



# Video

## Program Guidelines

2023-2024

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### Program Overview

1. The objective of the Video program is to help finance original video content that supports sound recordings by Canadian artists.
2. Funding in this program is a grant and is calculated as:
  - Artist 2: up to 75% of the total eligible budget to a project maximum of \$20,000 or;
  - Artist 3: up to 75% of the total eligible budget to a project maximum of \$40,000.

Please note: Artists rated General who have a current FACTOR-funded full-length sound recording project may apply for Video component funding within that program. The above maximums are available per FACTOR fiscal year, across all programs. This means that applications for video support within this program will diminish the amount that can be requested in the Video component of any other program.

3. Review of applications takes six to eight weeks from the date of application.
4. 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 Deadline

5. Rolling deadline. Application may be submitted at any time, but no later than 12 months after the commercial release of the sound recording. For upcoming releases, application may be submitted six months prior to upcoming release date.

### Who Can Apply?

- Artists rated 2, 3
  - Record labels rated Approved, 2 or 3 provided that the artist is rated 2 or 3
6. Company Envelope funding recipients and non-Canadian labels are ineligible.
  7. Only the party that controls the Canadian commercial release rights and exclusive Canadian exploitation rights to the sound recording at the time of application may apply. Typically, this will be:
    - A **Canadian artist**, if the artist is "unsigned" or has not licensed the sound recording to another party. If the artist is a band that is not incorporated as a company, then an individual member of the artist band must be the Applicant. You must have both an approved Artist Profile and an approved Applicant Profile to apply;
    - A **Canadian record label** that has already signed the artist, or has licensed the sound recording, or has an option to license the sound recording. If the artist owns the underlying copyright in the masters but has licensed the sound recording to a record label, the label must be the Applicant. The record label must have an approved Applicant Profile and the Artist Profile must also be approved before the label can apply.

8. When a record label is the Applicant, it is expected to retain exclusive control of the exploitation rights in the sound recording for two years after first commercial release of the full album on which the sound recording appears. The artist must not be directly signed, nor may the sound recording be directly licensed, to a non-Canadian label for Canada. Please see [Business Policies: Disposition of Masters](#).
9. If the Applicant is the artist, the artist must be the owner in first instance and must have control of the Canadian copyright in the sound recording; the sound recording must not be the subject of any license or recording agreement at the time of application.

## How to Apply

10. Before you can apply, you must have a reviewed and rated Applicant Profile, and access to the reviewed and rated Artist Profile. Please go to the [How to Apply page on the FACTOR website](#) for instructions on creating and sharing profiles, followed by how to submit an application.
11. FACTOR welcomes and encourages applications from people with disabilities. Please contact your Project Coordinator or our [general information account](#) to discuss options for accommodations throughout the application process, as well as our [Application Accessibility Support Fund](#).

## How This Program Works

12. This program consists of the [Video component](#). Please review the Component Guidelines.
13. For the Video program, the video content must be in support of a current release that was commercially released in Canada in the 12 months prior to the date of application for the Video program. A single released in advance of an upcoming release may be eligible, provided that (a) the upcoming release has a confirmed commercial release date that is no later than six months after the date of application and (b) the single appears on the upcoming release. If you are applying with an upcoming release, you must upload evidence of scheduled release date, such as a one-sheet or sell sheet from the distributor or a link to a retail site with the upcoming release notice to the Component Information section of the Video application.
14. You may apply for multiple video activities per application. You must produce the video content proposed in your application.
15. Where possible, FACTOR must be recognized in the end credits, including the FACTOR logo, acknowledgments, and the Canada wordmark. This includes all digital and physical copies of the video wherever production credits for the track may be listed, even if the video content is being licensed, co-produced, shared or released outside of Canada by a third party. Be sure to read our [Logo and Acknowledgment Guide](#) for the proper formatting as this may affect your funding.
16. 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.
17. **Recipient Accessibility Support Fund:** FACTOR grant recipients are eligible for top-up support to their project funding for costs related to accessibility. FACTOR will allow applications in this fund for up to \$5,000 each fiscal year, not to exceed \$5,000 per project. Eligible costs claimed under this fund will be reimbursed at 100%. This fund is open to artists and staff of music companies associated with the project Artist or Applicant. Support for this fund is provided exclusively by Canada's Private Radio Broadcasters. See more details on [FACTOR's Accessibility page](#).

## Eligible Costs

18. Please see the [Component Guidelines](#) for the details of eligible and ineligible costs.
19. Only those costs identified by the Applicant in the application and approved by FACTOR will be deemed eligible costs.
20. Eligible costs must be:
  - a. Incurred after the application has been submitted and paid before the final Completion deadline;

- b. Bona fide costs paid out-of-pocket by the Applicant to providers that are not employed by or related parties to the applicant; and
- c. Paid to Canadians and Canadian owned and controlled companies, for goods and services delivered in Canada. Goods and services purchased from individual Canadians living outside of Canada or Canadian-owned businesses physically located outside of Canada are eligible costs.

21. **Ineligible costs** 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.
- e. Donated services for musicians' fees.

22. 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.

23. 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.

- a. Receipts must include:
  - 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).
- b. Examples of eligible proof of payment include cheque, email transfer, credit card, interbank transfer, wire transfer, and money orders.

24. **Cash payments**

- a. Incidental purchases under \$100 (e.g. gas, small goods) must be supported by a cash register receipt; and
- b. Lease or purchase of goods and services under \$500, must be supported by a detailed receipt issued by the payee.
- c. Per diems under \$500 must be supported by a FACTOR-provided [Receipt for Services form](#) signed by the payee.

25. **Musicians' fees** - where applicable, fees paid to musicians will be recognized as follows:

- a. 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.
- b. 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.
- c. 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.

26. **Travel costs** —travel costs follow the rates specified in the [Government of Canada Travel Directive](#).

- a. Accommodations are eligible to a maximum of \$300 per room, per night. Other caps may apply—see [Business Policies: Eligible Costs – General Terms](#).
- 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 50% of any remaining non-refundable costs.

27. In this program, 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](#). The administration fee is intended to contribute to overhead costs which cannot be claimed elsewhere in the budget. The administration fee is not required to be documented on Completion.
28. 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.
29. 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

30. Applicants to every FACTOR program must declare any other public funding received or expected to be received toward the same project costs they are claiming to FACTOR. FACTOR's contribution plus any other public funding cannot exceed 100% of the project's total eligible budget. See [Glossary: Public Funding](#).
31. To receive FACTOR funding, you must submit banking information for [direct deposit](#).
32. FACTOR funding is generally 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 General 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.
33. 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.
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. The funding received from the Video program counts toward the Individual Initiatives portion of the annual funding cap. See [Glossary: Annual Funding Cap](#).

## Project Completion

36. Please see the [Component Guidelines](#) for detailed Completion requirements.
37. If approved, you will be given a Completion deadline to finish your video activities. On or before that 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 component. Applicants must then upload the Cost Report along with all related payment documentation, then complete and submit all other sections of the Completion component.
38. FACTOR requires an itemized cost breakdown ("top sheet") of all video costs even if the production is contracted to a third-party producer or production house that charges an "all-inclusive" production fee.
39. FACTOR also requires a URL link to a copy of the finished video(s). FACTOR may also request a copy of the video(s) in .mov format or such other digital format as FACTOR may designate. In accepting FACTOR funding, you give FACTOR permission to share and display your video on a promotional basis.
40. Applicants should retain all their invoices, receipts and proofs of payment for seven years for FACTOR and Revenue Canada taxation purposes.

Included in this PDF: [Video component](#)



# Video

## Component Guidelines

### 2023-2024

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## Eligible Artists

1. To qualify for the Video component in all programs, the artist must:
  - Be Canadian; and
  - Not be signed under an exclusive artist recording agreement to a non-Canadian label for Canada, nor may the sound recording for the proposed video be directly licensed to a non-Canadian label for Canada.

## Funding Limits

2. The funding limits for the Video component are as follows:
  - Artist 3: \$40,000 per FACTOR fiscal year, across all programs; and
  - Artist 2 and General\*: \$20,000 per FACTOR fiscal year, across all programs.

\*Note: General artists are not eligible for the Video program; however, the Video component is available to General artists through all full-length sound recording programs.

3. FACTOR funding under the Video component for all programs is up to 75% of the total eligible budget.

## Eligible Videos

4. The Video component funds the production of high-quality music videos and visual content that supports sound recordings by Canadian artists. Examples of eligible materials and activities include, but are not limited to:
  - a. Traditional music videos (i.e. for a single track from a qualifying album)
  - b. Promotional videos
    - i. Documentary or “behind-the-scenes” vignettes
    - ii. Album or tour trailers
    - iii. Electronic Press Kits
    - iv. Other promotional video media intended for online distribution
  - c. Pre-recorded live performance videos
  - d. Lyric videos
  - e. Visual albums (i.e. a single, self-contained video that incorporates two or more tracks from a qualifying album)
  - f. Interactive videos
  - g. Live streaming of performances or other marketing activities
5. The company or individual engaged to create the video content produced within this component must be Canadian. Exceptions may be made for non-Canadian companies that are working within Canada. These cases should be discussed with FACTOR in advance of application.
6. Applicants must submit a production plan and video treatment that outlines the creative direction of the video content, including notes on script, action, “look and feel”, and so on, where applicable.

7. Where possible, FACTOR must be recognized in the end credits, including the FACTOR logo, acknowledgments, and the Canada wordmark. This includes all digital and physical copies of the video wherever production credits for the track may be listed, even if the video content is being licensed, co-produced, shared or released outside of Canada by a third party. Be sure to read our [Logo and Acknowledgment Guide](#) for the proper formatting as this may affect your funding.
8. The funded video must be released for public viewing no later than six months after Completion. A later release may be allowed with FACTOR's permission.
9. As a condition of funding, FACTOR reserves the right to use all or a portion of the funded video(s) for FACTOR's own promotional purposes.

## Eligible Costs - Video

10. Funding in a Video component must be used to pay for the cost of producing video-based marketing materials, such as hiring a producer, videographer, video editor, production personnel and talent, rental equipment and facilities, and post-production.
11. Applicants must submit a detailed budget on application. FACTOR will remove ineligible costs from the budget, and the FACTOR contribution may be reduced accordingly. Please consult the [Business Policies: Eligible Costs – General Terms](#). If you have any questions about the eligibility of a particular cost, please contact FACTOR in advance.
12. Costs must be paid to Canadian companies located in Canada or paid to Canadian citizens/permanent residents for work performed within Canada. However, if the production is taking place outside of Canada, FACTOR may allow, on a case-by-case basis, costs related to Canadian personnel traveling to work on the video production in a non-Canadian location, such as airfare, hotels, salaries and per diems. If you intend to request non-Canadian costs in your application budget, you are encouraged to either discuss it with FACTOR in advance or provide a thorough explanation in your application.
13. If a production company is used and charges an “all-inclusive” fee, a copy of their itemized cost breakdown (“top sheet”) listing all in-house and sub-contractors costs along with a [Suppliers Declaration form](#) is required when submitting your Completion to FACTOR. FACTOR reserves the right to audit any of the costs included in that all-inclusive fee, and to reject any costs it deems ineligible. It is advisable to inform the production company of this rule ahead of time, so that proper documentation can be provided when requested by FACTOR.
14. In-house and related party transactions are capped at a maximum of 25% of the total eligible costs.
15. **Ineligible costs** for Video include:
  - a. Non-Canadian production costs such as producers and crew, equipment rentals, facilities fees, and costs related to non-Canadian talent unless pre-approved by FACTOR;
  - b. All in-kind and donated services;
  - c. Costs towards videos for tracks not on the funded album, such as remixes; and
  - d. Artist member performance fees.

## Component Completion

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

16. Applicants must compile and organize all invoices, receipts and proofs of payment; then enter the amounts being claimed into the FACTOR Cost Report, which can be downloaded from the Budget page of the Completion. Applicants must upload the Cost Report and all related expense documentation, then complete and submit all other sections of the Completion (including Budget, Results, Component Information and Public Funding).
17. 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.
18. In addition to the program Completion requirements, to complete the Video component the Applicant must
  - a. Submit a permanent link to streaming copy of the video(s) (e.g. YouTube, Vimeo, artist's website); and
  - b. Submit a [Supplier's Declaration and Undertaking](#) signed by each video producer or production company.