

**Support for Eligible Music Companies**

**Business Development Results**

**2023-2024**

Use this form to report on results from your previously submitted Business Development Plan.

Your plan may have included multiple projects (e.g. website re-design, opening a satellite office). There are 8 questions for each project. **Copy and paste the 8 questions into this one document for each project.**

For more information on eligible and ineligible expenses, please refer to the [Program Guidelines](https://factorportalprod.blob.core.windows.net/portal/Documents/Updates/FACTOR_Support_for_Eligible_Music_Companies_Program_Guidelines.pdf).

If you have any questions or require assistance, contact your Project Coordinator.

**Resources**

[Completion Guide](https://factorportalprod.blob.core.windows.net/portal/Documents/Updates/FACTOR_Completion_Guide.pdf)

[Program & Component Guidelines: Support for Eligible Music Companies](https://factorportalprod.blob.core.windows.net/portal/Documents/Updates/FACTOR_Support_for_Eligible_Music_Companies_Program_Guidelines.pdf)

[Business Policies](https://factorportalprod.blob.core.windows.net/portal/Documents/Updates/FACTOR_Business_Policies.pdf)

[Employee Time Allocation Form](https://factorportalprod.blob.core.windows.net/portal/Documents/Updates/FACTOR_Employee_Time_Allocation_Form.docx)

[Letter of Direction Form](https://factorportalprod.blob.core.windows.net/portal/Documents/Updates/FACTOR_Letter_of_Direction.pdf)

Applicant Name: [ENTER HERE]

FACTOR Project Number: [ENTER HERE]

1. **Project Title: [ENTER HERE]**
2. **Description**

Briefly describe your Business Development project.

[ENTER RESPONSE HERE]

1. **Objective**

How did the project grow, enhance and/or expand the existing scope and capacity of your business? Explain if the objective was satisfactorily met and if not, what would you do differently?

[ENTER RESPONSE HERE]

1. **Timeline**

Start Date: [ENTER RESPONSE HERE]

End Date: [ENTER RESPONSE HERE]

Were milestones or phases of your project met? If not, explain why.

[ENTER RESPONSE HERE]

1. **Activities and Tasks**

A project is made up of activities or tasks required to meet the objective. List the high-level activities, tasks, or steps of the project. Use the same language or expense descriptions in your application budget.

[ENTER RESPONSE HERE]

1. **Staffing**

Eligible staffing costs can only be claimed where incurred exclusively relating to the project's execution. If you are claiming staffing costs identify the following:

* How the expenses relate to this project;
* Who did the work, providing names and titles, and if that person is employed by the company;
* How the salary relates to the project’s implementation, and how this differs from regular staffing costs; and
* The nature of the work will be, and how much of their time it took.

[ENTER RESPONSE HERE]

1. **Subscriptions**

If you are claiming database subscriptions costs for any of the business activities (e.g. Nielsen SoundScan, Music Connect, BuzzAngle, Mediabase, DBS, PollStar), describe how they were relevant to the project's successful implementation.

[ENTER RESPONSE HERE]

Total cost of subscriptions for this project: [ENTER RESPONSE HERE]

Percentage of subscription costs claimed to FACTOR for this project: [ENTER RESPONSE HERE]

1. **Deliverables**

How have you measured the success of the project? Did you achieve the deliverables for each activity? Explain your results and provide reasons for any variances.

[ENTER RESPONSE HERE]

**Copy and paste questions 1 through 8 for any additional projects.**

