SUPPORT FOR ELIGIBLE MUSIC COMPANIES
Program Guidelines 2026-2027

Published April 2026

Program Intent

1. Support for Eligible Music Companies is the introductory program in FACTOR's Company Laneway. Through it, FACTOR provides funding to new and emerging companies for business development initiatives that support the marketing and promotion of the company and its services, domestic and international travel to support the company's development objectives, as well as funding for music publishers to support songwriter initiatives. This is achieved through three components: Business Travel, Business Development, and Songwriter Support for Music Publishers. All expenses and activities must serve to promote and benefit the growth of the company as a whole and must relate to the company's work on behalf of its Canadian artists and songwriters.

Program Overview

2. **For Business Development and Business Travel**: FACTOR may provide investment support of 50% of the total eligible budget to an annual maximum of $7,500 per Applicant company rated 2, and up to an annual maximum of $15,000 per Applicant company rated 3, per FACTOR fiscal year, across both components.
   For Songwriter Support for Music Publishers: Music Publishers may access this third component. FACTOR may provide investment support of 50% of the total eligible budget to a maximum of $2,500 for Music Publishers rated 2 or 3. This amount is in addition to the Business Development and Business Travel cap.

3. Program caps for companies that receive their rating in the semi-annual period will be prorated for the period funded.

4. Review of applications takes six to eight weeks from the application deadline, or date of application for Business Travel and Songwriter Support for Music Publishers.

5. Funding for this program is provided by Canada's Private Radio Broadcasters and the Department of Canadian Heritage via the Canada Music Fund's Individual Initiatives component.

Application Deadlines

6. For Business Development, there are two application deadlines:
   June 4 and October 22, 2026, at 5:00pm ET

   Note that FACTOR will only approve one Business Development component application per Applicant per FACTOR fiscal year. Applicants must submit a Business Development Plan with the template provided by FACTOR, outlining the nature and scope of the project. FACTOR will only recognize expenses related to eligible activities occurring within the FACTOR fiscal year (April 1 to March 31).

7. Business Travel and Songwriter Support for Music Publishers have rolling deadlines. Applications must be submitted to FACTOR at least one calendar day before departure, and no earlier than six months in advance. Applications must be submitted by **February 12**, **2027**, for any travel occurring within the program year after that date.

Who Can Apply

8. Only companies rated 2 or 3 in their primary eligible business activity are eligible in the **Support for Eligible Music Companies (SEMC)** program. To receive these ratings, applicants must demonstrate the following through the data provided in their applicant profile:
    a) For a **rating of 2**, the applicant must have earned a minimum of **$35,000** gross revenue in their most recently completed fiscal year, from all eligible business activities. For a **rating of 3**, the applicant must have earned a minimum of **$75,000** gross revenue in their most recently completed fiscal year, from their primary eligible business activity. Revenue earned from ineligible activities (such as activities undertaken on behalf of non-Canadian artists, grant writing/administration and project management for a fee, studio rentals, booking agency activities, label services provided for a fee, or income from running events/festivals) as well as public funding will not be included when assessing this eligibility criterion.
    b) Have been in operation for no more than 10 years prior to Application. Companies that have been in operation for longer than 10 years whose revenues have not grown sufficiently to graduate to the Company Envelope program will not be eligible to continue in SEMC. Companies that are eligible for Company Envelope, but that have no funding history with FACTOR (excluding COVID emergency funding for the live sector) must participate in one year of the SEMC program prior to onboarding to the Company Envelope program.
    c) **Artist Managers** must have a current roster that is 51% or more Canadian; be someone other than the artists represented; have the competencies to advise their artists on all matters related to their musical careers; and provide artist management agreements that at minimum outline the manager's commissions by revenue type, the start and end date (if applicable) of the agreement, the terms by which the manager is granted the right to negotiate on behalf of the artist, and the terms of any so-called sunset clause (if applicable) for two Canadian artists, one of which must have a Qualifying Release within the 14 months preceding the review date of the applicant profile.
    d) **Music Publishers** must have commercially published 25 Qualifying Titles in Canada. This must include at least 8 Qualifying Titles from two different artists released within the 14 months preceding the review date of the applicant profile. Publishers cannot qualify with titles containing more than 50% French- language lyrics.
    e) **Record Labels** must have a Canadian distribution agreement in place with a FACTOR-recognized Distributor unless the Board waives this requirement in advance. They must also control the exclusive Canadian exploitation and commercial release rights for at least four Qualifying Releases that they have created or licensed, including two Qualifying Releases from the 14 months preceding the review date of the applicant profile.
    f) **Music Distributors**: As part of the ongoing modernization of FACTOR's programs, and per the rights- based framework on which all of FACTOR's programs are built, service-providers such as Music Distribution companies will no longer be eligible for the SEMC program as of the 2024-2025 program year.

9. This program is designed for new and emerging companies. Companies that have annual gross revenues (before royalties and fees) of $100,000, not including public funding, in their most recent completed fiscal year should be prepared to apply for the next round of the Company Envelope program. Companies that have no funding history with FACTOR must participate in one year of the SEMC program prior to being onboarded to the Company Envelope program. For more information regarding the Company Envelope program, please contact the program administrator at EnvelopeFunding@factor.ca.

How This Program Works

10. Providing financial documentation is a requirement for entry to this program. For FACTOR's purposes, statements must be prepared by a Chartered Accountant. FACTOR will accept audited financial statements, review engagement reports, or compilation engagement reports. Sole proprietorships and partnerships whose revenues render them eligible only for a rating of 2 may provide a Profit and Loss report and Balance Sheet from their most recent fiscal year, if it has been prepared in accordance with the Generally Accepted Accounting Principles (GAAP) and is generated by professional accounting software. Financial statements must be provided by incorporated companies in order to qualify for a rating of 2 or higher, and by Sole Proprietors and Partnerships to qualify for a rating of 3 or higher.

11. For companies entering the Support for Eligible Music Companies program for the first time, only their most recent fiscal year must be documented per point 10. All subsequent years must be documented as above. Companies that leave the program for a period must provide documentation per point 10 for each of their three most recent fiscal year to re-enter the program.

12. The funding provided under the Support for Eligible Music Companies program is intended to assist the development, travel and publishing activities of eligible music companies through three components: Business Travel, Business Development and Songwriter Support for Music Publishers. The details of eligible costs for each category are set out in the Component Guidelines.

13. An Applicant's first project submission of the year will be the master project and additional components must be added under that project number. For the Business Development component, eligible companies may make only one application for the FACTOR year, requesting up to the program maximum for that company rating. Any balance of funding remaining after the Business Development offer can be used for one or more Business Travel or Songwriter Support for Music Publishers components. Neither component is mandatory.

14. When applying to the Business Development component, the Business Development Plan is a mandatory document and must be uploaded in the template provided at the time of application. Applications that do not include the Business Development Plan in the template provided will be rejected as ineligible.

15. Eligible companies may apply for multiple Business Travel and Songwriter Support for Music Publishers components throughout the FACTOR fiscal year, up to the program maximum available for the company rating.

16. The travel, projects, events, and other activities undertaken with FACTOR funding in this program must relate to the company's Canadian artists. Expenses related to non-Canadian artists will not be supported with FACTOR funding in this or any other program.

How to Apply

17. Before you can apply, you must have a reviewed and rated Applicant Profile. Applicant profiles are only rated at the Annual and Semi-Annual rating periods. For more detail, go to the How to Apply section of the Company lane programs at factor.ca for instructions on creating and sharing profiles, followed by how to submit an application.

18. FACTOR welcomes and encourages applications from people with disabilities. FACTOR grant recipients are eligible for top-up support to their project funding for costs related to accessibility. 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.

    Please contact your Project Administrator or EnvelopeFunding@factor.ca to discuss options for accommodations throughout the application process, as well as our Application Accessibility Support Fund found at the Resources section.

Eligible Costs

19. Please see the Component Guidelines for the details of eligible and ineligible costs in each component.

20. Only those costs identified by the applicant in the application and approved by FACTOR will be deemed eligible costs.

21. For each Business Travel, Business Development, and Songwriter Support for Music Publishers component, Applicants must submit a detailed budget. Once the application is approved, changes to the proposed activities having a budget impact of 25% or more of eligible costs must be approved by FACTOR.

22. **Eligible costs** must be:
    a) Incurred and paid for within the program year; and
    b) Real costs paid out-of-pocket by the applicant.

23. **Ineligible costs** include, but are not limited to:
    a) Salaries/benefits and overhead costs not directly related to the eligible project.
    b) Grant writing, grant administration, and grant management services.
    c) Exchange of services, and in-kind expenses.
    d) Audit, legal, and interest fees.
    e) Recoverable taxes on goods and services for which the recipient is eligible to claim reimbursement.
    f) Capital expenditures, depreciation, amortization.
    g) Internal training, including hiring and training of staff.
    h) CD, vinyl or other music media manufacturing, merchandizing, and duplication costs, except where allowed within the allowance for promotional, not-for sale costs.

24. 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 Component Guidelines for details.

25. FACTOR will require the applicant to submit invoices and proof of payment. Proof of payment must indicate the applicant as payor. Proofs of payment must also indicate vendor name, transaction date, amount paid and source of payment. Accepted proof of payment includes:
    a) **Canceled ("cashed out") cheques** must be scanned on both sides so the bank stamp is visible. The stamp is generally on the back of the cheque;
    b) **Credit card statements and bank statements** must clearly indicate the account owner's name. If the account owner's name is not visible, include a scan of the credit card used with the name clearly legible. Account number and non-relevant items can be redacted, but the costs being claimed must be shown clearly on the statement;
    c) **Money order and postal order receipts** must be legible, dated and signed;
    d) **Wire transfer receipts** must show the name of the payee and be dated;
    e) **Electronic transfer receipts** must be sent directly from the bank and show the name of the payee, the recipient, the date, the payment amount and confirm the transfer was completed. FACTOR will accept a copy of the email confirmation of the deposited funds or proof from online banking if all required information is displayed;
    f) **Cash register receipts** may be accepted for incidental items provided they show the information required for proof of payment as noted above;
    g) **Payments made by automated accounts payable processing software** (e.g. Plooto, Telpay, Quickbooks, etc) must include the batch report indicating the date, transactions and batch total, along with the bank statement confirming the batch transaction;
    h) **Payments issued through escrow accounts** (e.g. Plooto Instant, Wise Payments, etc) must show the information required for proofs of payment as noted above;
    i) **Payroll processing by a payroll service** (e.g. ADP, Ceridian, Payworks, etc) must include a payroll journal and summary, along with a bank statement confirming the corresponding payment to the payroll service.

26. **Cash payments**: for all components excluding 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 must be supported by a detailed receipt indicating supplier, purchaser, description, cost, date.
    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. Such costs must be paid by a bank transaction.

27. **Cash payments for 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 detailed receipt indicating supplier, purchaser, description, cost, date.

28. Receipts in all cases must be sufficiently detailed to show the purchase is connected to the expense claim. Receipts must describe the goods or services purchased. FACTOR reserves the right to contact the vendor, and to reject any costs it deems, in its sole opinion, insufficiently supported**.**

29. **Travel costs** follow the rates specified below, as per the Government of Canada Travel Directive:
    a) Accommodations are eligible to a maximum of $300 per room, per night.
    b) Flight costs at economy rate only.
    c) 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.
    d) 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. If 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 the standard percent of any remaining non-refundable costs.

30. In this program, FACTOR allows Administration expenses to be included within Total Eligible Costs. The Administration Expenses are intended to contribute to overhead costs such as occupancy, staffing, and other day- to-day costs of running a business, which cannot be claimed elsewhere in the budget. The Administration Expenses must be documented in your cost report on Completion.

31. Administration expenses in this program are subject to a 15% cap of the eligible budget. Grant writing, grant administration, and grant management are not eligible Administration Expenses. 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. 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.

Funding and Payments

33. 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.

34. 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.

35. FACTOR funding for Business Travel and Songwriter Support for Music Publishers components will be paid out in full upon receipt, review and approval of the Completion. No advances will be paid for these components.

36. FACTOR funding for Business Development is paid out in two stages: (1) an advance equal to 50% of the amount of approved funding is paid out once the application is approved and the funding agreement has been executed by FACTOR and the Applicant; and (2) the remainder of the funding is paid out when the Completion has been received, reviewed and accepted by FACTOR.

37. FACTOR may remove any ineligible expenses from the final Completion budget. This may lead to a reduction in the final payment, and in some cases, it may result in the Applicant having to return a portion of the advance.

38. To receive FACTOR funding, you must submit banking information for direct deposit.

Project Completion

39. Please see the Component Guidelines for the detailed Completion requirements of each component.

40. For every approved 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 component. Applicants must then upload the Cost Report along with all related expense documentation, then complete and submit all other sections of the Completion for the component.

41. 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.

42. Applicants should retain all their invoices, receipts, and proofs of payment for seven years for FACTOR and Revenue Canada taxation purposes.

43. Logo and Acknowledgment Requirements: all recipients of funding from this program must acknowledge FACTOR on all physical and digital materials, all press releases and promotional material funded by this program, and on the company's website. See FACTOR's Logo and Acknowledgment Guide.

Included in this PDF:

Business Development component
Business Travel component
Songwriter Support for Music Publishers component
Business Development Plan

Business Development
Component Guidelines 2026-2027
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Funding Limits

1. The total program funding limit per FACTOR fiscal year across the Business Development and Business Travel components of the Support for Eligible Music Companies program is
    - $7,500 for companies rated 2, and
    - $15,000 for companies rated 3

    There are no further requirements as to how much can be spent in the Business Development or Business Travel components.

Eligible Activities

2. The Business Development component is intended to support the costs of outward-facing development projects that are incremental to and expand the existing business of the company. Such projects must have a beginning and an end; they cannot go on indefinitely. Some examples might be:
    a) design and build of a new online property;
    b) first acquisition of, or a major upgrade to royalty-reporting software,
    c) launch of business in a new territory,
    d) addition of a new division of the company, and
    e) other projects that represent a significant expansion of the company's capacity and activities.

3. Applicants are required to submit FACTOR's Business Development Plan, outlining the nature and scope of the business development projects. You are advised to discuss your proposed business development projects in advance with your Project Coordinator.

Eligible Costs – Business Development

4. The costs set out here are specific to this component. Please see the Program Guidelines under Eligible Costs for general rules. Applicants are strongly advised to read and understand these sections, and to contact FACTOR prior to submitting an application to ensure eligibility of the proposed costs.

5. Except as specifically set out below, Business Development funding is intended to contribute toward the company's third-party, out of pocket costs.

6. For applications approved at the June 4th 2026 deadline, FACTOR will recognize expenses incurred starting April 1, 2026, and ending March 31, 2027. For applications approved at the October 22nd 2026 deadline, FACTOR will recognize expenses incurred starting the date of application and ending March 31, 2027. "Incurred" means the goods have been purchased and paid for, or the services have been delivered and have been paid for, within the window of eligibility.

7. Eligible costs for the Business Development component may include, but are not limited to:
    a) Design and development services for new online and digital properties;
    b) Graphic design of new company branding materials;

c) Acquisition costs of new royalty-reporting software;
d) Personnel costs, consultant costs, and contractor fees for persons who are not regular employees of the company, and who are engaged to work on the development project on a term basis. Such costs must be accompanied by a deal memo directly related to the provision of services for the project. The deal memo must set out the scope and nature of the services to be rendered, along with the fee;
e) Personnel and salary costs for existing/regular employees and contractors of the company working on an approved business development project. Claims for salaried employees must be supported by a detailed Employee Time Allocation Form. Claims for contractors must be supported by a detailed invoice setting out the project name, nature of services, hours and rate;
f) Sales and chart reporting subscriptions (e.g. Luminate, Music Connect, Chartmetric, Mediabase), where those reports are used as strategic and analytical tools for new market development. If the company maintains an annual subscription, then such costs should be allocated in proportion to the amount of time the company has allocated to new market and new business development; and
g) Professional development costs, provided that such development is related to the business of the company. These could include workshops and seminars related to the music business, and courses to enhance general business management, software and programming skills, provided that these must be related to the development of the company and its services.

8. Ineligible costs for the direct expenses in the Business Development component include:
   a) Costs incurred by or on behalf of a specific artist including artist registration fees, artist showcase fees, per diems, travel costs, accommodations, marketing expenses, etc.;*
   b) Subscriptions to digital music services or administrative cloud services such as DropBox, Soundcloud,
   MailChimp, Spotify, Hightail, etc.;*
   c) Corporate overhead and occupancy costs;*
   d) Any website hosting, maintenance or standard updates of existing online properties;*
   e) Any costs related to a person who is also being claimed as an eligible traveler in a Showcase or Tour Support application;
   f) Legal and accounting fees;
   g) Travel and registration costs for industry events. Those should be claimed in a Business Travel component;
   h) Costs associated with company parties or receptions; and
   i) All donated services and in-kind transactions.

* Except where claimed in the administrative expenses for the project.

Business Travel
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2026 – 2027
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Funding Limits

1. The total program funding limit per FACTOR fiscal year across the Business Development and Business Travel components of the Support for Eligible Music Companies program is:
    - $7,500 for companies rated 2, and
    - $15,000 for companies rated 3.

    There are no further requirements as to how much can be spent in the Business Development and Business Travel components.

Eligible Activities

2. Business travel can be undertaken on behalf of the company's whole business or be specific to one artist or release. However, release-specific and artist-specific expenses of the kind that are normally eligible to be supported under another FACTOR program or component (including Marketing, Sound Recording, Tour Support, Showcase, Video, and Radio Marketing) are not eligible for the Business Travel component.

3. The travel must relate to the business of the Canadian artist(s) on the roster.

4. Only company owners, employees and contractors of the Applicant company are eligible for travel costs, to a maximum of two people per trip. Proof of full-time employment or contract may be requested by FACTOR staff. FACTOR will only pay for an individual's trip to an event in one project – should it be found that an individual's travel and expenses have been claimed in more than one Applicant's projects, some or all of the funding will be withdrawn.

5. Business Travel applications must be submitted one calendar day in advance of departure. Intended travel dates must take place no more than six months from the date of application. Applications must be submitted by **February 12, 2027, for any travel occurring within the program year after that date.**

6. All Business Travel must occur within the current program year (April 1 – March 31).

7. You may make multiple Business Travel component applications within your master project throughout the year, subject to the program funding limits less any funding you have been offered in the Business Development component. Eligible Costs – Business Travel

8. The costs set out here are specific to this component. Please see the Program Guidelines under Eligible Costs for general rules. Applicants are strongly advised to read and understand these sections, and to contact FACTOR prior to submitting an application to ensure eligibility of the proposed costs.

9. Travel funding in this component is intended to cover the costs of domestic and international business activities undertaken at trade shows, conferences, industry events, or business travel

supporting company development activities. It may also be used to pay for some of the costs of production of promotional materials and activities associated with attendance.

Eligible costs in this component are subject to the spirit and intent of the federal government Travel Directive. Please see the Eligible Costs section of the Program Guidelines for additional rules and limits on travel costs.

10. Eligible costs for Business Travel include:
    a) Travel fares (air, train, bus, etc.);
    b) Transportation using a privately-owned vehicle. The eligible cost will be tallied at an all-in gas and mileage rate of $0.70/km. If the all-in private vehicle rate is claimed, then gas receipts will not be eligible. Please use FACTOR's Vehicle Log;
    c) Local ground transportation (such as taxis and public transit costs) and parking costs to a maximum of $300 per trip;
    d) Hotel and other public rental accommodations to a maximum of $300 per room per night;
    e) Long distance (usage and roaming) mobile phone charges incurred during the business trip;
    f) Travel insurance for the trip;
    g) Registration fees for eligible travelers to attend virtual, domestic and international music industry conferences or trade fairs if approved by FACTOR in the original application;
    h) Company promotional materials (such as printed material, CDs and other music media, and t-shirts/soft goods) if they are not specific to any one artist, up to a total value of $400;
    i) Per diems to a maximum of $100 per person, per day, for no more than nine days;

11. For conferences and events taking place in an Applicant's home city, only the following costs will be eligible: Registration Fee, local ground transportation to a maximum of $100, and promotional materials. "Applicant's home city" means a 100-km radius around the head office or primary business address of the Applicant.

12. 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.

13. 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 travel.

14. Ineligible costs for the Business Travel component include:
    a) Any in-house or related party costs. All costs claimed must be out-of-pocket costs paid to third parties;*
    b) Annual membership fees;*
    c) Client entertainment and hospitality costs (e.g. lunch, drinks, dinner) for persons other than the eligible traveler(s). Meal costs for the eligible travelers are covered under per diems;
    d) Rental costs for privately-owned vehicles;
    e) Monetary value for tickets purchased with airline points or the purchase of points for tickets or upgrades; however, the airline's ticket fees and surcharges may be eligible;
    f) Any costs related to a person who is designated as an eligible traveler in a Tour or Showcase application for the same event or trip; and
    g) Release-specific and artist-specific expenses of the kind that are normally eligible to be supported under another FACTOR program or component.

* Except where claimed in the administrative expenses for the project.

Songwriter Support for Music Publishers

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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:
    - $2,500 for music publishers rated 2 and 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 one calendar day in advance of departure. Intended travel dates must take place no more than six months from the date of application. Applications must be submitted by **February 12th 2027** for any travel occurring within the program year after that date.

4. Applicants will forecast trips, sessions, and initiatives for named songwriters.

5. Applicants may apply for initiatives supporting one or more of their songwriters per FACTOR fiscal year, up to the funding cap. Applicants can apply for costs related to one or multiple songwriters within an application component. Note: only the named songwriters are eligible for claimed costs.

6. Co-writing projects will be the focus for this program. Priority is given to the projects listed below:
    a) Domestic or international co-writing trips. The majority of the dates listed in the application must include songwriting sessions with artists or other songwriters.
    b) Songwriting camps and workshops where the resulting songs are written 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

7. FACTOR will 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) Publishing catalogue creation (studio time, engineering fees, mixing fees, etc);
    b) Travel fares (air, train, bus, etc.);
    c) Use of privately-owned vehicles at an all-in gas and mileage rate of $0.70/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.
    d) Hotel and other public rental accommodations to a maximum of $300 per room per night;
    e) Long distance (usage and roaming) mobile phone charges incurred during the trip;
    f) Travel insurance for the trip;

g) Registration fees for eligible travelers to attend domestic and international music industry showcases if approved by FACTOR in the original application;
h) Local ground transportation (such as taxis and public transit costs) and parking costs to a maximum of $300 per trip;
i) Per Diems to a maximum of $100 per day, for no more than 9 days;
j) 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 100-km radius or 1 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) Annual membership fees;*
    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; and
    d) Tickets purchased with airline points or the purchase of points for tickets or upgrades.

* Except where claimed in the administrative expenses for the project.