



## Preparing Your Application and Materials/Applying to FACTOR

### Starting Ahead of the Deadline Date

- It is strongly suggested that you begin filling out the application and preparing all mandatory and supplementary attachments well before the deadline.
- The Submissions Department is available to answer all questions relating to the process as well as any specific questions related to filling out the application, but as the deadline nears it is much more difficult to ensure that all of your questions are answered in time because of the influx of questions from other applicants.
- Also, in the case that there are any errors while submitting the application via the online system, we will be able to troubleshoot with you and make sure it's submitted in time of the deadline if we discover the error before the deadline day.

### Online Applications Preferred

- FACTOR strongly recommends that all applications are submitted via the Online Application Portal. Hard copies will be accepted but are not recommended as the main method of application. However, hardcopy applications are readily available online and we suggest that you use them as a reference point.

### Preparing your Mandatory attachments/materials

- For every program, the program guidelines PDF as well as the hard-copy application PDF contain a detailed checklist for all pieces that must be submitted. It is of utmost importance that ALL of these documents be included with your application and that they are all submitted by the deadline date. Failure to provide all of these attachments/documents on time may affect your eligibility for the program.
- As you are preparing your application, work through the checklist to ensure you have everything you need. Also, as you are attaching the documents to your online application, make sure they are in the recognized formats. If you are preparing to send a package in the Hard Copy format, double-check to be sure that you have included everything and send it well in advance so that it is received by FACTOR no later than 5PM EST on the deadline date.
- If you are applying online, it is strongly suggested that all mandatory documents be uploaded online with the application with the exception of the proof of release for the Tour, Showcase, and Video programs. For each of the above programs, it is strongly suggested that you submit a physical copy of your album to the FACTOR office by 5PM EST on the deadline day. You are able to attach a label copy (.jpg) to the online application if you so choose, but it is strongly recommended that you submit a copy of the CD instead.

### Supplementary Attachments/ materials

- In some cases, the program guidelines will suggest supplementary materials that may be included with your application. These can include press clippings, photos, support letters from industry professionals, etc (unless noted to be mandatory). You are recommended to include these pieces if you have them as they will provide the jury or board (depending on the program) with a better picture of the artist's career and support system, especially in the case of the recording grants and loans.



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- If the program guidelines do not suggest or recommend any supplementary materials then it is advised that you do not include any. If it isn't suggested then it is likely that these pieces will not be included in the review process and they will not improve your chances of receiving the funding.
- All supplementary materials can either be included with the application or can be submitted at a later date; however, it is important to note that after the deadline date, all supplementary material will only be accepted physically in the FACTOR office. Also, the later that we receive these pieces, the less likely that they will be included with your submission. Once your application has been prepared for the jury or the board, it is at the discretion of the coordinator who is working on your file to decide whether or not these pieces will be attached to your file.

### **Submitting any Materials Separate from the Application (must be received by 5:00 p.m on the deadline date)**

- Whether you are submitting physical attachments to be matched up with an online application or you are submitting supporting documents after we've already received your completed application you must mark your documents appropriately so we know where they belong.
  - 1) If submitting documentation via mail or email to be added to an online application, mark it clearly with the online application ID that was assigned to your application as well as the applicant name and artist as you entered the information on your application and note that it is match-up material.
  - 2) If submitting documentation via mail or email to be added to a hard-copy application, mark it clearly with the program that you applied to, the applicant name and artist exactly as you wrote it on the application, as well as a note indication that it is match-up material.

### **Uploading Attachments to your Application on the Online Application Portal**

- The only acceptable formats for attachments are: DOC, DOCX, JPG, MOV, MP3, PDF, XLS and XLSX. No other file formats can be accepted.
- When uploading attachments, be sure to name them appropriately so that the file matches our expectation. Please don't be creative with the naming. For example: Artist Biography, Marketing Plan, Lyrics, Corporate Docs, etc..
- When uploading attachments, please double-check that the correct file is uploaded and that the file was uploaded correctly. You are able to preview all file types once they are uploaded with the exception of .mov files.
- If the wrong file is uploaded or if the file is corrupt or will not load, it may affect your eligibility for the program. It is not FACTOR's responsibility to follow up with an applicant to remedy the situation if this is the case. It is the applicant's sole responsibility to be sure that all attachments are uploaded and work.

### **Attachment Guides**

- If you are having difficulty drafting any mandatory or supplementary materials we have created a number of instructional guides so that you can see what FACTOR's expectations are. We have instructional guides for the following documents:
  - 1) Marketing Plan
  - 2) Venue Sales Tracking Forms
  - 3) Supplementary Budget forms for additional expense breakdowns and for the Collective Initiatives program
  - 4) Merchandise and Album sales Tracking Forms
  - 5) Tour Expense Tracking
  - 6) Etc,
- All of these forms are available for download from our website under the "Documents" tab.



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### Troubleshooting with the Online Application Portal

- The Online Application Portal was designed in the Firefox internet browser and works best in that browser. If you are experiencing any technical or visual errors while filling out the application, we advise you to try applying in Firefox before we try any other troubleshooting tests.
- If you experience any errors while applying in Firefox, please contact the Submissions Department of FACTOR. When reporting an error, you will be asked to explain the error and what was action caused that error, if anything.

### Other Tips when filling out the Online Application

- You must remember to fill out all applicable budget forms for your project as well as the summary and funding request. These are mandatory documents. Failure to fill out the appropriate budgets may affect your eligibility for funding. You may provide us with supplementary budgets to better explain your expense, but the standard budget MUST also be filled out.
- Always fill out the line item for the Total Request from FACTOR.
- Be sure that all of the information fields are filled out. In some cases the form will say that the section is complete when it is not. The form only recognizes that the minimum information is filled out. It is best to do a manual check of all fields before submitting.
- Be sure that there are no typos in your phone number, email address, website address, etc. This information is crucial should FACTOR need to contact you for more information. It is not FACTOR's responsibility to track down the correct information if it is input incorrectly.
- Regardless of what information you've provided to us in the past, be sure to provide all information and documentation that is indicated on the form.
- Selecting the "I am Done" button is not equivalent to submitting the application. You must select "I am Ready To Submit" to submit the application to the system.

### Other Tips when filling out the hard-copy application

- Do not use staples, bindings, or folders (etc.) when putting together your application. Please just include all of the information in a neat stack of papers in an envelope.
- Complete the entire application, filling out all sections on the appropriate FACTOR provided form. You may attach supplementary print-out for things like Project Goals, Budget breakdowns, etc, but always fill out the supplied budget forms as well. If you do not provide a completed budget in the FACTOR application, your eligibility may be affected.
- Submit only ONE copy of the application and all supporting documents.
- Have the applicant and the artist sign the Applicant's Agreement as provided with the form. This MUST be submitted at the time of applying. Without it, your eligibility may be affected. Please note that if the applicant or artist is a minor, an adult must sign on their behalf. Alternately, if a manager is signing on the artist's behalf, the appropriate signing authority document must be filled out and submitted with the application.