

BEFORE YOU START

These notes will help you complete the CMF Application Process. It is important to know which stream you are applying for and how to apply for them using CMF Program Administrator | eTelefilm.

Before applying, Applicants must read the applicable CMF Guidelines for the program or programs and the corresponding CMF Business Policies.

For pre-application consultation, please contact your local CMF Program Administrator | Telefilm Canada regional offices:

MONTREAL	HALIFAX	TORONTO	VANCOUVER
360 Saint-Jacques Street 6th Floor Montréal, QC H2Y 1P5 Toll Free: 1-800-567-0890 T: (514) 283-6363 F: (514) 283-8212	1717 Barrington Street 4th Floor Halifax, NS B3J 2A4 Toll Free: 1-800-565-1773 T: (902) 426-8425 F: (902) 426-4445	474 Bathurst Street Suite 100 Toronto, ON M5T 2S6 Toll Free: 1-800-463-4607 T: (416) 973-6436 F: (416) 973-8606	210 West Georgia Street Vancouver, BC V6B OL9 Toll Free: 1-800-663-7771 T: (604) 666-1566 F: (604) 666-7754

Applications will only be accepted through eTelefilm and hard copy (paper) applications can no longer be submitted to the Regional offices listed above. To submit an application please visit the CMF Submit an Application page in order to Register and receive a PIN. This process can take up to 5 working business days and should be worked into your application schedule.

eTELEFILM PROCESS

eTelefilm will ask you to create an account as an individual or company. Please note that although you can create an account as an individual not all programs will allow you to submit your application as an individual. Most programs require the applicant to be an incorporated company at application, while some others allow you to apply as an individual but will ask for you to incorporate before entering into a financing agreement with the CMF, if selected and approved for CMF funding. You can change your account information by contacting CMF Program Administrator | Telefilm.

After asking you a few basic contact information questions, you will be prompted to download and fill in 3 forms.

The first form, Authorization Certificate, is to be signed by the director or officer of the company and will outline who they would like to appoint as their Company's Account Administrator. The Company's Account Administrator plays the important role as the manager of the Company's Account as they are responsible for adding subsidiary companies and determining who has access to which projects on eTelefilm within their Company. The Account Administrator can be changed by the Director or Officer of the company who signs this form at any time by contacting the CMF Program Administrator | Telefilm.

The second form, the Portal Subscriber's Agreement, is a contract between Telefilm Canada and your account administrator. The terms and rights and services are outlined within the Agreement.

Finally, the third form is the Subscription Form- joint account. Instead of opening a new eTelefilm account for each project, the Account Administrator can use this Form to add all other subsidiary and single purpose companies to the main account. Using the User Management Tab once you have created an account and logged in is where you can manage who has access to which subsidiary companies within your organization. Please note, only the account administrator can give access to other users.

eTELEFILM PROCESS (continued)

The Account Administrator will then send the aforementioned documents completed and signed to the attention of Line Fillion. These documents can be sent by fax (514-283-2648), by e-mail (line.fillion@telefilm.ca) or by regular mail at:

Telefilm Canada
360, St-Jacques Street
Suite 600
Montreal (QC) H2Y 1P5
Att: Line Fillion

Upon reception of the above mentioned documents, Telefilm will send to the designated account administrator:

- a. by e-mail a URL link that will bind the eTelefilm account to the GC Key or Sign-in partner service account (if the administrator does not already have a GC Key or Sign-in partner service it will be the opportunity to create one then)
- b. by registered mail a PIN number to activate the eTelefilm account (Electronic proof of identity)

Once you have received your PIN you may log into eTelefilm and start your application.

STARTING AN APPLICATION

When starting a new application in eTelefilm you will be greeted with the Application Creation Wizard.

Application Creation Wizard

Funds and Program *	<input type="text"/>
Medium *	<input type="text"/>
File Activity *	<input type="text"/>
Deposit Date *	<input type="text"/>
Title *	<input type="text"/>

Using the drop down menus please select the stream and Program. First the stream (Convergent, Versioning, or Experimental), then the medium (TV or DM), and finally the File Activity (Development, Production or Marketing). Once you have made your selections you will choose from the Deposit Date dropdown which program and date you are applying for precisely and then enter in the title of your application. You may create an application and save it at any time to come back to later. Please note there are notes which come in the form of question marks throughout eTelefilm with information to help you insert the correct information.

The document checklist can be uploaded at the end of your application. Once everything has been entered you may submit your application.

For more specific question please visit our FAQ here.

Complete all information requested and include all relevant documentation with your application. Incomplete applications will result in a delay in funding or may be refused.

All CMF supplementary forms needed to complete the Application checklist as well as helpful tools i.e. DM definitions are available on the CMF website.