

# SASKMUSIC

## SHOWCASE SUPPORT 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 Showcase Support 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](mailto: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, 2012, you need to claim it on your 2012 tax return. If you receive funding between January 1- December 31, 2013, you will claim it on your 2013 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 Showcase Support 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 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 page of the application form.
- Are those costs incurred after the application has been received by SaskMusic. (Note: An exception will be made for costs incurred before the application has been submitted, which may include but is not limited to, conference/workshop/tradeshow registrations and airfare.)
- CD/DVD manufacturing, up to 25 copies.
- 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, 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;
- 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/funding](http://www.saskmusic.org/funding).
- Any expenses submitted without documentation will not be accepted for final payment and will be deducted from your budget.
- Please organize invoices and proof of payment by budget category (in order of each budget line).
- 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](http://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/funding](http://www.saskmusic.org/funding).



# SASKOMUSIC

## 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:	

## Benefits of the Program

Please submit a one-page statement about the benefits that you received through the support of the 2012-2013 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 (directly or indirectly) as a result of this project.





**Final Report Check List:**

- The completed final report 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.

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**Signature of Applicant**

\_\_\_\_\_  
**Date**

