



Letter of Direction

If you are a FACTOR grant recipient and you wish to direct FACTOR to pay a portion of your grant to a supplier or other party for your project on your behalf, you may use the sample letter on the following page.

Please copy the exact wording on the following page onto your letterhead and fill in the blanks accordingly.

Please note the following:

1. Any payment made at your direction is deducted from the Disbursement Amount i.e. the final amount of money that FACTOR contributes to your project. However, you remain responsible for any tax implications of the full amount of the Disbursement Amount.
2. FACTOR accepts no responsibility or liability for any consequence or dispute arising from this Letter of Direction.
3. FACTOR can only accept a maximum of three (3) Letters of Direction per project.
4. **NEW:** Due to the COVID-19 pandemic, directed payments can only be issued as [direct deposits](#). A copy of the directed payee's void cheque or bank-issued direct deposit form must be submitted with the Letter of Direction.

FACTOR Letter of Direction

TO: FACTOR
247 Spadina Ave, 3rd floor
Toronto, ON M5T 3A8

FROM: (your name and address) Note: Only the Applicant/Recipient on file may authorize and sign this document.

RE: FACTOR Project # _____ (the "Project") Artist: _____

WHEREAS:

1. The Undersigned and FACTOR have entered into a General Agreement and Annex thereto dated (jointly and severally, "the Agreement"), setting out the terms and conditions under which FACTOR shall make a financial contribution (the "Disbursement") to the Project;
2. The Undersigned wishes FACTOR to remit a portion of the Disbursement to the party indicated below (the "Payee");
3. The Undersigned hereby warrants that the Payee has provided services, materials, or facilities on account; which: (check one)

___ the Undersigned claims as eligible Project costs. A copy of the invoice(s) for such service(s), material(s), or facility(ies) is attached hereto, or has been submitted to FACTOR along with the Completion. The Undersigned hereby certifies that such invoice(s) is/are true and correct; OR

___ are provided by the Payee in respect of the Project but which cannot or will not be claimed by the Undersigned as eligible Project costs.

NOW THEREFORE:

1. The Undersigned hereby directs FACTOR to remit to the Payee the amount of _____ (the "Remittance").
2. The Undersigned acknowledges and agrees that the Remittance shall constitute all or a portion of the Disbursement Amount as set out in the Agreement.
3. This Direction is provided for the administrative convenience of the Undersigned and conveys upon FACTOR neither responsibility nor liability to any party or third party other than to make the Remittance as directed herein.
4. This Direction shall be irrevocable, unless prior to making the Remittance or to disbursing any other portion of the Disbursement Amount, FACTOR shall be notified in writing by the Undersigned.

Agreed, dated, and signed this _____ day of _____, 20____.

NAME, ADDRESS AND EMAIL OF PAYEE

Signature of Recipient

Print Name