



CANADA  
MEDIA FUND

FONDS DES MÉDIAS  
DU CANADA

# CMF INTERNATIONAL INCENTIVES

**GUIDE TO COMPLETE APPLICATION**

**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](mailto:cmf.fmc.coordination@telefilm.ca) if you have any questions.

You may find the Dialogue User Guide also helpful: **User Guide: How to Navigate Dialogue** - you can find it here <https://cmf-fmc.ca/document/dialogue-user-guide/> .

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](http://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](mailto:cmf.fmc.coordination@telefilm.ca)

The following pages include a copy of the Application Form. **Pay attention to the highlighted helpful tips**. 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](mailto: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 International Incentives

Application Year 2024-2025

Need help? Please review our Guide

### ▲ Applicant

One or more required fields are empty

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

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

Co-Applicant	Contract Signatory Name	Email for Official Notifications	% of Rights	Remove
Please indicate the name of the Canadian company co-holding the rights to the project, its authorized signatory and the percentage of rights held according to the co-production agreement.				
<a href="#">Add</a>				

### ▲ International Coproduction

Please add at least one coproducer country

Is this an international coproduction?

Yes  No

Coproduction Company	Country	Add text here
No items available		
<a href="#">Add</a>		

Applicable Treaties

--Select--

A value is required

Selected

Make sure you meet the requirements of the [Framework for International Digital Media Co-Production](#) available on the CMF's website

## ▲ Project

One or more required fields are empty

### Title

A value is required

### Original Language of Production

A value is required

### Other Language of Production

### % of Production in the Indigenous Language

### Genre

### Format

### Medium

Interactive Digital Media

Linear

### Type

### Delivery Method

### Content Type

### Presentation Type

### Target Audience

### Business Model

Please indicate any of the following that you plan to undertake in the course of your Project.

The CMF encourages all Applicants to implement more environmentally-sustainable practices and cleaner technologies – and reduce the use of unsustainable resources – in the development, production and exploitation of Projects. Select all that apply.

A value is required

### Versioning Language

### Cycle

### Length per Episode in Minutes

### Total Length for Series in Minutes

### Number of Episodes

### Do you have a functioning prototype?

### Website URL

For example, <http://www.myprojectsite.ca>

### Activity

A value is required

### Description/Synopsis (2000 characters or less)

Should the Project be approved for financing, this information will be used by Canada Media Fund for promotional purposes. Kindly advise us if there are any changes.

A value is required

### Does this Project include or reflect storylines, main characters or subject matter related to one or more of the following Sovereignty- and Equity-Seeking Communities?

This question is for statistical and analytical purposes only. The definition of Sovereignty- and Equity-Seeking Communities is found in Appendix A.

A value is required

### ▲ Contacts

One or more required fields are empty

Contact Type	Name (last name, first name)	Email	Phone Number
Contact for all correspondence			
Producer			

### ▲ Key Personnel

One or more required fields are empty

Role	PERSONA-ID Number (if applicable)	Name (last name, first name)	Citizenship
Producer			--Select--

➕ Add

### ▲ Directors and Shareholders

One or more required fields are empty

Beginning in 2023-2024, if an Applicant's project is selected for funding in this Program, individuals from the Canadian production company attached to the project must complete the CMF's Self-Identification System ("Persona ID") process before any funding is released. For more information, please refer to the CMF PERSONA-ID webpage.

Role	PERSONA-ID Number (if applicable)	Name (last name, first name)	Citizenship
Corporate Director			--Select--
Shareholder			--Select--

➕ Add

### ▲ CMF Financing Program(s)

Please add at least one program fund

Source of CMF Financing	Broadcaster	Type	Language	Requested Amount (CAD)
Select the CMF financing program by clicking on "ADD" and choosing from the pull-down menu. Please refer to the program guidelines for the total maximum contribution for each project.				

➕ Add

### ▲ Financial Structure

The following fields require values: Amount

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

➕ Add

### ▲ Budget/Final Costs

One or more required fields are empty

Category	Budget - Canada (CAD)	Budget - Foreign (CAD)	Total
Subtotal			0.00
Producer Fees			0.00
Corporate Overhead			0.00
<b>Total</b>	0.00	0.00	0.00

### ▲ Related Party Transactions

Please add at least one related party transaction

Budget Line	Description	Name of Related Company or Individual	Amount (CAD)	Measurement Basis	Related Party Reference Number
No items available					
<a href="#">+ Add</a>					

### ▼ Schedule

Item	Start Date	End Date	Locations	Duration (days)
No items available				
<a href="#">+ Add</a>				

### ▲ Required Documents

Visit the Programs page at [www.cmf-fmc.ca](http://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
No items available			
<a href="#">+ Add</a>			

Submit the documents listed on the **List of Required Documents** provided on the **CMF website**. Please see **Appendix 1 - Required Documents** for more details on how to identify the required documents.

[Click +Add to continue](#)

### ▲ Statement

Statement
<input type="checkbox"/> By checking this box, the Applicant declares having read the <a href="#">Applicant Statements</a> and acknowledges that these statements are accurate, true and complete. <b>For Quebec-based Applicants only (pursuant to Bill 96):</b> By checking this box, the Applicant declares having read the <a href="#">Applicant Statements</a> and acknowledges that these statements are accurate, true and complete.

### IMPORTANT before submitting

If you wish to keep a copy of your Application please print or "print as pdf" before submitting.

For programs with a selective decision process, analysts will only evaluate documents submitted and will not contact you for more information or missing documents.

[CANCEL](#)

[SUBMIT](#) [SAVE](#)

## Appendix 1 – Required Documents

This section of the Dialogue Application Form is **very important**. Having the right **Description** and **Type** to each Required Document uploaded in your Application Form **will ensure proper analysis of your project**.

Follow the List of Required Documents provided for each CMF Program under Application Documents on the CMF website as a guide to identify each uploaded document.

### Example of a List of Required Documents and Description and Type for each of the Required Document:

**Required Documents**

Visit the **Programs** page at [www.cmf-fmc.ca](http://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	
UPLOAD  Drop file here		Joint Signature Form	Application & certification forms	×
UPLOAD  Drop file here		Corporate profile_Company name	Corporate Profile	×
UPLOAD  Drop file here		Co-developement/Co-production agreement_Parties names	Chain of title & development history	×
UPLOAD  Drop file here		Option agreement	Chain of title & development history	×
UPLOAD  Drop file here		Transfer of rights_Parties names	Chain of title & development history	×
UPLOAD  Drop file here		Calendar	Schedule	×
UPLOAD  Drop file here		CV_Individual's full name	CV/Resume	×
UPLOAD  Drop file here		Overview of the project	Outline/Proposal/Treatment/Synopsis	×
UPLOAD  Drop file here		Support materiel	Support Material	×

[Add](#)

- Upload each required document separately.
- Please ensure that documents are created in familiar office software (Word, Excel, Adobe). **Documents submitted in a zip or via a document-sharing site like Dropbox are not accepted.**
- Each document cannot exceed the maximum allowable size of **25 MB**.
- Videos should be submitted via hyperlinks (leading to video-sharing websites), not uploaded as files. If a website URL is entered in the field identified for that purpose, please note that a document cannot also be uploaded on the same line.
- Click on Verify Link to make sure that it works. Please ensure that the provided hyperlinks are functional **for at least 4 months after the application date or deadline**, and make sure to provide required passwords in the Description field, if applicable.
- **Documents will not be accepted by mail;** everything including supporting material must be submitted online. New documents and updates cannot be submitted after the deadline.

### **The system will not provide a warning if a required document is not submitted.**

- Once submitted, 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.