



Songwriter Support for Music Publishers Component Guidelines 2020-2021

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Funding Limits

1. The total funding limit per FACTOR fiscal year in the Songwriter Support for Music Publishers component of the Support for Eligible Music Companies program is:
 - \$10,000 for music publishers rated 2, and
 - \$20,000 for music publishers rated 3
2. Funding for this component is provided by Canada's Private Radio Broadcasters.

Eligible Activities

3. Songwriter Support for Music Publishers applications must be submitted at least one calendar day in advance of departure, for travel taking place between April 1, 2020 and March 31, 2021. Generally, intended travel dates should take place no more than six months from the date of application.
4. Music publishers will forecast trips, sessions, and initiatives for a named songwriter. Music publishers may apply for initiatives supporting one or more of their songwriters per FACTOR fiscal year, up to the funding cap. Applicants can apply for one or multiple songwriters within an application component in their Support for Eligible Music Companies program project. Note: only the named songwriter is eligible for travel costs.
5. Co-writing projects will be the focus for this program. Priority is given to the projects listed below:
 - a. Co-writing trips to other cities domestically and internationally. The majority of the dates listed in the application must include songwriting sessions with artists or other songwriters, for the music publisher or synchronization placement.
 - b. Songwriting camps and workshops where the resulting songs are written for synchronization opportunities (for outside artists, for the music publisher, or the projects of the other writers participating in the writing sessions).
 - c. Attendance at showcases for the named songwriter (where the named songwriter is not eligible to be funded under FACTOR's [Live Performance program](#)).

Eligible Costs – Songwriter Support for Music Publishers

6. Funding in this component is intended to cover the costs of domestic and international travel. Eligible costs in this component are subject to the spirit and intent of the federal government [Travel Directive](#). Please see the [Support for Eligible Music Companies Program Guidelines](#) for additional rules and limits on travel costs.
7. FACTOR will only recognize expenses incurred in the fiscal year of application (April 1 – March 31). "Incurred" means the goods have been purchased and paid for, or the services have been delivered and have been paid for, within the FACTOR fiscal year.
8. Eligible costs for this component 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. 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 to a maximum of \$100 per day, for no more than 9 days.
 - i. For each event or trip, a maximum of 7 days attendance, plus 2 days of travel; and a maximum of 8 night's hotel accommodations.
9. For trips, sessions and initiatives taking place within a 300-km radius or 3 hours' drive away from the named songwriter's home city, only the following costs will be eligible: Registration Fee and local ground transportation to a maximum of \$100.
10. Travel fares, registration and accommodation expenses that are booked and paid reasonably prior to the application being submitted may be recognized, provided that those costs must be clearly connected to the purpose of the approved travel.
11. Ineligible costs for this component include:
- a. Any in-house or related party costs.
 - b. Entertainment and hospitality costs (e.g. lunch, drinks, dinner) for persons other than the named songwriter. Meal costs for the named songwriter are covered under per diems.
 - c. Rental costs for privately-owned vehicles.
 - d. Tickets purchased with airline points or the purchase of points for tickets or upgrades.
 - e. Event tickets not included in the cost of registration.
 - f. Annual membership fees.

Component Completion

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

12. For every component of the project, Applicants must compile and organize all invoices, receipts and proofs of payment, then enter the amounts being claimed into the FACTOR Cost Report, which can be downloaded from the Budget page of the Completion. Applicants must upload the Cost Report and all related expense documentation, then complete and submit all other sections of the Completion (including Budget, Results, Component Information and Public Funding).
13. Once submitted to FACTOR, the Completion will be deemed by FACTOR to be the recipient's true, accurate, and final accounting, and may not be unsubmitted, amended or deleted.
- 14. Logo and Acknowledgment Requirements:** all recipients of funding from this component must acknowledge FACTOR on all physical and digital materials, all press releases and promotional material funded by this component, and on the company's website. See [FACTOR's Logo and Acknowledgment Guide](#).