

## Artist Development Completion Guide

2020-2021

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Your Artist Development Year is nearing its end! Filling out and submitting your completion is the last thing you'll need to do to meet FACTOR's requirements of funding. This involves several steps and mandatory pieces of information, so we suggest that you use this guide like a checklist as you go through your completion.

### Before you begin:

- Re-familiarize yourself with FACTOR's [Artist Development Program Guidelines](#) for full details on program requirements.
- Ensure that your [pop-up blocker](#) is disabled or set to allow pop-ups from FACTOR.
- Digitally collect, create, and organize copies of your Completion Documentation.

### Required Completion Documentation includes:

1. **An [Artist Development Results summary](#).** This reflects the activities you outlined in your application's Artist Development Plan. Describe what you did over the course of the year, how much you spent, and if you achieved your goals. On completion, you will be detailing the outcomes of your Artist Development year.
2. **A Delivery Track and its lyrics.** This is one new, professional quality, mixed and mastered sound recording. The Delivery Track must meet [FACTOR's MAPL requirements for Canadian content](#), and it must have been unreleased when you applied to the program.
  - a. If you used the Artist Development funding to pay for recording costs, the Delivery Track must be one of the newly produced or modified tracks.
  - b. If you made no changes to your application's Assessment Track and used the Artist Development funding to pay for other expenses, you can upload the Assessment Track as your Delivery Track.
  - c. If you used the Artist Development funding to pay for the recording costs of multiple tracks, upload all MP3s and lyrics to your completion.
3. **Promotional materials, album artwork, tour/showcase posters, video links or other samples** to show that you met [FACTOR's Logo and Acknowledgment requirements](#). If your project did not produce any materials of this nature, you can skip this step.

### Starting Your Completion

Sign in to [portal.factor.ca](https://portal.factor.ca), with your email address as your username.

Select **Projects** from the top menu bar and click on your Artist Development project in the Project Dashboard. It will open in a new window. Click on the name of the component found in the leftmost Component column. Make sure to select the one marked Completion, not Application.

#### 1. Home

Your Completion opens on the Home tab, which displays your funding summary. No action required.

## 2. Component Information

This page needs to be completed in a certain order. Please follow the steps outlined below and refer to the tips on the top of the Component Information page.

Within this tab:

1. Enter your Project Start Date and Project End Date.
2. Complete the three Artist Development Results questions. Save the page.
3. Upload your Delivery Track and lyrics to the Delivery Track Information chart. If you recorded more than one song, upload all tracks and lyrics. Remember, the Delivery Track can be the same as the Assessment Track if you didn't use any of the funding towards sound recording costs.
  - Click 'Add' to open a new window where you can upload this information.
  - Click 'Edit' to amend the track information that carried over from your application. Remember to turn off your pop-up blocker.
4. Upload related material such as video links, album artwork and promotional posters showing the required [FACTOR and Canada logos and acknowledgement wording](#).

## 3. Public Funding

Public Funding is project funding from:

- a) A federal, provincial or municipal source (such as Canada Council for the Arts or Manitoba Film & Music)
- b) A private radio broadcaster approved by the CRTC as a contribution to an eligible Canadian Content Development initiative (such as the Radio Starmaker Fund or the Peak Performance Fund)

If you have received [Public Funding](#) and put it toward the **same costs** you are claiming to FACTOR in your Completion, click "Add" underneath the table on this page and enter the funding source, entity, amount, and confirmation of funding received.

- For example: If you used both your FACTOR funding and a \$500 grant from Ontario Arts Council to pay your producer, enter \$500 on this page. However, if you used the \$500 to pay for the producer fee and you are not claiming that cost to FACTOR, do not enter it.
- Do not enter revenue raised by crowdfunding (such as Kickstarter or Indiegogo).

## 4. Budget

**NEW:** For Artist Development projects approved after April 1, 2020, a cost report and supporting expense documentation does not need to be submitted upon completion. However, FACTOR reserves the right to request this information and perform a full or partial audit after reviewing the completion. Failure to comply could result in a lowered offer or default status in the FACTOR system. Please ensure that you keep invoices, receipts, and proofs of payment for eligible costs.

If asked to provide your cost report and expense documentation, note the following:

- The Artist Development program is a \$2,000 grant. FACTOR contributes to 75% of your project's eligible costs. This means that you must spend at least \$2,667 in eligible expenses in order to receive the full \$2,000 offered.
- You can claim up to \$500 in Donated Services by filling out the [Artist Donated Services form](#). It recognizes that you, or a member of your band, donated your professional services towards the project. If you claim this \$500 in donated services, you will need to spend at least \$2,167 in eligible third-party costs toward your project.
- Refer to the [Eligible Costs section of the Artist Development Program Guidelines](#) for more information on what you can and cannot claim in your budget.
- See FACTOR's [Expense Documentation Guide](#) for detailed information on invoices and proofs of payment.

The Budget tab is where you upload your completed [Cost Report spreadsheet](#), which is acceptable **only** in Excel, Open Office or Google Drive formats. This spreadsheet details what you spent the money on.

You will also be uploading legible, organized and scanned copies of your invoices, receipts and proofs of payment for each expense listed in your Cost Report here. This material is referred to as your Expense Documentation, and it should be uploaded in a **single zip file**. To create a zip file: For Windows, right click your folder, select Send to, select Compressed (zipped) folder. For Mac, right click the folder, then select Compress Items. Files can be up to 100MB.

Before you upload your Expense Documentation:

- Organize each expense as it is listed within your Cost Report. You may upload both invoice and proof of payment for a claimed expense into a single document.
- Use the following naming convention for each Cost Report Item: Expense Number - Vendor Name and/or Documentation Type. For example, "1 - Producer Fee Invoice and Proof of Payment" or "2 – Air Canada – Proof of Payment".

## **Submitting your Completion**

After you have filled out the Component Information, Public Funding and Home tabs, you are ready to submit your Completion. Take this time to make sure you have uploaded and completed all the necessary steps before proceeding.

Next, go to the main page for your project. Select the Completion variant and then click the Validate/Submit button. This first validation step checks for mandatory information that may be missing. If the validation is unsuccessful, return to your Completion to make the necessary changes noted within the error message. Repeat the validation step once this is completed.

Press the Submit Components button, review the Applicant Agreement, and press Yes to confirm your submission. Wait until you see a green bar confirming your submission. You will also receive an email confirmation within 24 hours.

Your Project Coordinator will review your submitted Completion within a few weeks and will email you if the final review has been completed without any issues. If any information or documentation is unclear or missing from your Completion, you will be given a Grace Period of 7 days to submit the requested material. No further extensions are available. Should the Grace Period pass, you will be put On Hold for 30 days. After 30 days, you will be placed in Pre-Default. If the material is still not provided within six months from the date of the Grace Period notice, you will be in Default with FACTOR, and your funding will be owed back. To prevent this from happening, please remember to keep in touch with your Project Coordinator. We're here to help!

## **Additional Helpful Documents**

[Artist Development Tips for Recipients](#)

[Artist Development Donated Services Form](#)

[Completion Guide](#)

[Expense Documentation Guide](#)

[FACTOR's Business Policies](#)

[Receipt for Services and/or Per Diems](#)

[Personal Vehicle Log](#)

[Pop Up Blocker Guide](#)