

Last Name

Doe

Primary Phone

416-696-2215

Ext

245

Title (Optional)

Upload Designation of Signing Authority

NOTE: This attachment is only required if the Designated Signing Authority is someone who is *not the Applicant*. The attachment is **not** required for individual applicants, partners, or the president/CEO head of company.

Any user you wish to add should have an existing user profile with FACTOR. If they are an existing user, use the form to search by email address and press Search Contacts. If the user you wish to add does not have an existing user profile, they should create one before you complete this step. See our [User Profile Tutorial](#) for assistance. Use the form to autofill the fields below.

You will need to upload a document indicating designation of signing authority for all signing authorities that are not the person or company named in the applicant profile, or a named partner or CEO. Click on the paperclip icon to launch the upload window.

Save your progress.

If you selected additional business activities in the previous section, you will need to complete the pages under the Qualifying Criteria dropdown menu. Please see [Qualifying Criteria section of this document](#) for assistance with these pages. The information you provide will be assessed against your peers when your profile is reviewed.

Applicant



Applicant Profile ▾Qualifying Criteria ▾SaveClose

Applicant Profile

IMPORTANT

- You must complete each field on this page and then press **Save** before you can continue.
- After saving this page, hover over the **Applicant Profile** at top right and, if applicable, complete the **Qualifying Criteria** pages listed.
- When all pages in the Applicant Profile and Qualifying Criteria have been completed, return to this main Applicant Profile page. Use the **Request Review** button below to submit the Profile. The information included in this Applicant Profile will be used to determine an Applicant Rating.
- Your Applicant Profile name will be the name that FACTOR issues your payments to. Please ensure that you have a bank account that matches your Applicant Profile name.
- For more information on the Profile Submission, Review process, and re-review periods, please see [Section 38 of the Business Policies Handbook](#).

Request Review

Applicant Type	Corporation ▾	Select an Applicant Type and wait for the page to refresh before continuing. <ul style="list-style-type: none">Individual/Sole Proprietor: an individual person or an unincorporated business entirely owned by one person.Partnership: an association or relationship between two or more individuals, corporations, trusts or partnerships that join together to carry on a business.Corporation: a business that has prepared and filed incorporation documents either federally or provincially, and has received a Certificate of Incorporation.
Legal Name	Example Corporation	Enter the corporation's legal name exactly as it appears in your Articles of Incorporation.
Operating Name	Example	
Display Name	Operating Name ▾	Select the version of the company name to be used in correspondence with FACTOR.
Corporation Number	 2054421	A corporation number is the number assigned to a federal corporation by Corporations Canada. It is usually a 7-digit number. If incorporated provincially, please enter your Provincial Registration Number (eg. NEQ, BIN).
Business Number	 821605094	A Business Number (BN) is assigned by the Canada Revenue Agency (CRA) or Revenu Quebec (RQ) to identify a business and the accounts maintained with the CRA and RQ. A BN is composed of a 9-digit registration number that identifies the business, typically followed by two letters and four number. For FACTOR's purposes, please provide the 9-digit registration number. To apply to FACTOR, a Corporation must provide a CRA or RQ Business Number.

If you are a corporation:

If you are a registered corporation, you will need to provide your CRA business number. You cannot apply to FACTOR as a partnership. Enter your operating name, corporation name, and CRA business number. If the President/CEO or head of the company has a FACTOR user profile, you can search for the email address to complete the relevant fields. If not, you will need to provide this information on their behalf. Complete all the required fields, and click save.

Continue to complete all mandatory fields, including selecting your business activities. Depending on which additional business activities you select, there will be additional pages below the Qualifying Criteria dropdown menu that you will need to complete. Please see [Qualifying Criteria section of this document](#) for assistance with these pages.

Save your progress. If you have not filled in a required field or if an entry is invalid, a red error message will appear at the top of the page. You will need to resolve these issues before you can proceed. When you have saved successfully, you'll see that the options under the Applicant Profile and the Qualifying Criteria dropdown menus will have changed, based on the information you have submitted. There will be additional options below the Applicant Profile dropdown menu.

Applicant

Applicant Profile ▾

Qualifying Criteria ▾

Close

The total percentage of ownership is less than 100%.

Applicant Shareholders

- Add Shareholder information to the table below
- If there are more Shareholders than can be reasonably entered, please contact FACTOR
- Make sure the Total Percentage of Ownership equals 100% before requesting an

Applicant Name

Example

Shareholder Name	Shareholder Type	Percentage of Ownership	Email	Primary Phone	Citizenship Status
No records to display.					

Add

Edit

Delete

Applicant Profile

Shareholders

Signing Authorities

Company Documents

Change Applicant Administrator

User Access

der register instead
TOR

As a corporate applicant, you are required to enter all information pertaining to the company shareholders and the corporate documentation must be uploaded.

Applicant Shareholders

Save Close

Shareholder Type	<input type="text"/>
Percentage of Ownership	<input type="text"/>
Email	<input type="text"/>
First Name	<input type="text"/>
Last Name	<input type="text"/>
Indicate the Shareholder's status in Canada	<input type="text"/>
Address	<input type="text"/>
	<input type="text"/>
Country	<input type="text" value="Canada"/>
City	<input type="text"/>
Province/State	<input type="text"/>
Postal Code/Zip	<input type="text"/>
Primary Phone	<input type="text"/> Ext <input type="text"/>
Secondary Phone	<input type="text"/> Ext <input type="text"/>
Fax	<input type="text"/>

Select Shareholders from the Applicant Profile dropdown menu. Click the Add button to launch a new window. You will need to enter the name, relevant information, citizenship and percentage of the corporation held by each shareholder. Repeat this step for all shareholders. (Shareholders information is for FACTOR-reference only. Shareholders are not notified of any business related to the profile or applications submitted by the applicant.)

Once all shareholders are entered, the total percentage of ownership must equal 100%. Save your progress.

Applicant

Applicant Profile

Applicant Profile

Shareholders

Signing Authorities

Company Documents

Change Applicant Administrator

User Access

Qualifying Criteria

Close

Signing Authorities

- Each Applicant requires at least one Signing Authority. A Signing Authority may be
 - An Individual Applicant
 - One of the partners in a Partnership Applicant
 - The President or CEO of a Corporate Applicant
 - Another person duly authorized by an Applicant to enter into binding agreements on the Applicant's behalf. In this case, a Designation of Signing Authority form must be uploaded. [Click here for a sample form.](#)
- If an Application is approved for funding, each listed Signing Authority will receive an email request to review and accept the terms of funding. FACTOR only requires that one Signing Authority accepts the terms of funding.

Applicant Name	Example
Signing Authority Name	Email
Primary Phone	

No records to display.

Add

Edit

Delete

Next, navigate to the Signing Authorities option under the Applicant Profile dropdown menu. Default signing authorities (for instance, the individual named in the applicant profile, the listed partners of the company, the President/CEO/head of the company) will automatically appear in this table. If you wish to add any additional individuals who can legally transact on behalf of the applicant, do by clicking the Add button. A new popup window will launch.

Signing Authority

Save

Close

Enter an e-mail address to search for a contact

Email

janedoe@example.com

First Name

Jane

Last Name

Doe

Primary Phone

416-696-2215

Ext

245

Title (Optional)

Upload Designation of Signing Authority

NOTE: This attachment is only required if the Designated Signing Authority is someone who is *not the Applicant*. The attachment is **not** required for individual applicants, partners, or the president/CEO head of company.

Any user you wish to add should have an existing user profile with FACTOR. If they are an existing user, use the form to search by email address and press Search Contacts. If the user you wish to add does not have an existing user profile, they should create one before you complete this step. See our [User Profile Tutorial](#) for assistance. Use the form to autofill the fields below.

You will need to upload a document indicating designation of signing authority for all signing authorities that are not the person or company named in the applicant profile, or a named partner or CEO. Click on the paperclip icon to launch the upload window.

Applicant

Applicant Profile

Qualifying Criteria

Save

Close

Applicant Profile

Shareholders

Signing Authorities

Company Documents

Change Applicant Administrator

User Access

Company Documents

The documents requested below are required for all Corporations.

In order to maintain privacy, the documents on this page cannot be down

This page is only viewable by the Applicant Administrator.

Applicant

Example

Please attach the following required company documentation

Articles Of Incorporation

Letters Patent or Certificate of Incorporation

Organizational Chart including Names of Officers and Executive Employees

Are there any By-Laws, Resolutions or Agreements entered into between the Shareholders who might individually, or in combination, affect the control and ownership of the Company?

Attach applicable By-Laws, Resolutions or Agreements

Save your progress.

Click on the Company Documents option under the Applicant Profile dropdown menu. You will need upload copies of the following required documents:

- Articles of Incorporation,
- Letters of Patent or Certificate of Incorporation,
- Organizational Chart including names of officers and executive employees.

If there are any by-laws, resolutions, or agreements that may affect the control or ownership of the company, you'll need to upload those here. If these are not relevant to your business, select No from the drop down menu.

PAGE 12

Save your progress.

If you selected additional business activities in the previous section, you will need to complete the pages under the Qualifying Criteria dropdown menu. Please see the next section for assistance with these pages.

Qualifying Criteria for Music Companies

If you selected Artist Manager, Distributor, Publisher or Record Label, or Songwriter (or any combination of these), you will have additional pages to complete under the Qualifying Criteria dropdown menu. Scroll to the appropriate section below for instructions on how to complete this portion of the applicant profile.

Applicant

Applicant Profile

Qualifying Criteria

Save

Close

Professional Songwriter

Professional Songwriter

Applicant Rating

A Professional Songwriter is a Songwriter with a membership to a performing rights organization, and whose songs are primarily intended to be performed and/or recorded by someone other than the songwriter.

In order to receive a rating as a Songwriter, you must input your performing rights organization number. If you are not a member of a performing rights organization, please deselect the Songwriter business activity on the main Applicant Profile page.

Applicant

Example

Performing Rights Organization (PRO) affiliation

Membership Number

SOCAN

If you have selected Songwriter as a business activity:

You'll be prompted to state which performing rights organization (PRO) you are affiliated with and provide your membership number.

If you have selected Record Label as a business activity:

You'll see that Gross Revenue and Record Label appear under the Qualifying Criteria dropdown menu.

Under the Gross Revenue option, upload your year-end financial statements for the past 3 fiscal years, or for all the years that the business has been in operation (if less than 3 years).

Applicant

Applicant Profile

Qualifying Criteria

Close

Gross Revenue

Click "Add" to enter Gross Revenue information and upload Financial Statements for each of the past three years. The Gross Revenue page and financial statements must be updated annually within the six months following the Applicant's fiscal year end. In order to maintain privacy, this page is only viewable by the Applicant Administrator. Financial statements must be prepared in accordance with generally accepted accounting principles and must include at minimum, for FACTOR's purposes, a balance sheet and an income or P&L statement. The information contained in the financial statements should support the revenue numbers you have entered into each field in the Gross Revenue page. It is therefore preferable that the "Revenue", "Income", or "Sales" lines in the income or P&L statement break out each revenue source. Grants and Loans must be entered in a separate table; these amounts are not counted as Gross Revenue for the purpose of FACTOR eligibility.

Applicant

Example

Enter your qualifying gross revenues from your last 3 fiscal years.

Date of Fiscal Year End	Total Annual Gross Revenue	Gross Revenue From Master Exploitation	Gross Revenue From Distribution	Gross Revenue From Publishing	Gross Revenue from Manager Commissions Of Artist Revenues	Gross Revenue from Other Sources	Grants And Loans (Not Included In Total Gross Revenue)
No records to display.							

Add

Edit

Delete

To add gross revenue, press the Add button. Enter the end date of the fiscal year that corresponds to the financial statements that you will upload, then click the paperclip icon to launch the upload window. (All financial information remains system-confidential. It will only ever be viewed by your assigned Project Coordinator, in order to assign a music company rating.)

Gross Revenue

Save Close

Enter the dollar amount of Gross Revenues (not net revenues) for each **bolded category** below. Where requested, enter a percentage in each *italicized subcategory* to indicate where the revenue was generated. NOTE: Each *italicized subcategory* must total 100%. Gross Revenue means all revenue without deductions of any kind.

For Record Labels, Gross Revenue from Master Exploitation means all revenue credited to the label after deduction by distributor of its distribution fees, but without further deductions of any kind (a.k.a. "Label's Gross Revenues").

Note: Public funding such as grants and loans from FACTOR and other funding organizations should not be included in the number you report. Please separate that sum out, and include it in the table below titled "Gross Revenue from Other Music Sources".

Date of Fiscal Year End

March 31, 2015

Upload financial statements for the selected year



Financial statements attached here will automatically be given a Security Level of 'Project Coordinator Confidential'. Only the assigned FACTOR Project Coordinator will have access to the file.

Total Annual Gross Revenue

\$ 120,000.00

This field totals automatically, based on your entries below.

Gross Revenue From Publishing

\$ 100,000.00

What percentage came from:

Publishing advances

25 %

Performance royalties

15 %

Mechanical Royalties

15 %

Broadcast mechanicals

5 %

Synch license fees

40 %

Co-writing fees

0 %

Gross Revenues From Other Music Sources

	Revenue Source	Amount
<input checked="" type="radio"/>	Touring	\$20,000.00
	Add	Edit Delete

You will enter the gross revenue you earned in the appropriate field. Then, estimate what percentage of the gross total came from each of the suggested revenue streams below. These streams will change depending on which business activities were selected in the previous portion of the applicant profile. If your business has income streams that don't appear on this page, add them under the Gross Revenues from Other Music Sources section below. You will need to create a new record for each income stream.

In order to save and continue, all of the percentages assigned to your revenue streams must equal 100%. If you're having difficulty saving, check the math on this page.

Once you're done, save the form and close the window. The information provided will populate the table on the Gross Revenues page.

You must keep this section of your applicant profile up to date by uploading your financial statements and gross revenue information within 6 months of your fiscal year end. Failure to keep this information current may result in a drop in your music company rating during the [semi and annual review periods](#).

Applicant
Applicant Profile
Qualifying Criteria
Save
Close

Gross Revenue
Record Label
Applicant Rating

Qualifying Releases - Record Label

- To receive a Rating of 2 or higher, a Record Label must be an Eligible Music Company. See sections 22.0 and 22.1 for full eligibility details.
- You may choose to enter either all of your Qualifying Releases, or the minimum number for an Eligible Music Company, or the minimum number for the Comprehensive Music Company Program.
- The minimum number of Qualifying Releases for an Eligible Music Company is 4 including at least 2 from different artists released in the 14 months prior to April 1, 2015.
- The minimum number of Qualifying Releases for an Eligible Music Company to be considered for the Comprehensive Music Company Program is 5 within the past five years, including at least 2 from different artists released in the 14 months prior to April 1, 2015.
- Space within each rating level is limited. Meeting the minimum requirements does not guarantee a particular rating.

Applicant

Example

Qualifying Release Information

How many titles are in the Label's catalogue?

How many titles by Canadian artists are in the catalogue?

Upload the current catalogue of titles, indicating which titles are Canadian and which titles are Qualifying Releases.

Upload proof of FACTOR Recognized Distribution

List all Qualifying Releases

	Artist	Release Title	Commercial Release Date	Run Time	Number of Tracks	Lyrics	Music	Produced in Canada %
No records to display.								

Page: of 1

0 record(s) found

Add
Edit
Delete

Next, navigate to Record Label under the Qualifying Criteria dropdown menu. On this page you will enter information about the label's releases, including the number of Canadian releases, and the number of qualifying releases (see our Business Policies for more on qualifying releases).

You will also be asked to upload proof of FACTOR-eligible distributors. (Click to see the current list of FACTOR-Recognized Distributors.)

Next, add each qualifying release as a new record in the table below.

Qualifying Release

[Save](#) [Close](#)

Qualifying Releases

Artist	<input type="text"/>
Album Title	<input type="text"/>
Run Time	<input type="text" value="0:00:00"/>
Number of Tracks	<input type="text"/>
Number of Tracks with Lyrics	<input type="text"/>
Number of Tracks with French Lyrics	<input type="text"/>
Was the producer Canadian?	<input type="text"/>

MAPL Criteria for this Music

What percentage of the music was composed by Canadians?	<input type="text"/>
What percentage of the Artist members are Canadian?	<input type="text"/>
What percentage was produced in Canada?	<input type="text"/>
What percentage of the lyrics was composed by Canadians?	<input type="text"/>

Commercial Release Information

	Release Date	Territory	Format	Label	Physical Distributor	Digital Distributor
No records to display.						
<div><div><div>◀</div><div>1</div><div>▶</div></div><div>Page: 1 of 1 Go</div><div>0 record(s) found</div></div>						

[Add](#) [Edit](#) [Delete](#)

Sales Information

Physical units sold worldwide to date	<input type="text"/>
Digital albums sold worldwide to date	<input type="text"/>
Digital singles sold worldwide to date	<input type="text"/>

Report on sales in territories controlled by the label or where the label has sub-licensed control to another label.

Proof of Sales

Proof of Sales is not required.

A new pop-up window will appear. Enter all of the mandatory fields, and then proceed to the Commercial Release Information table. Click to add commercial release data for each separate territory (if the album was released in multiple territories).

Enter the release information for Canada and any other territory controlled by the Record Label.

Applicant

Territory



Commercial Release Date



Format

Is this the first commercial release?

Name of the Label that will release the album in this territory.

Does the label currently control the release rights in this territory?

Physical distributor for this territory

Digital distributor for this territory

Save your progress.

Lastly, you will need to enter sales data for the album, and upload proofs of sales in support of these numbers. For all attachments, you will have the ability to upload multiple files but, where possible, please consolidate each document into a single, properly labeled file for an easier uploading experience.

Note that without accurate information about your qualifying releases in this section, you will be unable to apply for any activities to support that album through any FACTOR Programs. Contact your Project Coordinator or general.info@factor.ca for assistance.

All fields in this Qualifying Criteria section are mandatory, so make sure you fill it out in full.

If you have selected Artist Manager as a business activity:

What is the applicant's primary business activity?

Artist Manager ▼

If you select Artist only, no further Qualifying Criteria is required. If you select Artist Manager, Distributor, Music Publisher, Record Label or Songwriter, you will be required to enter additional Qualifying Criteria information. After you make your selections and press save, this page will reload and a Qualifying Criteria heading will appear at the top. All sections found on the Qualifying Criteria drop-down must be completed.

The other activities listed are for FACTOR reference only. Please note that these other activities do not receive a rating.

What are the Applicant's other music business activities?

- | | |
|--|---|
| <input type="checkbox"/> Artist | <input checked="" type="checkbox"/> Artist Manager |
| <input type="checkbox"/> Booking Agent | <input type="checkbox"/> Business Manager |
| <input type="checkbox"/> Concert Promoter | <input type="checkbox"/> Content Aggregator |
| <input type="checkbox"/> Distributor (Digital Only) | <input type="checkbox"/> Distributor (Physical & Digital) |
| <input type="checkbox"/> Distributor (Physical Only) | <input type="checkbox"/> Event Producer |
| <input type="checkbox"/> Grantwriter | <input type="checkbox"/> Industry Association |
| <input type="checkbox"/> Music Journalist | <input type="checkbox"/> Music Publisher |
| <input type="checkbox"/> Music Supervisor | <input type="checkbox"/> Other |
| <input type="checkbox"/> Publicist | <input type="checkbox"/> Publicist |
| <input type="checkbox"/> Record Label | <input type="checkbox"/> Recording Studio |
| <input type="checkbox"/> Songwriter | <input type="checkbox"/> Video Producer |

Other Business Activity (if selected above)

You'll see that Gross Revenue and Artist Manager appear under the Qualifying Criteria dropdown menu.

Under the Gross Revenue option, upload your year-end financial statements for the past 3 fiscal years, or for all the years that the business has been in operation (if less than 3 years).

- Gross Revenue
- Publisher
- Applicant Rating

Gross Revenue

Click "Add" to enter Gross Revenue information and upload Financial Statements for each of the past three years. The financial statements must be updated annually within the six months following the Applicant's fiscal year end. In order to maintain privacy, this page is only viewable by the Applicant Administrator. Financial statements must be prepared in accordance with generally accepted accounting principles and must include at minimum, for FACTOR's purposes, a balance sheet and an income or P&L statement. The information contained in the financial statements should support the revenue numbers you have entered into each field in the Gross Revenue page. It is therefore preferable that the "Revenue", "Income", or "Sales" lines in the income or P&L statement break out each revenue source. Grants and Loans must be entered in a separate table; these amounts are not counted as Gross Revenue for the purpose of FACTOR eligibility.

Applicant Example

Enter your qualifying gross revenues from your last 3 fiscal years.

	Date of Fiscal Year End	Total Annual Gross Revenue	Gross Revenue From Master Exploitation	Gross Revenue From Distribution	Gross Revenue From Publishing	Gross Revenue from Manager Commissions Of Artist Revenues	Gross Revenue from Other Sources	Grants And Loans (Not Included In Total Gross Revenue)
No records to display.								

Add

Edit

Delete

To add gross revenue, press the Add button. Enter the end date of the fiscal year that corresponds to the financial statements that you will upload, then click the paperclip icon to launch the upload window. (All financial information remains system-confidential. It will only ever be viewed by your assigned Project Coordinator, in order to assign a music company rating.)

Gross Revenue

Save Close

Enter the dollar amount of Gross Revenues (not net revenues) for each **bolded category** below. Where requested, enter a percentage in each *italicized subcategory* to indicate where the revenue was generated. NOTE: Each *italicized subcategory* must total 100%. Gross Revenue means all revenue without deductions of any kind.

For Record Labels, Gross Revenue from Master Exploitation means all revenue credited to the label after deduction by distributor of its distribution fees, but without further deductions of any kind (a.k.a. "Label's Gross Revenues").

Note: Public funding such as grants and loans from FACTOR and other funding organizations should not be included in the number you report. Please separate that sum out, and include it in the table below titled "Gross Revenue from Other Music Sources".

Date of Fiscal Year End

March 31, 2015

Upload financial statements for the selected year



Financial statements attached here will automatically be given a Security Level of 'Project Coordinator Confidential'. Only the assigned FACTOR Project Coordinator will have access to the file.

Total Annual Gross Revenue

\$ 120,000.00

This field totals automatically, based on your entries below.

Gross Revenue From Publishing

\$ 100,000.00

What percentage came from:

Publishing advances

25 %

Performance royalties

15 %

Mechanical Royalties

15 %

Broadcast mechanicals

5 %

Synch license fees

40 %

Co-writing fees

0 %

Gross Revenues From Other Music Sources

	Revenue Source	Amount
<input checked="" type="radio"/>	Touring	\$20,000.00

Add Edit Delete

You will enter the gross revenue you earned in the appropriate field. Then, estimate what percentage of the gross total came from each of the suggested revenue streams below. These streams will change depending on which business activities were selected in the previous portion of the applicant profile. If your business has income streams that don't appear on this page, add them under the "Gross Revenues from Other Music Sources" section below. You will need to create a new record for each income stream.

In order to save and continue, all of the percentages assigned to your revenue streams must equal 100%. If you're having difficulty saving, check the math on this page.

Once you're done, save the form and close the window. The information provided will populate the table on the Gross Revenues page. (Note that artists' revenues are not included in the gross revenue calculation. FACTOR asks you to provide this data for statistical reasons only.)

You must keep this section of your applicant profile up to date by uploading your financial statements and gross revenue information within 6 months of your fiscal year end. Failure to keep this information current may result in a drop in your music company rating during the [semi and annual review periods](#).

Gross Revenue

Artist Manager

Applicant Rating

Qualifying Releases - Artist Manager

- To receive a Rating of 2 or higher, an Artist Manager must be an Eligible Music Company. See sections 22.0 and 22.1 of the [Eligible Music Companies Document](#) for full eligibility details.
- To qualify as an Eligible Music Company: Artist Manager, at least 51% of your total roster must be Canadian. You must upload Management Agreements for 2 Canadian Artists in your roster. At least one of those Artists must have a Qualifying Release that was commercially released in the 14 months preceding April 1, 2015.
- Revenue earned as an Artist Manager should be added to the Gross Revenue section found in the Qualifying Criteria menu above.
- Space within each rating level is limited. Meeting the minimum requirements does not guarantee a particular rating.

Applicant

Example

Qualifying Release Information

How many Artists does this Manager currently manage?

9

How many of those Artists are Canadian?

7

Upload Artist Management Agreements



TIP: Make sure the Artist name is included in the management agreement file name.

List all Qualifying Releases

	Artist	Release Title	Commercial Release Date	Run Time	Number of Tracks	Lyrics	Music	Produced in Canada %
No records to display.								
Page: 1 of 1 Go 0 record(s) found								

Add

Edit


Delete

Next, navigate to Artist Manager under the Qualifying Criteria dropdown menu. Indicate the number of artists that the business represents as a manager, and how many of these artists are Canadian. You must upload any management agreements made between yourself and any artist for whom you will be applying for funding from FACTOR. Ensure that the correct artist's name appears in the file name for each agreement. Save your progress.

You will then enter the details regarding any qualifying releases in the table below. Select the Add Button at the bottom right-hand corner of the box.

Only Qualifying Releases can be saved on this page. A Qualifying Release is a Commercially Released Qualifying Album. A Qualifying Album is an Album comprised of previously unreleased tracks that (a) is performed by a Canadian Artist; (b) conforms to [Business Policies](#); MAPL Certification; AND (c) contains no more than 50% French-language tracks.

If you are a Jazz or Classical Record Label and would like to qualify with albums that do not meet FACTOR's MAPL certification, please contact FACTOR for more information.

Applicant	Example	
Qualifying Releases		
Artist	<input type="text"/>	
Album Title	<input type="text"/>	
Date of first Commercial Release	<input type="text"/> 	
Run Time	<input type="text" value="0:00:00"/>	
Number of Tracks	<input type="text"/>	
Number of Tracks with Lyrics	<input type="text"/>	
Number of Tracks with French Lyrics	<input type="text"/>	
Was the producer Canadian?	<input type="text"/>	
MAPL Criteria for this Music		
What percentage of the music was composed by Canadians?	<input type="text"/>	
What percentage of the Artist members are Canadian?	<input type="text"/>	
What percentage was produced in Canada?	<input type="text"/>	
What percentage of the lyrics was composed by Canadians?	<input type="text"/>	
Sales Information		
Physical units sold worldwide to date	<input type="text"/>	Report on sales in territories controlled by the label or where the label has sub-licensed control to another label.
Digital albums sold worldwide to date	<input type="text"/>	
Digital singles sold worldwide to date	<input type="text"/>	

Create a new record for each qualifying release by an artist you manage by clicking on the Add button. (Note: there should be an artist management agreement uploaded for every artist that appears in the Qualifying Release table.)

Enter the release information for Canada and any other territory controlled by the Record Label.

Applicant

Territory	<input type="text"/>
Commercial Release Date	<input type="text"/>
Format	<input type="text"/>
Is this the first commercial release?	<input type="text"/>
Name of the Label that will release the album in this territory.	<input type="text"/>
Does the label currently control the release rights in this territory?	<input type="text"/>
Physical distributor for this territory	<input type="text"/>
Digital distributor for this territory	<input type="text"/>



Complete all of the required fields, then save your progress and close the window when you are done. Remember that all fields in this Qualifying Criteria section are mandatory, so make sure you fill it out in full.

If you have selected Distributor as a business activity:

What is the applicant's primary business activity?

Distributor (Physical & Digital)

If you select Artist only, no further Qualifying Criteria is required. If you select Artist Manager, Distributor, Music Publisher, Record Label or Songwriter, you will be required to enter additional Qualifying Criteria information. After you make your selections and press save, this page will reload and a Qualifying Criteria heading will appear at the top. All sections found on the Qualifying Criteria drop-down must be completed.

The other activities listed are for FACTOR reference only. Please note that these other activities do not receive a rating.

What are the Applicant's other music business activities?

- | | |
|--|--|
| <input type="checkbox"/> Artist | <input type="checkbox"/> Artist Manager |
| <input type="checkbox"/> Booking Agent | <input type="checkbox"/> Business Manager |
| <input type="checkbox"/> Concert Promoter | <input type="checkbox"/> Content Aggregator |
| <input type="checkbox"/> Distributor (Digital Only) | <input checked="" type="checkbox"/> Distributor (Physical & Digital) |
| <input type="checkbox"/> Distributor (Physical Only) | <input type="checkbox"/> Event Producer |
| <input type="checkbox"/> Grantwriter | <input type="checkbox"/> Industry Association |
| <input type="checkbox"/> Music Journalist | <input type="checkbox"/> Music Publisher |
| <input type="checkbox"/> Music Supervisor | <input type="checkbox"/> Other |
| <input type="checkbox"/> Publicist | <input type="checkbox"/> Publicist |
| <input type="checkbox"/> Record Label | <input type="checkbox"/> Recording Studio |
| <input type="checkbox"/> Songwriter | <input type="checkbox"/> Video Producer |

Other Business Activity (if selected above)

You'll see that Gross Revenue and Distributor appear under the Qualifying Criteria dropdown menu. Your business as a distributor can be for physical product, digital product, or both.

Under the Gross Revenue option, upload your year-end financial statements for the past 3 fiscal years, or for all the years that the business has been in operation (if less than 3 years).

Applicant

Applicant Profile

Qualifying Criteria

Close

Gross Revenue

Click "Add" to enter Gross Revenue information and upload Financial Statements for each of the past three years. The Gross Revenue page and financial statements must be updated annually within the six months following the Applicant's fiscal year end. In order to maintain privacy, this page is only viewable by the Applicant Administrator. Financial statements must be prepared in accordance with generally accepted accounting principles and must include at minimum, for FACTOR's purposes, a balance sheet and an income or P&L statement. The information contained in the financial statements should support the revenue numbers you have entered into each field in the Gross Revenue page. It is therefore preferable that the "Revenue", "Income", or "Sales" lines in the income or P&L statement break out each revenue source. Grants and Loans must be entered in a separate table; these amounts are not counted as Gross Revenue for the purpose of FACTOR eligibility.

Applicant

Example

Enter your qualifying gross revenues from your last 3 fiscal years.

	Date of Fiscal Year End	Total Annual Gross Revenue	Gross Revenue From Master Exploitation	Gross Revenue From Distribution	Gross Revenue From Publishing	Gross Revenue from Manager Commissions Of Artist Revenues	Gross Revenue from Other Sources	Grants And Loans (Not Included In Total Gross Revenue)
No records to display.								

Add

Edit

Delete

To add gross revenue, press the Add button. Enter the end date of the fiscal year that corresponds to the financial statements that you will upload, then click the paperclip icon to launch the upload window. (All financial information remains system-confidential. It will only ever be viewed by your assigned Project Coordinator, in order to assign a music company rating.)

Gross Revenue

Save Close

Enter the dollar amount of Gross Revenues (not net revenues) for each **bolded category** below. Where requested, enter a percentage in each *italicized subcategory* to indicate where the revenue was generated. NOTE: Each *italicized subcategory* must total 100%. Gross Revenue means all revenue without deductions of any kind.

For Record Labels, Gross Revenue from Master Exploitation means all revenue credited to the label after deduction by distributor of its distribution fees, but without further deductions of any kind (a.k.a. "Label's Gross Revenues").

Note: Public funding such as grants and loans from FACTOR and other funding organizations should not be included in the number you report. Please separate that sum out, and include it in the table below titled "Gross Revenue from Other Music Sources".

Date of Fiscal Year End

March 31, 2015

Upload financial statements for the selected year



Financial statements attached here will automatically be given a Security Level of 'Project Coordinator Confidential'. Only the assigned FACTOR Project Coordinator will have access to the file.

Total Annual Gross Revenue

\$ 120,000.00

This field totals automatically, based on your entries below.

Gross Revenue From Publishing

\$ 100,000.00

What percentage came from:

Publishing advances

25 %

Performance royalties

15 %

Mechanical Royalties

15 %

Broadcast mechanicals

5 %

Synch license fees

40 %

Co-writing fees

0 %

Gross Revenues From Other Music Sources

Revenue Source	Amount
<input checked="" type="radio"/> Touring	\$20,000.00

Add Edit Delete

You will enter the gross revenue you earned in the appropriate field. Then, estimate what percentage of the gross total came from each of the suggested revenue streams below. These streams will change depending on which business activities were selected in the previous portion of the applicant profile. If your business has income streams that don't appear on this page, add them under the "Gross Revenues from Other Music Sources" section below. You will need to create a new record for each income stream.

In order to save and continue, all of the percentages assigned to your revenue streams must equal 100%. If you're having difficulty saving, check the math on this page.

Once you're done, save the form and close the window. The information provided will populate the table on the Gross Revenue page.

You must keep this section of your applicant profile up to date by uploading your financial statements and gross revenue information within 6 months of your fiscal year end. Failure to keep this information current may result in a drop in your music company rating during the [semi and annual review periods](#).

Applicant
Applicant Profile
Qualifying Criteria
Save
Close

Gross Revenue
Distributor
Applicant Rating

Qualifying Releases - Distributor

- To receive a Rating of 2 or higher, a Music Distributor must be an Eligible Music Company. To review eligibility, please see section 22.0 and 22.4 in the [Business Policies Document](#) for full eligibility details.
- The minimum number of Qualifying Releases for an Eligible Music Company: Music Distributor is 25, including at least 5 released within the 14 months preceding April 1, 2015.
- Enter full details for the 5 most recent Qualifying Releases in the table below.
- Attach a full catalogue indicating which are Qualifying Releases.
- Revenue earned as a Distributor should be added to the Gross Revenue section found in the Qualifying Criteria menu above.
- Space within each rating level is limited. Meeting the minimum requirements does not guarantee a particular rating.

Applicant

Example

Qualifying Release Information

How many titles are in the Distributor's catalogue?

How many titles by Canadian artists are in the catalogue?

Please upload the Distributor's current catalogue, highlighting the most recent five Qualifying Releases.

List all Qualifying Releases

	Artist	Release Title	Commercial Release Date	Run Time	Number of Tracks	Lyrics	Music	Produced in Canada %
No records to display.								

◀
◀
1
▶
▶

Page: 1 of 1 Go


0 record(s) found

Add
Edit
Delete

Next, navigate to the Distributor option under the Qualifying Criteria dropdown menu. Indicate the number of titles the applicant has in their catalogue and how many of those are Canadian. Also, upload a document for the current catalogue, highlighting the 5 most recent qualifying releases. For each of the 5 most recent qualifying releases, you will need to complete the Qualifying Releases table below it. To fill out this form select the add button.

Only Qualifying Releases can be saved on this page. A Qualifying Release is a Commercially Released Qualifying Album. A Qualifying Album is an Album comprised of previously unreleased tracks that (a) is performed by a Canadian Artist; (b) conforms to [Business Policies](#); MAPL Certification; AND (c) contains no more than 50% French-language tracks.

If you are a Jazz or Classical Record Label and would like to qualify with albums that do not meet FACTOR's MAPL certification, please contact FACTOR for more information.

Applicant	Example
Qualifying Releases	
Artist	<input type="text"/>
Album Title	<input type="text"/>
Date of first Commercial Release	<input type="text"/> 
Run Time	<input type="text" value="0:00:00"/>
Number of Tracks	<input type="text"/>
Number of Tracks with Lyrics	<input type="text"/>
Number of Tracks with French Lyrics	<input type="text"/>
Was the producer Canadian?	<input type="text"/>
MAPL Criteria for this Music	
What percentage of the music was composed by Canadians?	<input type="text"/>
What percentage of the Artist members are Canadian?	<input type="text"/>
What percentage was produced in Canada?	<input type="text"/>
What percentage of the lyrics was composed by Canadians?	<input type="text"/>

If the Applicant is intending to apply for business pertaining to a specific album that they represent, ensure that you've included that album in the Qualifying Releases table. Note that without accurate information about your qualifying releases in this section, you will be unable to apply for any activities to support that album through any FACTOR programs. Contact your Project Coordinator or general.info@factor.ca for assistance.

Be sure to press save before closing this window or tab. The qualifying releases page will refresh with the information added.

All fields in this Qualifying Criteria section are mandatory, so make sure you fill it out in full.

If you have selected Music Publisher as a business activity:

What is the applicant's primary business activity?

Music Publisher

If you select Artist only, no further Qualifying Criteria is required. If you select Artist Manager, Distributor, Music Publisher, Record Label or Songwriter, you will be required to enter additional Qualifying Criteria information. After you make your selections and press save, this page will reload and a Qualifying Criteria heading will appear at the top. All sections found on the Qualifying Criteria drop-down must be completed.

The other activities listed are for FACTOR reference only. Please note that these other activities do not receive a rating.

What are the Applicant's other music business activities?

- | | |
|--|---|
| <input type="checkbox"/> Artist | <input type="checkbox"/> Artist Manager |
| <input type="checkbox"/> Booking Agent | <input type="checkbox"/> Business Manager |
| <input type="checkbox"/> Concert Promoter | <input type="checkbox"/> Content Aggregator |
| <input type="checkbox"/> Distributor (Digital Only) | <input type="checkbox"/> Distributor (Physical & Digital) |
| <input type="checkbox"/> Distributor (Physical Only) | <input type="checkbox"/> Event Producer |
| <input type="checkbox"/> Grantwriter | <input type="checkbox"/> Industry Association |
| <input type="checkbox"/> Music Journalist | <input checked="" type="checkbox"/> Music Publisher |
| <input type="checkbox"/> Music Supervisor | <input type="checkbox"/> Other |
| <input type="checkbox"/> Publicist | <input type="checkbox"/> Publicist |
| <input type="checkbox"/> Record Label | <input type="checkbox"/> Recording Studio |
| <input type="checkbox"/> Songwriter | <input type="checkbox"/> Video Producer |

Other Business Activity (if selected above)

You'll see that Publisher and Gross Revenue appear under the Qualifying Criteria dropdown menu.

Under the Gross Revenue option, upload your year-end financial statements for the past 3 fiscal years, or for all the years that the business has been in operation (if less than 3 years).

Applicant

Applicant Profile

Qualifying Criteria

Close

Gross Revenue

Publisher

Applicant Rating

Add

Edit

Delete

To add gross revenue, press the Add button. Enter the end date of the fiscal year that corresponds to the financial statements that you will upload, then click the paperclip icon to launch the upload window. (All financial information remains system-confidential. It will only ever be viewed by your assigned Project Coordinator, in order to assign a music company rating.)

Gross Revenue
Save Close

Enter the dollar amount of Gross Revenues (not net revenues) for each **bolded category** below. Where requested, enter a percentage in each *italicized subcategory* to indicate where the revenue was generated. NOTE: Each *italicized subcategory* must total 100%. Gross Revenue means all revenue without deductions of any kind.

For Record Labels, Gross Revenue from Master Exploitation means all revenue credited to the label after deduction by distributor of its distribution fees, but without further deductions of any kind (a.k.a. "Label's Gross Revenues").

Note: Public funding such as grants and loans from FACTOR and other funding organizations should not be included in the number you report. Please separate that sum out, and include it in the table below titled "Gross Revenue from Other Music Sources".

Date of Fiscal Year End

March 31, 2015
📅

Upload financial statements for the selected year

📎

Financial statements attached here will automatically be given a Security Level of 'Project Coordinator Confidential'. Only the assigned FACTOR Project Coordinator will have access to the file.

Total Annual Gross Revenue

\$ 120,000.00

↑

This field totals automatically, based on your entries below.

Gross Revenue From Publishing

\$ 100,000.00

What percentage came from:

Publishing advances	25 %	
Performance royalties	15 %	
Mechanical Royalties	15 %	
Broadcast mechanicals	5 %	
Synch license fees	40 %	
Co-writing fees	0 %	

Gross Revenues From Other Music Sources

	Revenue Source	Amount
●	Touring	\$20,000.00

Add
Edit
Delete

You will enter the gross revenue you earned in the appropriate field. Then, estimate what percentage of the gross total came from each of the suggested revenue streams below. These streams will change depending on which business activities were selected in the previous portion of the applicant profile. If your business has income streams that don't appear on this page, add them under the "Gross Revenues from Other Music Sources" section below. You will need to create a new record for each income stream.

In order to save and continue, all of the percentages assigned to your revenue streams must equal 100%. If you're having difficulty saving, check the math on this page.

Once you're done, save the form and close the window. The information provided will populate the table on the Gross Revenue page.

You must keep this section of your applicant profile up to date by uploading your financial statements and gross revenue information within 6 months of your fiscal year end. Failure to keep this information current may result in a drop in your music company rating during the [semi and annual review periods](#).

Next, navigate to the Publisher option under the Qualifying Criteria dropdown menu.

Applicant

Applicant Profile

Qualifying Criteria

Save

Close

Qualifying Titles - Publisher

- To receive a Rating of 2 or higher, a Music Publisher must be an Eligible Music Company. See sections 22.0 and 22.1 of the [Eligible Music Companies](#) Document for full eligibility details.
- Eligible Music Company: Music Publishers must have commercially published at least 25 Qualifying Titles in Canada, including 8 titles from at least 2 Canadian Artists, all of which were Commercially Published in the 14 months preceding April 1, 2015. The details of those 8 Qualifying Releases must be entered below.
- Qualifying Title means one composition or track that meets FACTOR's MAPL requirements. Commercially Published means Commercially Released, or communicated to the public via radio play, synch placement etc.
- Revenue earned as a Music Publisher should be added to the Gross Revenue.
- Space is limited. Meeting the minimum requirements does not guarantee a particular rating.

Applicant

Example

Qualifying Title Information

Is this Publisher a SOCAN Member

Yes

SOCAN Membership Number

How many compositions are in the current catalogue?

How many compositions are by Canadians?

Please upload the current Publisher's catalogue, highlighting the most recent Qualifying Titles.

If you have more than one SOCAN Membership Number, you only need to enter one of them. You may add catalogue relating to all of your numbers.

List all Qualifying Titles

Composer	Composition Title	Commercial Publish Date	Lyrics	Music	% of Canadian Artist Members
No records to display.					

Page: 1 of 1 Go

0 record(s) found

Add

Edit

Delete

If you are a Publisher registered with SOCAN, enter your membership number. You will also need to enter the number of titles in your catalogue, indicating the number of Canadian titles. Next, open the upload window by clicking on the paperclip icon. You will upload a document of your catalogue with all qualifying titles highlighted.

Next, enter your qualifying titles in the table below. Click the Add button to create a new record for each title. You must enter a minimum of 8 qualifying titles from at least 2 different artists, released within the past 14 months. Review the information provided for each title, and be sure to save before closing the window or tab. The Qualifying Titles table will refresh with the new information.

All fields in this Qualifying Criteria section are mandatory, so make sure you fill it out in full.

To complete your profile:

When you are satisfied that you have completely filled out each page under the Applicant Profile and Qualifying Criteria dropdown menus, return to the landing page of the applicant profile and click on the Request Review button.

Applicant

Applicant Profile

Qualifying Criteria

Save

Close

Applicant Profile

Shareholders

Signing Authorities

Company Documents

Change Applicant Administrator

User Access

Applicant Profile

IMPORTANT

- You must complete each field on this page and then press **Save** before you can move to the next page.
- After saving this page, hover over the **Applicant Profile** at top right and click on the **Request Review** button below to submit the Profile. The information included in the Profile will be used to determine an Applicant Rating.
- Your Applicant Profile name will be the name that FACTOR issues your business card with.
- For more information on the Profile Submission, Review process, and request for review, see page 38 of the Business Policies Handbook.

Request Review

Your profile will now be submitted to your Project Coordinators who will review you the information that you have provided.

If you are an artist applying on your own behalf, you will receive notification when your applicant profile is approved.

If you entered any business activities and filled out the corresponding qualifying criteria, you will receive a rating that corresponds to the business in which you're engaged (Record Label, Artist Manager, Music Distributor, Music Publisher, or Songwriter). See the [Ratings page on the FACTOR website](#) for more information.