

FACTOR

THE FOUNDATION ASSISTING CANADIAN TALENT ON RECORDINGS
WITH SUPPORT FROM CANADA'S PRIVATE RADIO BROADCASTERS

How To Submit An Application

WELCOME TO THE NEW FACTOR ONLINE SYSTEM!

Before you begin your Application to FACTOR, we ask that you review the Program Guidelines and the Business Policies document on our website so you are aware of FACTOR's requirements and expectations. Review these documents thoroughly and contact us if you have any additional questions.

To fill out an Application, navigate to the Projects page from the top menu and click "Create New Project."

Select the Applicant Profile of the individual, partnership, or corporation that is seeking funding and, if applicable, the associated Artist Profile. If a Profile that you wish to use does not appear in the drop-down menus, this either means that the Profile has not yet been created or your Username has not been granted Read & Write Access to the Profile. Contact the Artist or Applicant directly to request Access.

The Program drop-down menu will be populated with certain Programs based on the Ratings assigned to the selected Applicant and Artist Profiles. Only the Programs that the Applicant and Artist are eligible for will appear. If no Programs appear, the Applicant and Artist are either not eligible for FACTOR Funding or have yet to receive their rating. After the Profiles and the Program are selected, check the boxes of the activity Components that you wish to apply for, name the Project, and press save. A green bar will appear to notify you that the Project has been successfully created.

Close this window and select your new Project from the table.

For more information on the relationship between Programs and Components, please visit the Our Programs page on our website.

Most projects are made up of a grouping of Components, which represent individual activities that you plan to undertake. Upon creation of a Project, users can only select one Component per activity listed; however, if your Project consists of multiple instances of the same activity – for example, you plan on producing two videos in order to market your sound recording – you can add additional Components to your Project as they become a part of your plan. To do this, press the Add Component button, select the additional Component that you require and press save. If there is a restriction to your requested addition, you will be notified at this time; if successful, the new Component will be added to the Project table. If you find that you no longer need a Component that has already been added, simply select the Component from the table, and press Delete Component. Deleting a Component is irreversible, so if you've already entered information that you do not want to lose, be cautious.

To fill out the Application, click on each component in the Project table, answer all questions and upload all documents as prompted. The questions are grouped into the categories of Goals, Component Information, Public Funding, Budgets, and the funding summary, which is found on the Home tab, but is intended to be filled out last. Work through each section of each Component, completing each page in full, and saving all progress before navigating to a new page or before closing a window, as all unsaved information will be lost.



Programs that operate on a subsidy basis do not require budgets to be filled out at the Application stage, but keep in mind you will always need to fill one out in the Completion stage.

If you have any remaining questions, contact FACTOR for more information.

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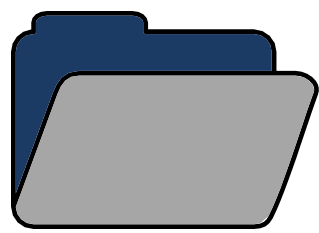
For those Programs that do require budgets, fill them out with all projected expenses, noting those that are non-Canadian, Donated or In-Kind, and Related Party expenses. Make these distinctions by selecting the Details button and making the changes to the drop-down menus that appear, as applicable.

If one of the fields is inactive, that is because this type of expense is not recognized within the Program that you are applying for. If the expense is not eligible, do not include it in your budget. The line items that appear in the budget are those expenses that we see most regularly, but you may include other expenses in the other line item along with a description of the expense. If you have more than one other expense, you can add additional other line items by clicking the “Add Additional Item” button.

You can also use this button to add a duplicate line for a standard line item that already appears. This can be useful if, for example, you have contracted both a Canadian and a non-Canadian publicist for your Project. This helps you produce a more accurate budget and provides a more transparent breakdown for review.

When the budget is complete, save and close. Navigate to the Home Tab to find the funding summary. The Budget’s subtotal will appear in the Total Eligible Costs line and all of the other fields will auto-calculate based on the Program’s Component rules. If the budget was not required, the eligible subsidy will appear in the Subsidy field. In all cases, the amount appearing in the Total Amount Available field is the maximum amount that you are able to request. It is always recommended that you review the Program Guidelines to confirm the eligible amount before you submit the Component. Fill in your Total Request, save, and close this window.

In order to submit your Application, press Validate/Submit from the main Project page. The Portal will run a validation check for administrative errors or eligibility concerns before allowing you to submit. If the Program permits you to submit on a component-by-component basis, select those Components that you wish to submit at this time. If you are required to submit all at once, each Component will already be selected for you. Press Validate Components.



When complete, the validation report will display any problems it encountered. Close the validation window and return to the components to fix all listed errors if necessary. If the Validation Report indicates there aren’t any problems, you can proceed by pressing the Submit Components button. It is important to know that a positive Validation check does not guarantee the Application is eligible and complete. It is always recommended that you have read the Program Guidelines, understand the eligibility requirements, and you have reviewed your Application in full before submitting.