



CANADA
MEDIA FUND

FONDS DES MÉDIAS
DU CANADA

CMF INTERACTIVE DIGITAL MEDIA CONCEPTUALIZATION APPLICATION GUIDE 2024-2025

Please review this guide which includes tips to complete the **Dialogue Application Form used for this program**.

Please contact our Coordination team at cmf.fmc.coordination@telefilm.ca if you have any questions.

Prior to submitting your application, you should be familiar with the CMF Guidelines of the applicable funding program and the corresponding CMF Reference documents and Business Policies available on the CMF website under the Programs page at www.cmf-fmc.ca.

Complete all information requested and include all required documentation with your application. Please note Applicants will not receive an acknowledgement letter (complete and/or incomplete) from the CMF Program Administrator | Telefilm Canada. Applications will instead be assigned to Business Analysts upon receipt and missing information may be requested as needed.

For inquiries relating to the application process, the CMF Guidelines and Business Policies and/or the status of your CMF funding application, please contact our Coordination Team at cmf.fmc.coordination@telefilm.ca

The following pages include a copy of the Application Form. **Pay attention to the highlighted helpful tips and Appendices**. Note that all sections in **red** are fields that must be filled out in order to submit your application.

→ To save and continue later, click SAVE at the bottom of the page.

→ To retrieve a saved and not yet submitted application form, click on **Tasks** and then on **Complete Application | Compléter la demande**.

Thank you for reading this Guide. Please keep in mind that the Dialogue Application Form can be updated from time to time and not all sections may be identical to what you see below.

Please do not hesitate to contact our Coordination team for any questions cmf.fmc.coordination@telefilm.ca

Complete Application

IMPORTANT: This application will be deleted if not submitted within 60 days from the date it was started.

Summary

Program CMF IDM - Conceptualization

Application Year 2024-2025

[Need help? Please review our Guide](#)

▲ Applicant

Select Applicant Company

--Select--

A value is required

Correspondence Language

--Select--

A value is required

Are you applying on behalf of a company to be incorporated?

--Select--

A value is required

Do the Applicant, the Co-Applicant and/or their parent company have a director or shareholder that is not a Canadian citizen or a director or shareholder that has been a permanent resident for more than 4 years?

--Select--

A value is required

Does this Project meet the definition of a Regional Project as set out in the CMF Guidelines?

--Select--

A value is required

▼ Canadian Co-Applicant(s) (if applicable)

Co-Applicant	Contract Signatory Name	Email for Official Notifications	% of Rights
<p>If applicable, please indicate the Canadian Co-Applicant who co-owns the rights to the project, its authorized signatory and the percentage of rights held according to the co-production agreement. If you will be working with subcontractors, do not add their name here.</p>			
Add			

▲ International Coproduction

One or more required fields are empty

Is this an international coproduction?

Yes No

A value is required

If your project is an international codevelopment or coproduction, indicate Yes. Make sure that you meet the requirement of the [Framework for International Digital Media Co-Production](#) available on the CMF's website.

▲ Previous Applications

One or more required fields are empty

Has the Project been submitted for Pre-application Consultation?

--Select--

A value is required

Has the Project previously been submitted to CMF?

--Select--

A value is required

Financial Structure

See Appendix 1

Source	Type	Confirmed	Amount (CAD)	% Canadian
Canada Media Fund	Advance	<input checked="" type="checkbox"/>		0.00
Total			0.00	

Budget/Final Costs

The **Financial Structure** total must equal the total amount of the **Budget / Final Costs** below and of the **Budget** submitted as part of the **Required Documents**

Dated

A value is required

Category	Budget - Canada (CAD)
A - Producer	
B - Team Labour Expenses	
C - Administration	
D - Contingency	
Total	0.00

Enter the **Budget Summary** according to the completed **Excel Budget template** to be submitted in the **Required Documents** section.

The **Budget template** is available on the **CMF website**.

Make sure to use the **correct Budget template** for the **program activity** and the **current fiscal year**.

Please carefully read the notes in the Budget template.

Schedule

Item	Date	Description
Click on +Add to add milestones to the schedule according to the instructions in Appendix 2 .		

Required Documents

Visit the **Programs** page at www.cmf-fmc.ca to find the list of required documents.

The maximum file size allowed is 25MB. Documents too large are highlighted in red

Document	Website URL	Description	Type
<p>Please carefully review the Program's List of Required Documents, including the helpful tips on nomenclature of documents. Having a Description and selecting a Type that makes sense to each Required Document uploaded in your Application Form will ensure proper analysis of your project. Click +Add and upload each required document separately. The system will not provide a warning if a required document is not submitted. ** FOR PROGRAMS WITH A SELECTIVE DECISION PROCESS, Analysts will only evaluate documents submitted and will not contact you for more information or missing documents **Out of fairness to all Applicants submitting an application to a selective program, documents other than those requested in the List Required Documents or exceeding the allotted page counts will not be considered."</p>			

Click **+Add** to continue

Statement

Statement

By checking this box, the Applicant declares having read the [Applicant Statements](#) and acknowledges that these statements are accurate, true and complete. **For Quebec-based Applicants only (pursuant to Bill 96):** By checking this box, the Applicant declares having read the [Applicant Statements](#) and acknowledges that these statements are accurate, true and complete.

CANCEL

SUBMIT

SAVE

Appendix 1 – Financial Structure

The amount requested to the CMF for the proposed project appears on the first line. This amount matches the Requested Amount (CAD) entered above.

Select the country for each of the funding sources entered. If your project is not an international co-production, enter Canada for all sources. If your project is a co-production, select the country for each co-producing country's funding sources. Please note that international co-productions must comply with the [Framework for International Digital Media Co-Production](#) available on CMF's website.

Select the type of funding sources in the dropdown list. If you cannot find the type of funding source in the list, it might be that it is an ineligible type of funding. Ineligible types of funding include, but are not limited to: credit margin or loan, sweat equity, work done for free or volunteer work, future revenues, and deferred salaries from non-shareholders.

Tick the checkbox in the "Confirmed" column if the funding source is indeed confirmed. If the funding source is pending, do not tick the checkbox.

Click on "Add" to add your other funding sources for the project.

The total financial structure must match exactly the total amount of the budget submitted in the Required Documents section.

Appendix 2 – Schedule

Click on “Add” to add milestones to the schedule according to the following instructions:

Enter one line for “Conceptualization”, enter the start date of the Conceptualization phase and in the Description field, indicate that this is the start date.

Enter a second line for “Conceptualization”, enter the end date of the Conceptualization phase and in the Description field, indicate that this is the end date.

The start date for Conceptualization cannot be more than 3 months prior to the deadline date to which you are applying. Start and end dates should correspond to the period covered by the budget