

INVESTMENT PROGRAM
FINAL REPORT

**NOTE: Completed final report forms should be sent to your**

**applicant box on our cloud server.**

* Incomplete final report forms will not be processed.
* Please refer to the Investment Program Guidelines and Appendix A of your funding agreement for additional information on final report requirements.
* Please allow at least sixty (60) days from the date of receipt at SaskMusic for disbursement of funds to occur.
* If you have questions or require clarification on any part of this final report form, please contact SaskMusic at 1-800-347-0676 or e-mail derek@saskmusic.org for assistance.

**Final Report Form Guidelines:**

* You will be issued a T4a slip, which must be reported to Revenue Canada on your income tax, if you receive more than $500 from SaskMusic in the tax year (January 1 to December 31). You will want to keep your original receipts to offset this income. i.e. If you receive funding between January 1 - December 31, 2013, you need to claim it on your 2013 tax return. If you receive funding between January 1 - December 31, 2014, you will claim it on your 2014 tax return.
* Please provide an explanation for any expense items that vary more than 25% from your original budgeted amount. There is space provided in the Final Budget document to report this variance. SaskMusic will use its discretion when considering whether the increased cost will be accepted.
* Please attach an explanation for any costs incurred that were not included in your original budget. SaskMusic will use its discretion when considering whether these costs will be accepted.
* Upon meeting all necessary requirements outlined in the Investment Program Guidelines (including submission of your final report, receipts, budget documentation, supplementary materials related to the initiative, and proof that SaskMusic has been properly acknowledged), the remainder of the approved funds will be released.
* Please allow a minimum of sixty (60) days from the day SaskMusic receives your final report for disbursement of funds.
* If you include GST in your calculations, the final report will not be processed. **Please do not include GST in your budget.**

**Eligible Costs:**

* Are those costs incurred in direct relation to the proposed project and indicated on the budget template for your funding stream.
* Are those costs incurred **after** the application had been received by SaskMusic.
* Are audio production costs incurred in Saskatchewan by Saskatchewan Residents.
* The accepted mileage rate for a private vehicle which includes gas plus a mileage allowance is $0.39/km.

**Ineligible Costs**

Shall include but are not limited to:

* Prescriptions or other health-related items or toiletries;
* Traffic violations;
* GST (contact Revenue Canada for more information on GST exemptions);
* Credit card interest;
* Garments or dry-cleaning;
* Food or beverages (because per diems are claimed in lieu);
* Equipment purchases and/or capital expenditures;
* Home studio rates greater than $50/hour;
* Professional studio rates greater than $90/hour;
* Home studio costs when the studio is owned by the applicant/artist;
* CD/DVD manufacturing beyond 25 copies;
* Donated services that exceed 25% of total budget;
* Alcohol or cigarette purchases.

#### Receipts/Proof of Expense Documentation

* Please include photocopies of all invoices, receipts, and proof of payments (e.g. cancelled cheques, debit/credit card receipts or bank statements) related to this initiative and outlined in your budget. Failure to submit required documents can delay your final payment.
* You must provide proof for all expenses claimed (this includes fees to individual band members, hired musicians, road crew or labour, donated services and per diems); visit our website for document examples at [www.saskmusic.org](%20http%3A//www.saskmusic.org/funding/investment-programs/approval-documents) in the funding tools section.
* Any expenses submitted without documentation will not be accepted for final payment and will be deducted from your budget.
* Please organize and label invoices and proof of payment documents by budget category.
* Cash payments will only be accepted for incidentals, per diems, and suppliers under $250 and must be accompanied by a store receipt or expense receipt (which is available at www.saskmusic.org in the Funding Tools section).
* All expenses over $250 must be paid by cheque, money order, credit card, or other non-cash payments.
* If you are claiming mileage, please include a mileage log. Note: If you plan to claim these expenses on your income tax, you are going to need gas receipts and a mileage log. See vehicle log example at [www.saskmusic.org](%20http%3A//www.saskmusic.org/funding/investment-programs/approval-documents) in the funding tools section.



**Part A: Recipient Information**

|  |  |
| --- | --- |
| Applicant Number:  | Date: |
| Artists Name: | Applicants Name: |
| Social Insurance Number (Individual) or Business Number: | Cheque Recipient: (This individual/company will receive the T4a slip) |
| Mailing Address: | City: | Postal Code: |
| Phone Number:  | Fax Number: |
| Email Address: | Website Address: |

##### Part B: Benefits of the Program

Please submit a one-page statement about the benefits that you received through the support of the 2013-2014 SaskMusic Showcase Support Program by addressing the following:

* What were the benefits of being able to carry out this initiative and receive support through this program?
* What have been some immediate successes or outcomes?
* How has or how do you think this experience will impact your career?
* Please attach a final schedule of activities.
* Please specifically include a list of any new business relationships that developed or awards/nominations or any other achievements as a result of this project.
* Please include copies of any press/media coverage which you received related to or as a result of this project.

**For Tour Support Recipients:**

Please provide tour details in the following format on a separate, attached sheet. Tour details must be provided for this final report to be complete.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Dates** | **Venue/Capacity** | **Town/City** | **Fees** | **Promoter/Venue Contact** |

**Part C: Budget**

|  |  |  |
| --- | --- | --- |
| Total Project Budget | $ | GST is not an eligible expense - please do not include it in your budget. Include any sources of funding, corporate sponsorship, or self-generated revenues.  |
| Requested Amount | $ | Cannot exceed the funding stream maximums outlined in the Investment Program Guidelines. SaskMusic’s contribution combined with any other Government funding cannot exceed 100% of the total expenses. |
| Percent of Total Budget(Requested Amount/Project Budget) | % | Cannot exceed 50% |

**Please refer to the program guidelines and the Appendix A of your funding agreement for information regarding your final report requirments. You must include the final budget sheet for your funding stream. Links to budget sheets can be found at** [**www.saskmusic.org**](%20http%3A//www.saskmusic.org/funding/investment-programs/approval-documents) **in the Investment Program Report and Budgets section.**

**Part D: Promotion of SaskMusic and the Government of Saskatchewan**

Please describe how SaskMusic and the Government of Saskatchewan were acknowledged for support of this project, and attach samples where possible (i.e. posters, screenshots, photos, etc)

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**Part E: Additional Comments**

We would love to hear any of your suggestions or comments, especially on ways to improve this program.

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**Part F: Statistics**

The following information will be used solely to gather general statistical information about our industry. Use of this information is governed by the appropriate provincial and federal privacy legislation. Please note that in accordance with the program guidelines this information maybe shared with the Minsitry of Parks, Culture and Sport and the Saskatchewan Arts Board.

|  |
| --- |
| **Please indicate your age group:** |
| ❑ 15 and under❑ 16 to 19 years of age❑ 20 to 30 years❑ 31 to 44 years | ❑ 45 to 54 years❑ 55 to 64 years❑ 65 and over |

|  |
| --- |
| **Please indicate your role within the music industry:**  |
| ❑ Artist❑ Songwriter❑ Musician❑ Composer❑ Arranger | ❑ Manager❑ Promoter/Agent❑ Graphic Artist❑ Lawyer❑ Venue Owner  | ❑ Producer❑ Engineer❑ Studio Owner❑ Talent Buyer❑ Distributor | ❑ Other (please specify) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**How long have you been actively involved in the music industry?**

|  |  |  |
| --- | --- | --- |
| ❑ Less than 6 months | ❑ 6 months–1 year  | ❑ 1–3 years  |
| ❑ 3–5 years | ❑ 5–10 years | ❑ Over 10 years |

**How much of your personal income is generated from the music industry?**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ❑ 100% | ❑ 75-100% | ❑ 50-75% | ❑ 25-50% | ❑ less than 25% |

**Please indicate how many working hours were contributed to this project, or provide**

**an estimate using the formula below:**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | # of people x  |  | # of hours per day (average) x  |  | # of days | = |  |

**Program Benefits**

|  |  |  |
| --- | --- | --- |
| ❑ Increased market reach❑ Sense of Community❑ Education❑ Career Advancement | ❑ New Partnership❑ Economic❑ New Market Awareness❑ Personal Growth | ❑ Inspiration❑ Networking❑ Other (please specify):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

# Additional Economic Activity

Please provide an estimate of additional expenses **associated with your project** that you aren’t claiming, either because they are ineligible through our program, or are in excess of budgets allowed through this program. This will give us a sense of the “real” budget of your entire project.

Please **do not** include here the costs you have already listed in your final budget report form. SaskMusic will be aggregating this information to our funding agencies to indicate the return on investment of the program and the music industry within Saskatchewan. This information is critical for SaskMusic to readjust its funding levels and to obtain additional funding for the program. The information gathered will be released as an aggregate statistic; individual information will not be released.

|  |
| --- |
| **Office and Other Related Expenses:** |
| **Includes:** Office Rent, office equipment purchases & rentals, office staff wages, office and stationery supplies.  | ❑ $0.00❑ $1.00 - $100.00❑ $101.00 - $250.00❑ $251.00 - $500.00 | ❑ $501.00 - $750.00❑ $751.00 - $1000.00❑ Other: |

|  |
| --- |
| **Professional Services and Equipment:** |
| **Includes:** out of province recording and production costs, consulting fees, CD manufacturing, agent fees, publicist fees, manager fees, legal fees, graphic designer fees, advertising and promotion. | ❑ $0.00❑ $1.00 - $100.00❑ $101.00 - $250.00❑ $251.00 - $500.00 | ❑ $501.00 - $750.00❑ $751.00 - $1000.00❑ Other: |

|  |
| --- |
| **Food, Beverages, Etc.:** |
| **Includes:** Soft drinks, beer, wine, and alcoholic beverages; cigarettes and other tobacco products; food products; restaurant and catering costs.  | ❑ $0.00❑ $1.00 - $100.00❑ $101.00 - $250.00❑ $251.00 - $500.00 | ❑ $501.00 - $750.00❑ $751.00 - $1000.00❑ Other: |

|  |
| --- |
| **Miscellaneous:** |
| **Includes:** Professional development (books, workshops, etc.); banking and other financial service fees; association and other trade fees; electricity, energy, water and other utilities. | ❑ $0.00❑ $1.00 - $100.00❑ $101.00 - $250.00❑ $251.00 - $500.00 | ❑ $501.00 - $750.00❑ $751.00 - $1000.00❑ Other:  |

|  |
| --- |
| **Travel Costs:** |
| **Includes:** Vehicle usage/rental; gas, oil, and other vehicle maintenance; air, bus, taxi and other transportation fees; accommodations.  | ❑ $0.00❑ $1.00 - $100.00❑ $101.00 - $250.00❑ $251.00 - $500.00 | ❑ $501.00 - $750.00❑ $751.00 - $1000.00❑ Other: |

|  |  |
| --- | --- |
| **Estimated Total:** | **$** |

**Final Report Check List:**

❑ The completed final report form;

❑ The completed final budget form;

❑ The completed one-page statement on the Benefits of the Program;

❑ Samples of appropriate funding acknowledgement;

❑ Copies of any marketing or promotional materials created through this program;

❑ The completed final budget form;

❑ Copies of all invoices and receipts with proof of payment related to the initiative.

|  |  |  |
| --- | --- | --- |
|  |  |  |
| **Signature of Applicant** |  | **Date** |

**Contact Info and Inquiries:**

All inquiries may be directed to:
Derek Bachman
Program Manager
SaskMusic Investment Program

Phone: 1-800-347-0676 within Saskatchewan ; 306-347-0676 outside of Saskatchewan

Email: derek@saskmusic.org

Website: www.saskmusic.org