



CANADA
MEDIA FUND

FONDS DES MÉDIAS
DU CANADA

**CMF SECTOR DEVELOPMENT
SUPPORT PROGRAM
APPLICATION GUIDE
2024-2025**

Please review this guide which includes tips to complete the **Dialogue Application Form used for the CMF SECTOR DEVELOPMENT SUPPORT PROGRAM**.

Please complete all information requested and include all required documentation with your application.

NOTE: For inquiries relating to the Dialogue 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**. 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

Welcome to the **CMF SECTOR DEVELOPMENT SUPPORT PROGRAM** application Guide.

At this point you should have:

- Created your [Dialogue user account](#);
- Gathered all the [Persona-ID](#) numbers of the key personnel involved in this project;
- Created an application by going to **Actions** and choosing **Submit an Application** in your Dialogue account.
- The fields highlighted in **red** are mandatory to **complete** and **submit** your application.

Complete Application

If you create a new application in Dialogue but it is not completed and submitted within 60 days, the application will automatically be deleted

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

Summary

Program CMF Industry

Application Year 2024-2025

A copy of this guide can also be found here

Need help? Please review our Guide

Applicant

One or more required fields are empty

Select Applicant Company

--Select--

A value is required

If your Dialogue account includes several companies, you will be able to select the Applicant Company from the pull-down menu. If your Dialogue account only includes one company, it will appear here by default

Correspondence Language

Answer by selecting from the pull-down menu

A value is required

Applicant(s) is/are a Canadian

Answer by selecting from the pull-down menu

A value is required

Please indicate the intended reach of your Project?

Answer by selecting from the pull-down menu

A value is required

Contacts

One or more required fields are empty

Please always enter the contact's last name first, then the first name.

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

Canadian Co-Applicant(s) (if applicable)

One or more required fields are empty

This section may not apply to your funding request, but if you do have a Co-Applicant, please click on the "Add" button below and enter the required information.

Co-Applicant	Contract Signatory Name	Email for Official Notifications	
			×
Add			

▲ Project

One or more required fields are empty

Title

Answer by selecting from the pull-down menu

A value is required

Original Language of Project

Answer by selecting from the pull-down menu

Language of Project (specify)

If you selected "Indigenous" or "Other" above, a second window will appear asking you to specify. If your Project is multilingual, please select "Other" and list all the languages that apply

What is your Project intended to foster?

Answer by selecting from the pull-down menu

A value is required

Description (2000 characters or less)

This information will be used by Canada Media Fund for promotional purposes. Kindly advise us if there are any changes.

A value is required

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

Answer by selecting from the pull-down menu

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

Does this Project specifically target any of the following Indigenous Peoples or Equity-Seeking Communities?

Answer by selecting from the pull-down menu

This question is for statistical and analytical purposes only. The definitions of Indigenous Peoples and Equity-Seeking Communities are found in Appendix A.

A value is required

How many participants do you expect to benefit directly from the Project?

Please enter a numerical value greater than 1, and only whole numbers

A value is required

▲ Key Personnel

One or more required fields are empty

At least one participant is required but you can enter as many as needed by clicking on the "Add" button.

Role	PERSONA-ID Number (if applicable)	Name (last name, first name)	Citizenship	
			--Select--	×
<p><small>Please visit the CMF's Persona-ID page at https://cmf-fmc.ca/persona-id/</small></p>				

ADD

▲ CMF Financing Program(s)

One or more required fields are empty

Click on the "Add" button and select **CMF Sector Development Support Program** from the pull-down menu. Then enter the Requested Amount. The maximum contribution from the CMF can not exceed 75% of the project's Eligible Costs.

Source of CMF Financing	Type	Requested Amount (CAD)	
--Select--	--Select--		×
CMF Sector Development Support Program			

ADD

▲ Financial Structure

The following fields require values: Source, Category, Type, Amount

Click the "Add" button below and enter any other participants in the financial structure. Select from the pull-down menus where applicable.

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

ADD

Budget/Final Costs

One or more required fields are empty

The **Financial Structure** total above must equal the total amount of the **Budget/Final Costs** below.

Category	Budget - Canada (CAD)
A - Project Management Costs	
B - Project Costs	
C - Travel Costs	
D - Marketing and Communication Costs	
Administration Costs	
Total	0.00

Using the same **Sector Development Project Budget** previously submitted to the CMF, enter the subtotal amounts of each of the categories in these fields.

Related Party Transactions

No Related Party Transactions

At application stage, you can click on "**No Related Party Transactions**" and you won't have to fill out this section.

Budget Line	Description	Name of Related Company or Individual	Amount (CAD)	Measurement Basis	Related Party Reference Number
No items available					

Schedule

One or more required fields are empty

Add the **Start** and **End** dates of the Project (clicking on the icon will open a calendar from which you can select the dates). You can enter multiple **locations** if applicable. Indicate the **total number of days** of the activity.

Item	Start Date	End Date	Locations	Duration (days)
Project	<input type="text" value="mm/dd/yyyy"/>	<input type="text" value="mm/dd/yyyy"/>	<input type="text"/>	<input type="text"/>

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

Please refer to the decision letter you have received from the CMF for a list of Required Documents. Click on the "**Add**" button and **UPLOAD** each required document separately. Enter a brief **description** of the document and select the **type** of document from the pull-down menu.

Document	Website URL	Description	Type
<input type="button" value="UPLOAD"/> <input type="text" value="Drop file here"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="--Select--"/>
<input type="button" value="Add"/>			

You need to supply a file or a url for each of the submitted document

Statement

Don't forget to click this box after reading the **Applicant Statements**

<input checked="" type="checkbox"/>	Statement
<input checked="" type="checkbox"/>	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.

IMPORTANT before submitting

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

You can submit your completed application or save a partially completed one and come back to it later. We recommend that you consult the **Dialogue User Guide** which can be found on the CMF website for the next steps.

<input type="button" value="CANCEL"/>	<input type="button" value="SUBMIT"/>	<input type="button" value="SAVE"/>
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- Before submitting your application, make sure to print a copy (or print to PDF). Once submitted, the application form will no longer be available.
- Once you click Submit, a confirmation that the application has successfully been submitted will appear. **Please write down the application number generated.**
- If you do not see the message confirming that the application was successfully submitted, this means that errors or incomplete fields remain (scroll up and look for the section(s) in red). Correct the errors and incomplete fields and click Submit again.
- The application #, title, funding stream and status will be available for reference under **Records** and **My CMF Applications**.
- A financing agreement will be sent to you via Dialogue approximately 4 weeks after the reception of the application. Please check your emails for a notification to verify the portal.
- Consult the [Dialogue User Guide](#) to find out how to **sign the CMF Agreement**, set up **Direct Deposit** and **Fulfill Conditions** and complete the **Final Evaluation** process in order to trigger the payments.
- Please do not hesitate to contact our Coordination team for any questions cmf.fmc.coordination@telefilm.ca