



Songwriter Development Program Guidelines 2020-2021

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Program Overview

1. The Songwriter Development program offers a \$2,000 subsidy toward a year of songwriting initiatives, such as domestic and international travel for co-writing sessions and trips, songwriting camps and workshops, and eligible showcases. FACTOR will reimburse 75% of eligible costs up to \$2,000.
2. Review of applications will take six to eight weeks from the date of application.
3. Funding for this program is provided by Canada's Private Radio Broadcasters.

Application Deadlines

4. Rolling deadline. Applications must be submitted to FACTOR at least one calendar day before travel departure.

Who Can Apply?

- **Professional Songwriters** – see new qualifying criteria for this rating under **How to Apply**.
5. Other parties such as record labels, artist managers, producers and music publishers may fill out the application on behalf of a songwriter; however, the songwriter must be the named Applicant and they must incur the costs directly. The costs may not be incurred by the label, manager, producer or publisher and then charged back to the songwriter.
 6. Applicants under 18 years of age must submit a signed [Parent or Legal Guardian Consent Form](#) with the application.
 7. A songwriter may receive one Songwriter Development grant per FACTOR fiscal year, to a maximum of two Songwriter Development grants in the lifetime of the program.
 8. Francophone songwriters who are writing primarily in French and developing their careers in a French-language market (e.g. Francophone Quebec, France) are expected to apply to [Musicaction](#).

How to Apply

9. Before you can apply, you must have a reviewed and rated Applicant Profile. Please go to the [How to Apply page on the FACTOR website](#) for instructions on creating and sharing profiles, followed by how to submit an application.
10. To apply for this program, you must select Songwriter as a business activity in your Applicant Profile. Save the page, and a new menu called Qualifying Criteria will appear at the top of the window. Under this menu, click on Professional Songwriter. On the Professional Songwriter page, to receive an Approved Songwriter rating, you need to enter the following information:
 - a. Registration details from your performing rights organization (e.g. SOCAN);
 - b. 3 commercially exploited copyrights in the past 12 months; and
 - c. 10 songs written or co-written in the past 12 months.
11. Once you have filled out all sections of the Applicant Profile, click the Request Review button on the main page. Professional songwriter approved ratings may take up to five business days to be assigned.
12. FACTOR welcomes and encourages applications from people with disabilities. Please contact your Project Coordinator or our [general information account](#) to discuss options for accommodations throughout the application process, as well as our [Application Accessibility Support Fund](#).

How This Program Works

13. The Songwriter Development program provides a \$2,000 grant which you can apply toward the costs of domestic and international travel for co-writing sessions and trips, songwriting camps and workshops, and eligible showcases.
14. The eligibility of your costs begins on the day you submit the application and ends one year after approval of the offer of funding. No extensions will be available to extend the Songwriter Development year or Completion deadline.
15. Eligible activities and costs in this program can include:
 - a. Co-writing trips for songwriting sessions with artists or other songwriters, to create work for a music publisher or synchronization placement.
 - b. Songwriting camps and workshops where the resulting songs are written for synchronization opportunities (for outside artists, for a music publisher, or the projects of the other writers participating in the writing sessions).
 - c. Attendance at showcases (if participation is not eligible to be funded under FACTOR's [Live Performance program](#)).
16. As part of your application, you must submit:
 - a. A current biography
 - b. Plans for your songwriter development year. This plan should set out all your intended activities. It should be as detailed as possible. You must outline where, when, why and how you intend to make your plan happen successfully. Please differentiate between activities and events that are confirmed, and those that might happen.
17. This program provides a contribution of 75% of your eligible costs up to \$2,000. To receive the full \$2,000 grant, you must complete the activities set out in your songwriter development plan and be able to prove that you incurred at least \$2,667 worth of eligible costs. All costs must be paid to other unrelated businesses. This means you cannot claim payments to yourself or to [related parties](#).
18. Once the application is approved, all significant changes should be approved by FACTOR to ensure the ongoing eligibility of the project and costs.
19. If your application is successful, you will enter into a General Agreement which sets out the terms of the grant. You must also provide your banking information to receive your grant via [direct deposit](#).
20. You will be required to submit a Completion 12 months after approval. In the Completion, you will provide final details from the year on:
 - a. Songs written, including percentages written or co-written by the applicant, plus details on song placements or commercial release;
 - b. Details on travel undertaken to participate in songwriting sessions; and
 - c. Business development opportunities garnered from the sessions.
21. **Recipient Accessibility Support Fund:** FACTOR grant recipients are eligible for top-up support to their project funding for costs related to accessibility. FACTOR will allow applications in this fund for up to \$5,000 each fiscal year, not to exceed \$5,000 per project. Eligible costs claimed under this fund will be reimbursed at 100%. This fund is open to artists and staff of music companies associated with the project Artist or Applicant. Support for this fund is provided exclusively by Canada's Private Radio Broadcasters. See more details on [FACTOR's Accessibility page](#).

Eligible Costs

22. Generally, eligible costs must be:
 - a. Bona fide costs paid out-of-pocket by the applicant to providers that are not employed by or related parties to the applicant.
 - b. Paid to Canadians and Canadian owned and controlled companies, for goods and services delivered in Canada.
 - c. Incurred after the application has been received at FACTOR. FACTOR may allow certain earlier costs on a case-by-case basis.
 - d. Incurred and paid prior to the date of submission of the Completion, or prior to the final Completion deadline, whichever is earlier.

- e. Verifiable with invoices, receipts and proof of payment, submitted upon Completion. FACTOR reserves the right to contact the vendor, and to reject any costs it deems, in its sole opinion, insufficiently supported.

23. **Cash payments** – no limit will be applied to payments made in cash provided that:

- a. Incidental purchases under \$100 (e.g. gas, small goods) are supported by a cash register receipt.
- b. Lease or purchase of all other goods and services must be supported by a receipt issued by the payee indicating clearly all the following:
 - i. The name and address of the organization or individual who provided the goods or services.
 - ii. The name of the individual who purchased the goods or service.
 - iii. The goods or services purchased in detail, such as item description, quantity, unit price, additional charges and applicable taxes.
 - iv. The transaction date (including the dates of service or delivery if applicable).

24. **Travel costs** – travel costs in all programs must follow the spirit and intent of the Treasury Board Guidelines, namely that these costs do not exceed the rates specified in the [Government of Canada Travel Directive](#). For this program, eligible travel costs include:

- a. Travel fares (air, train, bus, etc.).
- b. Use of privately-owned vehicles at an all-in gas and mileage rate of \$0.58/km. Applicants will be required to submit [FACTOR's Vehicle Log form](#). If the all-in private vehicle rate is claimed, then gas receipts will not be eligible.
- c. Hotel and other public rental accommodations to a maximum of \$300 per night.
- d. Long distance mobile phone charges incurred during the trip.
- e. Travel insurance for the trip.
- f. Registration fees for eligible travelers to attend domestic and international music industry showcases if approved by FACTOR in the original application.
- g. Local ground transportation (such as taxis and public transit costs) and parking costs to a maximum of \$100 per day.
- h. Per diems are allowable to a maximum of \$100, per day, for no more than nine days. If paid in cash, it must be supported by FACTOR's [Receipt for Services form](#) signed by the payee.
- i. For each event or trip, FACTOR will recognize a maximum of seven days attendance, plus two days of travel; and a maximum of eight night's hotel accommodations.

25. FACTOR always reserves the right to allow, disallow, or modify costs. It is advisable to discuss any significant changes to your budget before Completion. If you are uncertain about the eligibility of a cost, please contact FACTOR before incurring that cost. For a project and costs to remain eligible, applicants must notify FACTOR immediately of any significant change to the original application or budget submitted. A significant change would be one that impacts more than 25% of the budget.

26. The costs below are ineligible for this program:

- a. Travel expenses for anyone other than the applicant
- b. Non-Canadian costs, except for costs incurred while traveling outside of Canada
- c. Non-Canadian costs, except for costs incurred while traveling outside of Canada
- d. Taxes that are subject to rebate to the recipient (such as VAT, HST)
- e. Equipment purchases
- f. Cost-of-living expenses like rent and utilities
- g. Voice or instrument lesson
- h. Membership fees or dues
- i. Non-cash expenses (in-kind or donated services)

This is not an exhaustive list so please contact your Project Coordinator to discuss eligibility of any costs that aren't explicitly set out in these guidelines.

27. You may not claim any costs in this program that are being covered by any other FACTOR-funded project. No administration fees are available for this program.

Funding and Payments

28. Applicants to every FACTOR program must declare any other public funding received or expected to be received toward the same project costs they are claiming to FACTOR. FACTOR's contribution plus any other public funding cannot exceed 100% of the project's total eligible budget. See [Glossary: Public Funding](#).
29. Funding under the Songwriter Development program is a grant paid in advance when the application is approved, and the General Agreement has been executed. FACTOR may award the full amount requested in the application but reserves the right to award a lesser amount based on its assessment of the applicant's proposed expenses, the total amount of funding available, or for any other reason.

Project Completion

Please review the [Completion Guide](#) for detailed instructions.

30. If approved, you will be given a Completion deadline that is 12 months after approval of your Songwriter Development grant. **No extensions will be granted.** Before that deadline, you must complete and submit all sections of the Completion (including Results, Component Information and Public Funding).
31. For Songwriter Development projects approved after April 1, 2020, a cost report and supporting expense documentation do 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.
32. Once submitted to FACTOR, the Completion will be deemed by FACTOR to be your true, accurate, and final accounting, and may not be unsubmitted, amended or deleted.
33. Applicants should retain all their invoices, receipts and proofs of payment for seven years for FACTOR and Revenue Canada taxation purposes.
34. You must provide the appropriate logo and acknowledgment on any press and promotional material and any digital assets you create with the funding. Please see [FACTOR's Logo and Acknowledgment Guide](#).

FACTOR is committed to reflecting the diversity of the Canadian population in its programs and operations. We are committed to ensuring universal access to all funds and services, including all musical expressions and talent. We will also in our work encourage these values of diversity and inclusiveness within the broader Canadian music sector.