



Songwriter's Workshop Support

Program Guidelines

2017-2018

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Program Overview

1. The Songwriter's Workshop Support Program offers a grant to Canadian Professional Songwriters to attend workshops and seminars that help develop their careers as professional songwriters writing primarily for performers other than themselves. The maximum amount of funding available for the attendee is 75% of the Total Eligible Budget to a maximum of \$750.
2. Review of applications will take six to eight weeks from Application date.
3. Funding for this program is provided by Canada's Private Radio Broadcasters and the Department of Canadian Heritage's New Musical Works Component.

Application Deadline

4. Rolling Deadlines. Application may be submitted any time but applicants are advised to apply at least three months prior to workshop start date.

Who Can Apply?

- **Professional Songwriters**

5. A Professional Songwriter is a Canadian Songwriter with membership in a Performing Rights Organization, and whose songs are primarily intended to be performed and/or recorded by someone other than the songwriter. Songwriters who are writing mainly for themselves or their own band may not be eligible.
6. Artist Managers and Music Publishers may complete an application on behalf of a Professional Songwriter, but the Professional Songwriter must be the named Applicant.
7. Each Professional Songwriter may receive a maximum of **five Songwriter's Workshop Support grants** in the lifetime of this Program.

How This Program Works

8. This Program is intended to support Professional Songwriters who are in the business of writing songs for other people to perform. It is not intended for songwriters who are writing songs for themselves or their own band.
9. Applicants must provide Proof of Registration and Proof of Payment of registration fees upon application.

10. Please submit one Application for each eligible event. The event may be domestic or international. It must take the form of an organized, educational workshop or seminar which covers the craft and/or business of songwriting, which charges a registration fee to attend. FACTOR must recognize the event as one that matches the strategic goals outlined in the Application and reserves the right to reject any event as unsuitable.
11. Once the Application is approved, changes to the proposed activities having a budget impact of 25% or less of Eligible Costs may be made without FACTOR pre-approval, subject to the cap, if any. All other changes must be approved by FACTOR.

How To Apply

12. Before you can apply, you must have an approved and rated Applicant Profile. Please go to the [How To Apply page on the FACTOR website](#) for instructions on creating and sharing Applicant Profiles, followed by how to submit an application.
13. All Applicants should read FACTOR's [Glossary of Standard Terms and Business Policies](#) before starting an application.

Eligible Costs – General Terms

14. These terms apply to all FACTOR Programs. Please see [Eligible Costs – This Program](#) (below) for details related to the Songwriters Workshop program. Applicants are strongly advised to read and understand both sections, and to contact FACTOR prior to submitting an Application to ensure eligibility of the proposed costs.
15. Only those costs identified by the Applicant in the Application and approved by FACTOR will be deemed Eligible Costs.
16. As a general rule, Eligible Costs must be bona fide costs paid out-of-pocket by the Applicant to providers that are not employed by or related parties to the Applicant. Non-cash costs are generally ineligible for reimbursement by FACTOR. Applicants are advised to discuss the eligibility of any and all non-cash costs with FACTOR in advance.
17. Where FACTOR allows Eligible Costs to be expended In-House, those costs must be charged, in FACTOR's sole opinion, at verifiable fair market value with no mark-up. For In-House services, the party providing the services must be in the business of, or professionally employed to provide such services. Likewise, allowable costs paid to Related Parties must also be charged at verifiable fair market value with no mark-up. Please see the Program Guidelines and Component Guidelines for details.
18. Eligible Costs are those paid to Canadians and Canadian owned and controlled companies, for goods and services delivered in Canada. Notwithstanding the foregoing, FACTOR will recognize eligible costs related to non- Canadian Artist Members.
19. Goods and services purchased from individual Canadians living outside of Canada will be deemed Eligible Costs. Goods and services purchased from Canadian-owned businesses physically located outside of Canada will be deemed Eligible Costs provided that the business continues to have significant commercial activity or maintains a head office in Canada.
20. Generally, and unless otherwise explicitly allowed by FACTOR, you may not apply for costs that you have already incurred. Eligible Costs will begin to be deemed eligible after the Application has been received at FACTOR. For clarity: as soon as your application has been received by FACTOR, you may begin incurring Eligible Costs. Costs incurred and paid prior to the submission of an Application are generally deemed ineligible. FACTOR may allow certain earlier costs on a case-by-case basis.
21. Costs incurred after the original Completion deadline, and any FACTOR-authorized extensions to that deadline, are ineligible.

22. Costs must be verifiable with invoices, receipts and Proof of Payment. Unless otherwise noted or explicitly allowed by FACTOR, Proof of Payment must be submitted upon Completion, as a condition of funding.
23. Except for specific costs as noted in the Program Guidelines or the Business Policies, costs will only be deemed Eligible if they are incurred and paid prior to the date of submission of the Completion, or prior to the final Completion Deadline, whichever is earlier. Costs that are incurred after the expiration of a Completion Deadline and any FACTOR-approved extensions to the Completion Deadline will not be allowed, except by express permission of FACTOR.

24. Cash payments – for all components excluding Tour Support, Showcase and Business Travel:

- a. Incidental purchases under \$100 (e.g. gas, small goods) must be supported by a cash register receipt.
- b. Lease or purchase of goods and services under \$500, excluding per diems, must be supported by a detailed receipt issued by the payee indicating clearly all of 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, extended price, additional charges and applicable taxes.
 - iv. The transaction date (including the dates of service or delivery if applicable).
- c. Per diems under \$500 must be supported by a FACTOR-provided [Receipt for Services form](#) signed by the payee.
- d. FACTOR will not reimburse expenses paid in cash where the claim is a lease or purchase of goods and services over \$500 including but not limited to: personnel costs, fees for personal services, per diems, studio and equipment rentals, travel fares, hotel rooms, and vehicle rentals. Such costs must be paid by cheque, email transfer, credit card, interbank transfer, wire transfer or money order and supported by a detailed invoice or receipt as described above.

25. *NEW* - For Tour Support, Showcase and Business Travel components, no limit will be applied to payments made in cash provided that:

- a. Incidental purchases under \$100 (e.g. gas, small goods) must be supported by a cash register receipt.
- b. Personnel costs, fees for personal services and per diems paid in cash to individual persons must be supported by a FACTOR-provided Receipt for Services form signed by the payee.
- c. Lease or purchase of all other goods and services must be supported by a receipt issued by the payee indicating clearly all of 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, extended price, additional charges and applicable taxes.
 - iv. The transaction date (including the dates of service or delivery if applicable).

26. Receipts in all cases must be sufficiently detailed to show the purchase is connected to the expense claim. Applicants must be able to identify and describe the item(s) or service(s) purchased. FACTOR reserves the right to contact the vendor, and to reject any costs it deems, in its sole opinion, insufficiently supported.

27. 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](#). In the event of a discrepancy between a maximum reimbursable cost published by FACTOR and the same cost published by the Treasury Board Guidelines, the lesser cost shall be applied. In addition to the limits proposed by the Treasury Board Guidelines, travel costs in all Programs are subject to the following:

- a. Hotel room or one-bedroom suite: Costs will be recognized at a maximum of \$300 per room or per suite per night, regardless of the number of occupants.
- b. Hotel suite with more than one bedroom, where the suite is occupied by more than one eligible traveler in the same application: Costs will be recognized at the lesser of (a) the actual suite costs; or (b) \$300 per bedroom per night.

- c. Private room, apartment or house rented through a public, commercial agency (e.g. Airbnb), where the claimant is the only tenant of the rental property: Costs will be recognized at a maximum of \$300 per night.
- d. Private rooms, apartment and house rentals rented through a public agency (e.g. Airbnb), and hotel suites with several rooms, where the claimant is sharing the tenancy with other (non-funded) people: Costs will be recognized at the lesser of: (a) the actual room rental cost for one room as indicated on the agency or hotel invoice, to a maximum of \$300 per room per night; or (b) the total rental cost divided by the number of bedrooms in the property, to a maximum of \$300 per night. In the case of a shared tenancy, all tenants will be presumed to have paid a proportional share of the rental cost.
- e. Private, non-commercial accommodation costs (e.g. rooms in privately-owned apartments and houses not rented through an agency) will be recognized at the maximums published by the Travel Directive.
- f. Flight costs, where eligible, will be recognized by FACTOR for economy-rate tickets only (business and first class tickets are not eligible).
- g. No dollar value will be attributable to air miles, frequent flyer points or similar programs. However, FACTOR may recognize a cash fee charged by the points provider.
- h. Applicants are urged to ensure that each person traveling is covered by trip cancellation, health/medical and accident insurance appropriate to the length and location of the visit to the country in which any funded travel occurs. In the event that a trip or any portion thereof is canceled such that all or any portion of approved Eligible Costs is forfeit, the Applicant is required to recover the maximum amount available under its travel insurance. FACTOR will cover 50% of any remaining non-refundable costs.

28. Ineligible costs in all Programs include, but are not limited to:

- a. Equipment purchases and purchases of capital assets;
- b. Taxes that are subject to rebate to the Recipient (such as VAT, HST);
- c. Musicians' union dues, penalties, fines, pension contributions and any other union-mandated payments;
- d. CD, vinyl or other music media manufacturing and duplication costs, except where allowed within the allowance for promotional, not-for sale costs.

29. FACTOR reserves the right at all times 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. In order 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.

30. In some Programs, FACTOR allows an Administration Fee to be added to the Total Eligible Costs, calculated as a set percentage of those costs. The current schedule of Administration Fees is set out in [Schedule A of the Business Policies](#), and also in the Component Guidelines. The Administration Fee is intended to contribute to overhead costs such as occupancy, staffing, and other day-to-day costs of running a business, which costs cannot be claimed elsewhere in the budget. The Administration Fee is not required to be documented on Completion.

31. The Administration Fee is not required by FACTOR to be paid to a grant writer, administrator, or any other supplier. The amount and method of payment due to a grant writer or any other supplier is a matter of contract between the Recipient and such supplier.

32. Musicians' fees - Where applicable, fees paid to musicians will be recognized as follows:

- a. For sound recording work, musicians' fees will be capped at a rate of \$400 per studio session, to a maximum of one session per track. The day rate includes overtime pay for the session, if any.
- b. "Leader fees" paid to third-parties will be eligible at up to double the day rate, but only if the session is contracted pursuant to a musician's union contract, and that contract is submitted to FACTOR. Royalty players (i.e. the artist and its members) may not claim a leader fee to FACTOR.
- c. For live performances, musicians' fees will be capped at a show rate of \$300 per show. The show rate includes all paid performances in one calendar day.
- d. Cash payments to musicians may only be eligible for FACTOR reimbursement if they conform to the policy on Cash Payments set out above. For reimbursement by FACTOR, the musician's fee must be supported by an invoice from the musician to the applicant, along with proof of payment showing the invoice was paid.

- e. Per diems paid to musicians will be recognized in addition to the above rates, to a maximum of \$50 per person per day. Claims to FACTOR for reimbursement of per diems paid in cash must be accompanied by a [Receipt for Services](#) form.
- f. Additional union-mandated payments such as dues, fines, pension contributions, etc. are not eligible for FACTOR reimbursement.
- g. FACTOR may recognize Donated Services only as follows: (i) in the Artist Development Program, provided that the applicant must submit an Artist’s Donated Services form; and (ii) when the Artist is the Applicant, FACTOR will recognize donated services for live performances in a Tour or Showcase component, to a maximum of \$150 per Artist Member, per show. Applicants may not claim Donated Services in respect of Hired Musicians or Hired Crew.

Eligible Costs – This Program

- 33. Songwriter’s Workshop Support Program funding can be used to pay for the costs related to travel, accommodation, and registration for up to three consecutive days of attendance (including travel) to eligible events.
- 34. Per diems will be recognized at a maximum of \$50 per day for up to three days.
- 35. Excepting Registration Fees, costs must be incurred within FACTOR’s current fiscal year, which runs April 1 to March 31.
- 36. Ineligible costs include:
 - a. Registration fees for on-line courses.
 - b. Costs to attend songwriting circles or music review panels (otherwise known as “date with a tape” events) at music industry conferences.
 - c. Cost of travel to co-write with other songwriters, unless it is part of a professional workshop.

Funding and Payments

- 37. Funding under the Songwriter’s Workshop Support Program is a Grant and is paid in advance. However, FACTOR reserves the right to remove any ineligible expenses from your final completion budget. This may lead to a reduction in the amount of funding for which you are eligible, and in some cases it may result in you having to return a portion of the advance. 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, or based on the total amount of funding available, or for any other reason.
- 38. 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 Business Policies: Public Funding.
- 39. To receive FACTOR funding, you must submit banking information for [Direct Deposit](#).
- 40. Please note that the funding received from the Songwriter’s Workshop Support Program counts toward the Annual Funding Cap (see [Business Policies: Annual Funding Cap](#)).

Project Completion

- 41. Before your Completion deadline, you 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 Report. Applicants must then upload the Cost Report along with all related payment documentation, then complete and submit all other sections of the online Completion Report for the project component.
- 42. Remember that this grant only covers 75% of the Total Eligible Budget. You are required to spend at least 25% of the total project costs out of your own pocket. In order to achieve the maximum funding of \$750, you must have spent and be able to show receipts for eligible costs totaling at least \$1,000.