

## Sponsorship Application and Completion Tutorial

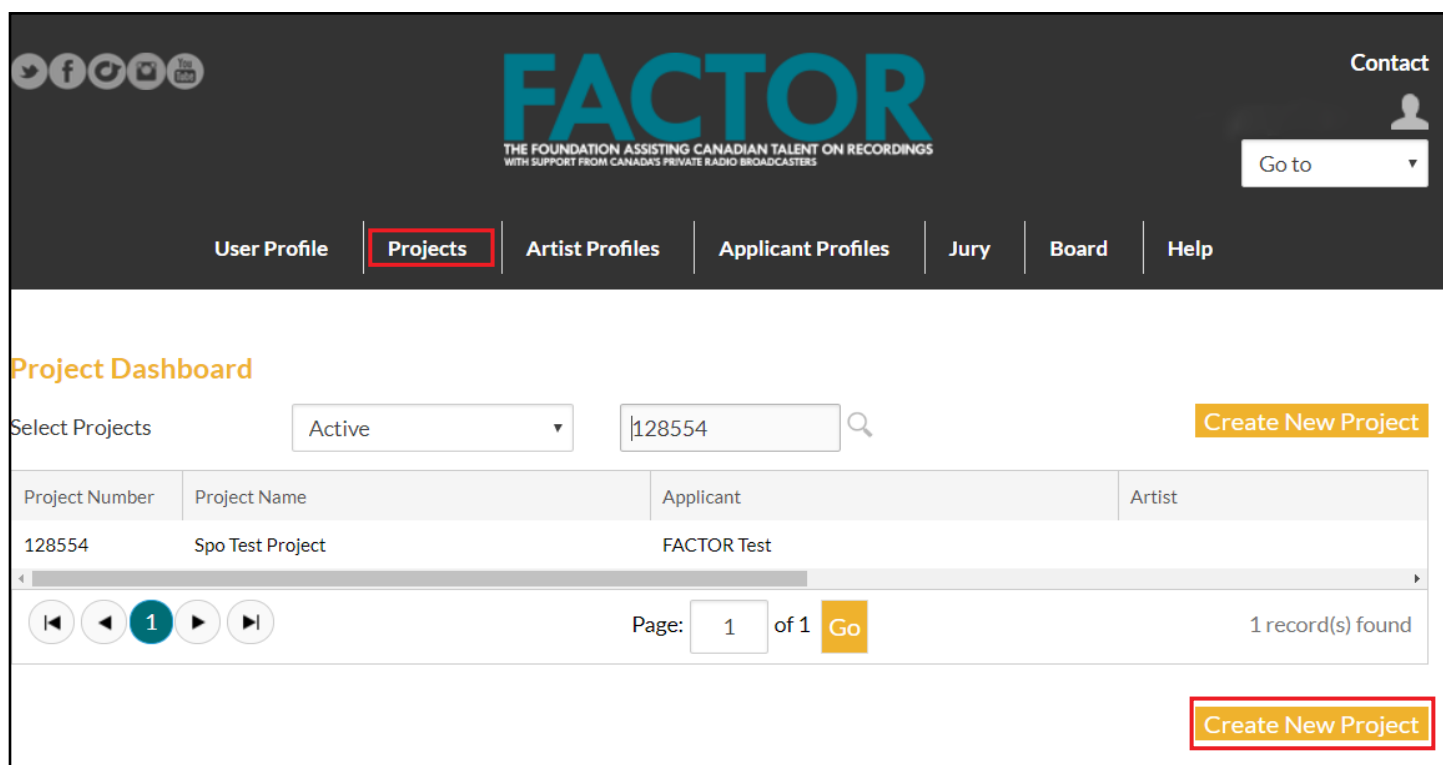
### 2018-2019

*Published April 1, 2018*

### How to Complete and Submit Your Application

#### 1. Log in to the portal and create a project.

Start by going to [portal.factor.ca](http://portal.factor.ca) and signing in to your account. To create a project and complete an Application, navigate to the Projects Dashboard from the top menu by clicking Projects. When the page refreshes, click the Create New Project button. This will open a new window, so ensure that your pop-up blocker is disabled, or your browser is set up to allow pop-ups from the FACTOR portal. Check our [Pop-Up Tutorial](#).



The screenshot shows the FACTOR portal's Projects Dashboard. At the top, there's a navigation bar with the FACTOR logo and a 'Contact' link. Below this is a menu with 'User Profile', 'Projects' (highlighted with a red box), 'Artist Profiles', 'Applicant Profiles', 'Jury', 'Board', and 'Help'. The main content area is titled 'Project Dashboard' and features a search bar with 'Active' selected and '128554' entered. A 'Create New Project' button is visible. Below the search bar is a table with columns: Project Number, Project Name, Applicant, and Artist. The table contains one row: 128554, Spo Test Project, FACTOR Test. At the bottom, there's a pagination bar showing 'Page: 1 of 1' and a 'Go' button. A 'Create New Project' button is also present at the bottom right of the dashboard area.

Project Number	Project Name	Applicant	Artist
128554	Spo Test Project	FACTOR Test	

Select the Applicant Profile of the individual, company, or organization that is seeking Sponsorship funding from the Applicant drop-down menu, then select Sponsorship from the Program drop-down menu. Enter a name for your project in the Project Name field, then press the Save button at the top right corner.

Create/Edit a Project

SaveClose

To create a new Project:

- Select an Applicant Profile
- Select an Artist Profile, if applicable. Not all programs require an Artist Profile, e.g. Support for Eligible Music Companies, Collective Initiatives.
- Select a Program, then the Program Component(s)
- Name your Project
- Press Save. Close this window and open the Project from your Project Dashboard to start filling out the Application.

If an existing Profile does not appear below, your Username has not been granted Read & Write User Access to the Profile. This level of access may only be granted by the Profile's Administrator. Please contact the Artist or Applicant to request access. If the Profile has not been created please return to the Artist or Applicant Dashboard and click Add to create the Profile.

NOTE: If the Program or Components you are interested in do not appear it means the selected Profile does not have an eligible Rating. For more info see [Applicant Types/Ratings](#).

Applicant

FACTOR Test

Artist

Program

Sponsorship

Project Name

FACTOR Tutorial

Components

☒ Sponsorship

Program eligibility is not guaranteed. Please refer to our [Program Guidelines](#) for more information on eligibility requirements. If the Programs drop-down is empty, please check that your Applicant and/or Artist Profiles have been rated by FACTOR.

A green bar will appear at the top of the window to confirm that the project has been created successfully. Close this window.

Edit Project Info

SaveClose

Save was successful.

To create a new Project:

- Select an Applicant Profile
- Select an Artist Profile, if applicable. Not all programs require an Artist Profile, e.g. Support for Eligible Music Companies, Collective Initiatives.
- Select a Program, then the Program Component(s)
- Name your Project
- Press Save. Close this window and open the Project from your Project Dashboard to start filling out the Application.

If an existing Profile does not appear below, your Username has not been granted Read & Write User Access to the Profile. This level of access may only be granted by the Profile's Administrator. Please contact the Artist or Applicant to request access. If the Profile has not been created please return to the Artist or Applicant Dashboard and click Add to create the Profile.

NOTE: If the Program or Components you are interested in do not appear it means the selected Profile does not have an eligible Rating. For more info see [Applicant Types/Ratings](#).

Applicant

FACTOR Test

Artist

Program

Sponsorship

Project Name

FACTOR Tutorial

Program eligibility is not guaranteed. Please refer to our [Program Guidelines](#) for more information on eligibility requirements. If the Programs drop-down is empty, please check that your Applicant and/or Artist Profiles have been rated by FACTOR.

## 2. Open the Application component.

Back on the Projects Dashboard, you should see your new project. To start filling out the Application, select your new project from the table by clicking on the project name. A new window will open with the Sponsorship Application component.

Project Dashboard

Select Projects

Project Number	Project Name	Applicant	Artist
128557	FACTOR Tutorial	FACTOR Test	

Page: 1 of 1  1 record(s) found

To open the Application form, click on “Sponsorship” under the Component column.

Project Number: 128557  
Project Name: FACTOR Tutorial  
Applicant: FACTOR Test  
Artist: Karina Moldovan  
Project Coordinator: Karina Moldovan  
Status: Active  
Date Submitted:   
Date Approved:   
Date Offer Accepted:   
Date Closed:   
Project Name:

Notes to Applicant

Component	Component Name	Component Type	Next Milestone	Next Milestone Date
Sponsorship	Sponsorship	Application		

Page: 1 of 1  1 record(s) found

To add a new Component: Click Add Component above. This will create an Application Component in the Component Table. If approved, your Application's corresponding Completion Component will appear automatically in the Component Table.

To open an existing Component: Hover your mouse over the Component column and click through. You will need to fill out these components in full prior to submitting your Application or Completion.

To successfully submit an Application or Completion: Come back to this Project Page after you have filled out the component. Click the Validate/Submit button above. This will check for potential errors, and then allow you to submit your Component for review. You will receive a submission confirmation email within 24 hours.

This will open a new window. You will see three tabs: Home, Component Information, and Budget.

Project Number Applicant Component Status Date Approved Date Closed	128557 FACTOR Test Sponsorship New	Project Name Artist Project Coordinator Date Submitted Completion Deadline	FACTOR Tutorial Karina Moldovan
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Home

Component Information

Budget

HOME

Welcome to your Application!

If you have not already done so at this time, please familiarize yourself with your project's [Program Guidelines](#) to ensure your application meets FACTOR's eligibility requirements. You can also check out our handy [Step by Step Guide to Applications](#).

To successfully create and submit an application to FACTOR, you must complete the following steps:

- The tabs above must be completed in full; this may include Goals, Component Information, Public Funding and Budget. Be sure to press Save after completing each tab.
- Once all required tabs are completed and saved, return to this Home page to enter your Total Request. This cannot exceed your Eligible Payout.
- Update the Component Name field below. For example, for a Showcase component, consider naming it after the showcase you are attending. Save the Home tab.
- You are now ready to submit your application to FACTOR. To do so, you must return to the project home page. Click the yellow Validate/Submit button below the chart displaying your application. Follow the steps provided. You should receive an email within 24 hours of submitting and validating your component. If you do not, the process has not been completed.

Component Name

Component Notes

### 3. Fill out the Component Information tab.

Start by clicking on the Component Information tab. You will enter information about your project. **WARNING: As you're typing your response, do not press the Enter key. This will close the component window.**


Project Number Applicant Component Status Date Approved Date Closed	128557 FACTOR Test Sponsorship New	Project Name Artist Project Coordinator Date Submitted Completion Deadline	FACTOR Tutorial Karina Moldovan
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Home

Component Information

Budget

Project Name

Project Start Date  

Project End Date  

Project City

Project Province/Territory

Project Type

Audience Size

**BRIEF HISTORY OF ORGANIZATION**  
Provide a brief history of your organization, outlining any notable accomplishments. Give

<p><b>DETAILS ON PROJECT</b> Provide a detailed description of your proposed project. How does your project/event work? Please provide notable logistical details that you'd like to share? Is it free for the public or ticketed? (1,000 words max)</p>	
<p><b>NEEDS</b> Why are you doing it? What needs will this project be addressing? Some examples: creating new audiences for Canadian artists, using your platform to give underrepresented genres a stage, etc. (500 words max)</p>	
<p><b>GOALS</b> What are your goals and how will a FACTOR sponsorship get you there? (300 words max)</p>	
<p><b>CONTINGENCY</b> What will you do if you fall short of your financing targets? Please be specific about how your project scope might change. (300 words max)</p>	
<p><b>PARTNERSHIP</b> If you are going to be working with any music industry partners (including your sponsors) please list them below and note what role they will be playing in this project. (300 words max)</p>	
<p><b>ARTIST/SPEAKER LINEUP</b> Complete this section if your project/event includes artists and/or speakers.</p> <p>Number of performance slots for Canadian artists and/or speakers</p> <p>Please list the Canadian artists and/or speakers who will perform or present at the</p>	<div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div>

Complete the following questions:

- Project Name, Project Start Date, Project End Date, Project City, Project Province/Territory, Project Type, Audience Size, Project Details, Project Needs, and Goals are all required.
- You are encouraged to provide information on contingency plans and any project partners.
- If your project or event includes artists and/or speakers, you should complete the Artist/Speaker Lineup section.
- Finally, there is a space at the bottom to upload any additional support materials, such as a sponsorship deck. To upload a file, click on the paperclip icon. A new window will open. Click the Select button to select the saved file from your computer. The window will refresh and display the File Name, which you may rename. Press the Save button in the top right corner. A green bar will appear at the top of the window to confirm that the file has been saved successfully. Close this window.

When you are finished with this page, or if you would like to return to your application later, be sure to press the Save button at the top right corner.

SaveClose

Project Number

Applicant

Component

Status

Date Approved

Date Closed

128557

FACTOR Test

Sponsorship

New

Project Name

Artist

Project Coordinator

Date Submitted

Completion Deadline

FACTOR Tutorial

Karina Moldovan

Home

Component Information

Budget

Project Name

Project Start Date

Project End Date

Project City

Project Province/Territory

Project Type

Audience Size

BRIEF HISTORY OF ORGANIZATION

DETAILS ON PROJECT

FACTOR Tutorial

June 01, 2018

November 30, 2018

Toronto

Ontario

Music Festival

3000

Provide a brief history of your organization, outlining any notable accomplishments. Give FACTOR an understanding of your ability to complete projects like the one you're applying for. Use examples of similar projects. (500 words)

Provide a detailed description of your proposed project. How does your

Provide a detailed description of your proposed project. How does your

#### 4. Complete your Application Budget spreadsheet and upload it to the Budget tab.

Next, click on the Budget tab. You will need to fill out and upload [FACTOR's Application Budget Spreadsheet](#). The Application Budget must be uploaded in an Excel file format. If you do not have access to Microsoft Excel, the budget form is compatible with the following free options: [Google Sheets](#) and [Open Office](#).

Project Number	128557	Project Name	FACTOR Tutorial
Applicant	FACTOR Test	Artist	
Component	Sponsorship	Project Coordinator	Karina Moldovan
Status	New	Date Submitted	
Date Approved		Completion Deadline	
Date Closed			

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Home	Component Information	Budget
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Follow the prompts below to complete the Budget section of your application.

Complete and Upload mandatory [Application Budget](#) spreadsheet

The Application Budget must be uploaded in Excel file format.  
If you do not have access to Microsoft Excel, the Application Budget is compatible with the following free options: Open Office and Google Drive.

To delete an incorrectly uploaded file, click edit beside the file name, check the Delete File box, and click Save.

Total Expenses

Enter the Total Expenses amount in the space provided below. This amount can be found on the Summary tab of your Application Budget spreadsheet.

In the Application Budget Spreadsheet, follow the instructions at the top of the Revenue and Expenses tabs to complete the budget spreadsheet. On the Summary tab, you will find the Total Expenses amount.

Navigate back to the Budget tab of the Application in the FACTOR portal and enter the Total Expenses amount from your budget spreadsheet.

Project Number	128557	Project Name	FACTOR Tutorial
Applicant	FACTOR Test	Artist	
Component	Sponsorship	Project Coordinator	Karina Moldovan
Status	New	Date Submitted	
Date Approved		Completion Deadline	
Date Closed			

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Home	Component Information	Budget
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Follow the prompts below to complete the Budget section of your application.

Complete and Upload mandatory [Application Budget](#) spreadsheet

The Application Budget must be uploaded in Excel file format.  
If you do not have access to Microsoft Excel, the Application Budget is compatible with the following free options: Open Office and Google Drive.

To delete an incorrectly uploaded file, click edit beside the file name, check the Delete File box, and click Save.

Total Expenses

Enter the Total Expenses amount in the space provided below. This amount can be found on the Summary tab of your Application Budget spreadsheet.

Upload your completed Application Budget Spreadsheet in Excel format by clicking on the paperclip icon. A new window will open. Click the Select button to select the saved Excel file from your computer.

Project Number	128557	Project Name	FACTOR Tutorial
Applicant	FACTOR Test	Artist	
Component	Sponsorship	Project Coordinator	Karina Moldovan
Status	New	Date Submitted	
Date Approved		Completion Deadline	
Date Closed			


  

Home	Component Information	Budget
------	-----------------------	--------

Follow the prompts below to complete the Budget section of your application.

Complete and Upload mandatory Application Budget spreadsheet

Total Expenses



The Application Budget must be uploaded in Excel file format. If you do not have access to Microsoft Excel, the Application Budget is compatible with the following free options: Open Office and Google Drive.

To delete an incorrectly uploaded file, click edit beside the file name, check the Delete File box, and click Save.

Enter the Total Expenses amount in the space provided below. This amount can be found on the Summary tab of your Application Budget spreadsheet.

Please select a file to upload

Allowed File Types

Select

.doc, .docx, .pdf, .xls, .xlsx, .jpg, .mov, .mp3, .png, .zip, .jpeg

The window will refresh and display the File Name, which you may rename. Press the Save button in the top right corner. A green bar will appear at the top of the window to confirm that the file has been saved successfully. You may close the file upload window.

Component		Save	Close
Save was successful.			
File Name	<input type="text" value="TEST-Budget Spreadsheet.xlsx"/>	The File Name may be edited for clarity, or renamed entirely. Press the Save button after making any changes.	
Security Level	<input type="text" value="Unrestricted"/>	Each file must be assigned a Security Level: <b>Unrestricted:</b> any User, with permission to view this profile or project can download and review the file in question. <b>User Confidential:</b> only the User who uploads the file can also download and review the file. <b>System Confidential:</b> only FACTOR can download and review the file. Users with permission to view a profile or project will be able to see the name of the attached file, but only FACTOR can actually download and review the file.	
Delete File	<input type="checkbox"/>	To delete a file, check the Delete File box and click Save.	
Download File	TEST-Budget Spreadsheet.xlsx		



## 5. Enter your Total Request on the Home tab.

Next, click on the Home tab of the Component window. You will see an updated summary of your Total Expenses and the Eligible Payout (the maximum amount you are able to request from FACTOR). Enter your FACTOR Sponsorship funding request amount in the Total Request field, then press the Save button in the top right corner. Once the page has saved successfully, close this window.

SaveClose

Date Closed

HomeComponent InformationBudget

HOME

Welcome to your Application!  
If you have not already done so at this time, please familiarize yourself with your project's [Program Guidelines](#) to ensure your application meets FACTOR's eligibility requirements. You can also check out our handy [Step by Step Guide to Applications](#).

To successfully create and submit an application to FACTOR, you must complete the following steps:

- The tabs above must be completed in full; this may include Goals, Component Information, Public Funding and Budget. Be sure to press Save after completing each tab.
- Once all required tabs are completed and saved, return to this Home page to enter your Total Request. This cannot exceed your Eligible Payout.
- Update the Component Name field below. For example, for a Showcase component, consider naming it after the showcase you are attending. Save the Home tab.
- You are now ready to submit your application to FACTOR. To do so, you must return to the project home page. Click the yellow Validate/Submit button below the chart displaying your application. Follow the steps provided. You should receive an email within 24 hours of submitting and validating your component. If you do not, the process has not been completed.

Component Name

Sponsorship

Component Notes

Eligible Payout

\$25,000.00

Total Request

\$3,000.00

## 6. Validate and submit your completed Application.

Back in the Project window, you are now ready to submit the Application for review. Click the Validate/Submit button. This will open a new window.

Project Number128557Requested Amount\$0.00

Project NameFACTOR TutorialTotal Offer\$0.00

ApplicantFACTOR Test

Artist

Project CoordinatorKarina Moldovan

StatusActive

Date Submitted

Date Approved

Date Offer Accepted

Date Closed

Project Name

FACTOR Tutorial

Notes to Applicant

Component	Component Name	Component Type	Next Milestone	Next Milestone Date
Sponsorship	Sponsorship	Application		

Page: 1 of 1 Go

1 record(s) found

Validate / Submit

Add ComponentDelete Component

To add a new Component: Click Add Component above. This will create an Application Component in the Component Table. If approved, your Application's corresponding Completion Component will appear automatically in the Component Table.

To open an existing Component: Hover your mouse over the Component column and click through. You will need to fill out these components in full prior to submitting your Application or Completion.

Click the Validate Components button.

**IMPORTANT INSTRUCTIONS**

This is a two-step process: you must first Validate and then Submit your Component(s).

- Select the Component(s) you wish to Validate i.e. check for potential errors. Click the 'Validate Components' button.
- If the Component(s) are already checked, this means that all Components must be validated and submitted *at the same time*. This is the case for such programs as Live Performance and Marketing & Promotion for Non-FACTOR Funded Sound Recordings. Components cannot be edited once they have been submitted.
- The results of the validation will appear in the table below. If the table is blank, no obvious errors have been found. You can now click the yellow 'Submit Components' button. You may also choose to close the page and make further edits to a Component before validating and submitting at a later date.
- To complete the process, you must click the yellow 'Submit Components' button.

	Application Component	Name	Component Type
<input checked="" type="checkbox"/>	Sponsorship	Sponsorship	Application

Validate Components

The system will check for any missing information that you must correct back in the application form. Otherwise, proceed by clicking the Submit Components button.

**IMPORTANT INSTRUCTIONS**

This is a two-step process: you must first Validate and then Submit your Component(s).

- Select the Component(s) you wish to Validate i.e. check for potential errors. Click the 'Validate Components' button.
- If the Component(s) are already checked, this means that all Components must be validated and submitted *at the same time*. This is the case for such programs as Live Performance and Marketing & Promotion for Non-FACTOR Funded Sound Recordings. Components cannot be edited once they have been submitted.
- The results of the validation will appear in the table below. If the table is blank, no obvious errors have been found. You can now click the yellow 'Submit Components' button. You may also choose to close the page and make further edits to a Component before validating and submitting at a later date.
- To complete the process, you must click the yellow 'Submit Components' button.

Name	Validation Result
Sponsorship	Summary and Funding Request must have a Total Request entered.
Sponsorship	Total Expenses is required
Sponsorship	Goals is required.

Submit Components

You will be prompted to agree to the Terms of Use and Privacy Policy, and confirm that the information provided is accurate. Check the four boxes to confirm, then click the Confirm button.

**IMPORTANT INSTRUCTIONS**

This is a two-step process: you must first Validate and then Submit your Component(s).

- Select the Component(s) you wish to Validate i.e. check for potential errors. Click the 'Validate Components' button.
- If the Component(s) are already checked, this means that all Components must be validated and submitted *at the same time*. This is the case for such programs as Live Performance and Marketing & Promotion for Non-FACTOR Funded Sound Recordings. Components cannot be edited once they have been submitted.
- The results of the validation will appear in the table below. If the table is blank, no obvious errors have been found. You can now click the yellow 'Submit Components' button. You may also choose to close the page and make further edits to a Component before validating and submitting at a later date.
- To complete the process, you must click the yellow 'Submit Components' button.

Name	Validation Result
Sponsorship	Summary and Funding Request must have a Total Request entered.
Sponsorship	Total Expenses is required
Sponsorship	Goals is required.

☒ I agree to be bound by the Online System Terms of Use and Privacy Policy, the Program Guidelines, the Business Policies and the General Agreement which together constitute the Terms of Application.

☒ I warrant that the information contained in this Application is accurate, true and complete, and that the Application (including all application and completion components, and its associated Artist Profile and Applicant Profile) has been prepared in good faith, and that any budget projections contained in the Application are based in fact and have been prepared according to best commercial practice, with due diligence and moderation.

☒ I further warrant that the Applicant has full right and title to exploit any copyrights or other intellectual property as contemplated in the Application, and to enter into an Agreement with FACTOR.

☒ I understand that FACTOR relies on the above warranties in making an offer of funding, and that a breach of warranty may result in such penalty as FACTOR deems appropriate, including but not limited to the withdrawal of funding and a loss of eligibility and standing for the artist and the applicant.

Mark each checkbox above and click "I Confirm" below to confirm that you have read and agree to the above statements.

I Confirm

No

Submit Components

A green bar will appear at the top of the window to confirm that the component was submitted successfully. Within ten minutes, you should also receive confirmation via email that the Completion was submitted.

The selected project components were successfully submitted.

#### IMPORTANT INSTRUCTIONS

This is a two-step process: you must first Validate and then Submit your Component(s).

- Select the Component(s) you wish to Validate i.e. check for potential errors. Click the 'Validate Components' button.
- If the Component(s) are already checked, this means that all Components must be validated and submitted *at the same time*. This is the case for such programs as Live Performance and Marketing & Promotion for Non-FACTOR Funded Sound Recordings. Components cannot be edited once they have been submitted.
- The results of the validation will appear in the table below. If the table is blank, no obvious errors have been found. You can now click the yellow 'Submit Components' button. You may also choose to close the page and make further edits to a Component before validating and submitting at a later date.
- To complete the process, you must click the yellow 'Submit Components' button.

Name	Validation Result
Sponsorship	Summary and Funding Request must have a Total Request entered.
Sponsorship	Total Expenses is required
Sponsorship	Goals is required.

Within 2 weeks, you will receive an email from your Project Coordinator confirming that the Completion has been reviewed and is satisfactory.

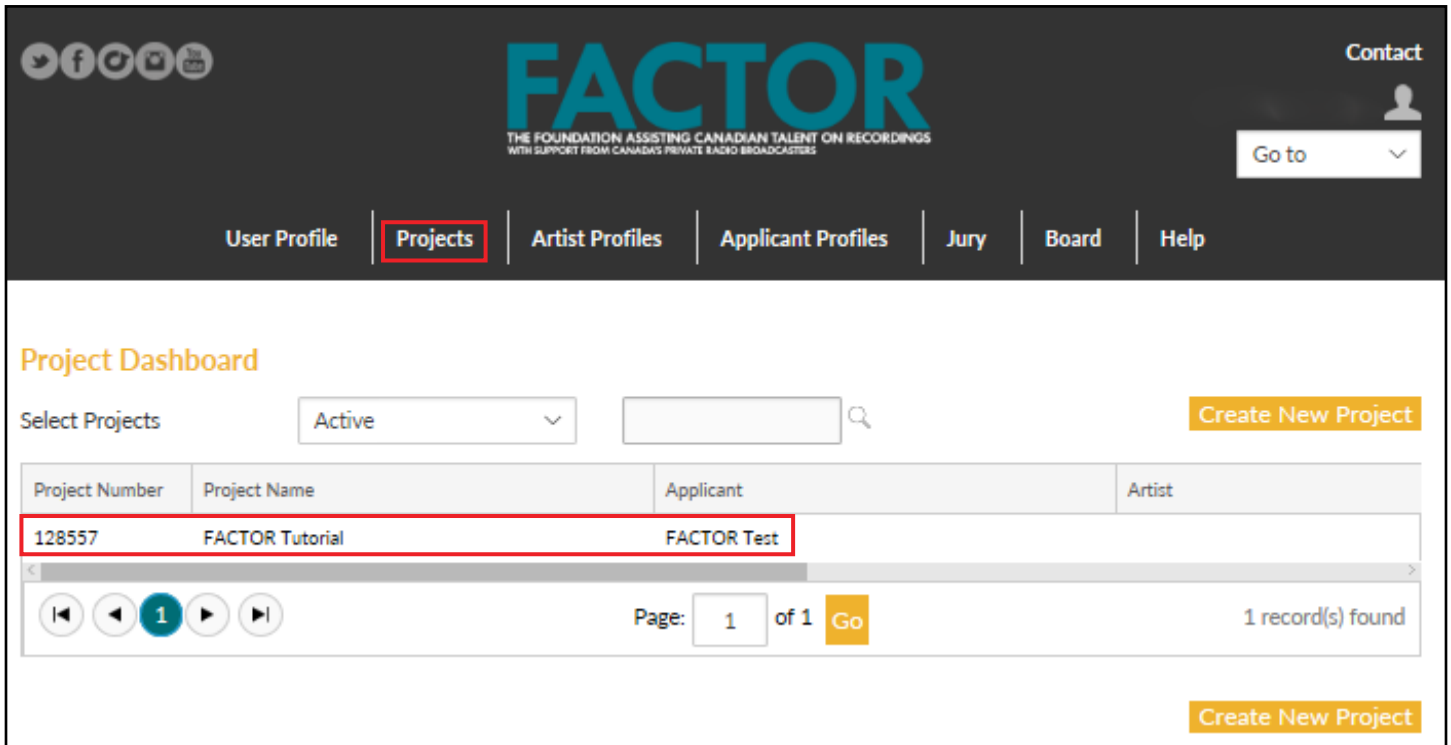
Congratulations! You have completed your Sponsorship project with FACTOR.

## How to Complete and Submit Your Completion

If your Application is approved, FACTOR will set a deadline for you to submit a Completion, where you will report on the results of your project. This deadline is set for four months after the end date of the project. You will receive a reminder email to go to the portal and fill out the Completion. You do not need to wait until you receive the reminder to fill out the Completion, but you should not fill out the Completion before your project has ended.

### 1. Log in to the portal and open your project.

Go to [portal.factor.ca](http://portal.factor.ca) and sign in to your account. Navigate to the Projects Dashboard from the top menu by clicking Projects. Select your project from the table by clicking on the project name. A new window will open with the Sponsorship Application and Completion Components.



The screenshot shows the FACTOR Project Dashboard. At the top, there is a dark header with the FACTOR logo and tagline: "THE FOUNDATION ASSISTING CANADIAN TALENT ON RECORDINGS WITH SUPPORT FROM CANADA'S PRIVATE RADIO BROADCASTERS". To the right of the logo is a "Contact" link and a "Go to" dropdown menu. Below the header is a navigation bar with links: "User Profile", "Projects" (highlighted with a red box), "Artist Profiles", "Applicant Profiles", "Jury", "Board", and "Help".

The main content area is titled "Project Dashboard". It features a "Select Projects" section with a dropdown menu set to "Active" and a search bar. To the right of the search bar is a "Create New Project" button. Below this is a table with the following columns: "Project Number", "Project Name", "Applicant", and "Artist".

Project Number	Project Name	Applicant	Artist
128557	FACTOR Tutorial	FACTOR Test	

Below the table is a pagination bar with navigation icons (back, previous, 1, next, forward) and the text "Page: 1 of 1 Go". To the right of the pagination bar is the text "1 record(s) found". At the bottom right of the dashboard is another "Create New Project" button.

## 2. Open the Completion component.

To open the completion, you must click on the name of the component found in the “Component” column. Look at the “Component Type” column and make sure you’ve selected the one marked Completion, rather than Application. This will open a new window.

Project Number	128557	Requested Amount	\$10.00
Project Name	FACTOR Tutorial	Total Offer	\$10.00
Applicant	FACTOR Test		
Artist			
Project Coordinator	Karina Moldovan		
Status	Active		
Date Submitted	April 18, 2018		
Date Approved	April 18, 2018		
Date Offer Accepted	April 18, 2018		
Date Closed			

Project Name

General Agreement [General Agreement](#)

Notes to Applicant

Component	Component Name	Component Type	Next Milestone	Next Milestone Date
<input type="radio"/> Sponsorship	Sponsorship	Application	Accept Offer	April 20, 2018
<input checked="" type="radio"/> Sponsorship	Sponsorship	Completion		

Page: 1 of 1 Go 2 record(s) found

[Validate / Submit](#) [Add Component](#) [Delete Component](#)

To add a new Component: Click Add Component above. This will create an Application Component in the Component Table. If approved, your Application's corresponding Completion Component will appear automatically in the Component Table.

To open an existing Component: Hover your mouse over the Component column and click through. You will need to fill out these components in full prior to submitting your Application or Completion.

To successfully submit an Application or Completion: Come back to this Project Page after you have filled out the component. Click the Validate/Submit button above. This will check for potential errors, and then allow you to submit your Component for review. You will receive a submission confirmation email within 24 hours.

## 3. Fill out the Component Information tab.

You will see five tabs: Home, Component Information, Milestones (a list of project deadlines), Transactions (record of project payment transactions), and Correspondence (emails and notifications related to the project). Start by clicking on the Component Information tab. Some information from the application has been copied over to the Completion. Check that these details are still correct, or make updates as necessary. Complete the remaining questions about the results of the project. **WARNING: Do not press the Enter key when typing in a text field. This will close the window.**

Home	Component Information	Milestones	Transactions	Correspondence
------	-----------------------	------------	--------------	----------------

Project Name

Project Start Date

Project End Date

Project City

Project Province/Territory

Project Type

Audience Size

Note any changes to the project from what was proposed in the application.

List the Canadian artists who performed and/or speakers who presented

Share any success stories for Canadian artists who took part in your project.

Please indicate the visibility and media coverage which was afforded to FACTOR. Upload examples of logo placement.

#### 4. Enter your final Total Request amount on the Home tab.

Click on the Home tab. You will see a summary of the Offer Amount, Payments Previously Issued, and the Total Amount Available. Because Sponsorship offers are usually paid in full as an advance, the Total Amount Available will usually be \$0.00. Enter the Total Amount Available amount into the Total Request field, then press Save. Once the page has saved successfully, close this window.

[Save](#) [Close](#)

Project Number	128557	Project Name	FACTOR Tutorial
Applicant	FACTOR Test	Artist	
Component	Sponsorship	Project Coordinator	Karina Moldovan
Status	Completion In Review	Date Submitted	April 20, 2018
Date Approved	April 18, 2018	Completion Deadline	
Date Closed			

[Home](#) [Component Information](#) [Milestones](#) [Transactions](#) [Correspondence](#)

### HOME

Welcome to your Completion!  
To successfully complete this project component, you must follow these steps:

- The Component Information tab must be completed in full.
- If you received 100% of your offer paid in advance, you do not need to fill out the Total Request on this Home page. If you received a partial advance, please enter your Total Request below. Please note your Total Request cannot exceed the Total Amount Available.
- You are now ready to submit your completion to FACTOR. To do so, close this window to return to the Project home page. Click the yellow Validate/Submit button at the bottom of the page. Follow the steps provided.

Component Name

Component Notes

Eligible Payout	\$3,000.00
Offer Amount	\$3,000.00
Payments Previously Issued	
Total Amount Available	\$3,000.00
Total Request	<input type="text" value="\$0.00"/>

## 5. Validate and submit your completion.

Back in the Project window, you are now ready to submit the Completion for review. Click the Validate/Submit button. This will open a new window.

Project Number	128557	Requested Amount	\$10.00
Project Name	FACTOR Tutorial	Total Offer	\$10.00
Applicant	FACTOR Test		
Artist			
Project Coordinator	Karina Moldovan		
Status	Active		
Date Submitted	April 18, 2018		
Date Approved	April 18, 2018		
Date Offer Accepted	April 18, 2018		
Date Closed			

Project Name	FACTOR Tutorial
--------------	-----------------

General Agreement	General Agreement
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Notes to Applicant	
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Component	Component Name	Component Type	Next Milestone	Next Milestone Date
<input type="radio"/> Sponsorship	Sponsorship	Application	Accept Offer	April 20, 2018
<input checked="" type="radio"/> Sponsorship	Sponsorship	Completion		

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Page: 1 of 1 Go

2 record(s) found

Validate / Submit

Add Component

Delete Component

Click the Validate Components button. The system will check for any missing information that you must correct back in the Completion form. Otherwise, proceed by clicking the Submit Components button.

Submit Components

Close

IMPORTANT INSTRUCTIONS

This is a two-step process: you must first Validate and then Submit your Component(s).

- Select the Component(s) you wish to Validate i.e. check for potential errors. Click the 'Validate Components' button.
- If the Component(s) are already checked, this means that all Components must be validated and submitted *at the same time*. This is the case for such programs as Live Performance and Marketing & Promotion for Non-FACTOR Funded Sound Recordings. Components cannot be edited once they have been submitted.
- The results of the validation will appear in the table below. If the table is blank, no obvious errors have been found. You can now click the yellow 'Submit Components' button. You may also choose to close the page and make further edits to a Component before validating and submitting at a later date.
- To complete the process, you must click the yellow 'Submit Components' button.

Application Component	Name	Component Type
<input checked="" type="checkbox"/> Sponsorship	Sponsorship	Completion

Validate Components



You will be prompted to agree to the Terms of Use and Privacy Policy, and confirm that the information provided is accurate. Check the four boxes to confirm, then click the Confirm button.

Submit Components

Close

IMPORTANT INSTRUCTIONS

This is a two-step process: you

- Select the Component(s) you
- If the Component(s) are already checked, this means that all Components must be validated and submitted *at the same time*. This is the case for such programs as Live Performance and Marketing & Promotion for Non-FACTOR Funded Sound Recordings. Components cannot be edited once they have been submitted.
- The results of the validation will appear in the table below. If the table is blank, no obvious errors have been found. You can now click the yellow 'Submit Components' button. You may also choose to close the page and make further edits to a Component before validating and submitting at a later date.
- To complete the process, you must click the yellow 'Submit Components' button.

Name

Sponsorship

☒ I agree to be bound by the Online System Terms of Use and Privacy Policy, the Program Guidelines, the Business Policies and the General Agreement which together constitute the Terms of Application.
 

time. This is the case for  
ents cannot be edited once

☒ I warrant that the information contained in this Application is accurate, true and complete, and that the Application (including all application and completion components, and its associated Artist Profile and Applicant Profile) has been prepared in good faith, and that any budget projections contained in the Application are based in fact and have been prepared according to best commercial practice, with due diligence and moderation.
 

I can now click the yellow  
validating and submitting at a

☒ I further warrant that the Applicant has full right and title to exploit any copyrights or other intellectual property as contemplated in the Application, and to enter into an Agreement with FACTOR.

☒ I understand that FACTOR relies on the above warranties in making an offer of funding, and that a breach of warranty may result in such penalty as FACTOR deems appropriate, including but not limited to the withdrawal of funding and a loss of eligibility and standing for the artist and the applicant.

Mark each checkbox above and click "I Confirm" below to confirm that you have read and agree to the above statements.

I Confirm

No

Submit Components

A green bar will appear at the top of the window to confirm that the component was submitted successfully. Within ten minutes, you should also receive confirmation via email that the Completion was submitted.

Submit Components

Close

The selected project components were successfully submitted.

IMPORTANT INSTRUCTIONS

This is a two-step process: you must first Validate and then Submit your Component(s).

- Select the Component(s) you wish to Validate i.e. check for potential errors. Click the 'Validate Components' button.
- If the Component(s) are already checked, this means that all Components must be validated and submitted *at the same time*. This is the case for such programs as Live Performance and Marketing & Promotion for Non-FACTOR Funded Sound Recordings. Components cannot be edited once they have been submitted.
- The results of the validation will appear in the table below. If the table is blank, no obvious errors have been found. You can now click the yellow 'Submit Components' button. You may also choose to close the page and make further edits to a Component before validating and submitting at a later date.
- To complete the process, you must click the yellow 'Submit Components' button.

Name

Sponsorship

Validation Result

Goals is required.

Within 2 weeks, you will receive an email from your Project Coordinator confirming that the Completion has been reviewed and is satisfactory. Congratulations! You have completed your Sponsorship project with FACTOR.