

## **Market Access Final Report – Industry 2011-12**

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Name: \_\_\_\_\_ Contract Number: \_\_\_\_\_

Event and Date: \_\_\_\_\_

**Note:**

This final report must be submitted in hard copy. Email or faxed reports are not accepted.

### **PART A: RESULTS**

Please answer the following thoroughly and completely so as to reflect your activity and results at the event:

1. Did you meet your goals in attending this event? Please list your specific goals, and why/how your goals were or were not met.
2. List any industry individuals you had meetings with or who attended your artist's showcase.
3. List any specific deals or signings that resulted from this event, were initiated at this event, or were moved closer to fruition as a result of this event.
4. Did you find this event useful? What aspects? Would you attend again?
5. Did you obtain other funding for this trip from any other funding organization(s)?

Please add any further comments regarding this event, your involvement, or the Market Access Program. You may be contacted for further information.

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Event and Date: \_\_\_\_\_

### PART B: FINANCIAL REPORT

	<b>Budget</b> (as per schedule A)	<b>Actual</b> (attach receipts)	<b>Event Expenses</b>
	\$	\$	Per Diems: _____ # person(s) X _____ # days X \$_____ per person (maximum per person: \$45 domestic, \$65 US, \$100 international)
	\$	\$	Travel / Airfare
	\$	\$	Vehicle Rental & fuel (if rental vehicle)
	\$	\$	Mileage \$0.36 X _____ km (if personal vehicle)
	\$	\$	Accommodations
	\$	\$	Conference Registration
	\$	\$	Other _____
<b>A</b>	\$	\$	<b>Total Event Expenses</b>
<b>B</b>	\$	\$	<b>Administration Fee</b> (A x 15%, max \$200)
<b>C</b>	\$	\$	<b>Total Budget</b> (A + B)
<b>D</b>	\$	\$	<b>Contribution from Others</b> (Page 3 of application)
<b>E</b>	\$	\$	<b>Cash Shortfall</b> (C - D)
<b>F</b>	\$	\$	<b>ELIGIBLE AMOUNT</b> Lesser of: C x 75% or E or <b>\$2000 (domestic), \$3000 (international)</b>

### PART C: RECEIPTS

- Please include a list of receipts in the order of the budget.
- Copies of all receipts must accompany your final report. Please attach in the order they appear in the list.

*All parts of this report must be completed and submitted within 30 days of the Market Access event in order to process final payment and close the file.*