

**Artist Development Program Midterm Report**  
**2023-2024**

This template has been created to help you report on your progress. **Please write your report directly in this document, then attach it to an email to your Project Coordinator**. Save it using the following naming conventions: [Artist Name] Midterm [Month YYYY] (e.g., Example Band Midterm Report October 2024).

**Please review your approved Artist Development Plan (found by logging in to** [**portal.factor.ca**](https://portal.factor.ca/signin)**), and address each of the activities that you said you would do.** If everything is going as proposed, say so. If there is a problem or significant change that FACTOR should be made aware of, do so here. Remember, to retain the full $2,000 grant, you must be able to demonstrate that you have spent at least $2,667 on eligible expenses. See the [Artist Development – Tips for Recipients](https://factorportalprod.blob.core.windows.net/portal/Documents/Updates/FACTOR_Artist_Development_Tips_for_Recipients.pdf) document for more information.

**Artist Name:** [Enter Artist Name here]

**Applicant Name:** [Enter Applicant Name here]

**FACTOR Project #:** [Enter Project # here]

**Application Submission Date:** [Enter Application Submission Date here]

**MIDTERM REPORT**

Write a few sentences indicating how the project is going. Describe any particular challenges or problems and how you expect to deal with them. **Word count limit: 200 words.**

[Enter response here]