



CANADA
MEDIA FUND

FONDS DES MÉDIAS
DU CANADA

Dialogue

BROADCAST AGREEMENT FORM

**BAF USER
GUIDE**

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Welcome to the Dialogue Broadcaster Agreement Form User Guide

This “add on” to the *Dialogue* User Guide was created with instructions to help you create and use Broadcaster Agreement Forms in the Dialogue platform.

Questions:

Broadcasters - please contact Suzanne Keppler at the Canada Media Fund: skeppler@cmf-fmc.ca

Applicants – please contact the CMFPA Coordination at: CMF.FMC.coordination@telefilm.ca

Enrolment support and questions, please email enr@telefilm.ca

Highlights

A **development BAF** is applicable to all CMF linear development funding programs requiring a financial contribution from eligible broadcaster(s).

- a separate Dialogue BAF must be completed for each broadcaster contributing a development fee.

A **production BAF** is applicable to all CMF linear production funding programs requiring a financial contribution from eligible broadcaster(s).

- a separate dialogue BAF must be completed for each broadcaster contributing an eligible licence fee.

- Broadcaster Agreement Forms (BAF) are required to confirm Canadian eligible Licence Fees and/or to confirm CMF Envelope allocations in Production or Development.
- You may save your BAF at any time prior to submitting and come back to complete it later; until submitted by the Applicant, the incomplete BAF will remain available in the Tasks list.
- Once submitted, the BAF will be sent to the selected Broadcaster for approval. The Broadcaster can modify the BAF before approving it. Applicants: please review your approved BAF(s) before using them in a CMF funding Application form.
- Prior to submitting your CMF funding Application form, please familiarize yourself with the CMF Guidelines, CMF Reference documents and Business Policies available on the CMF website.

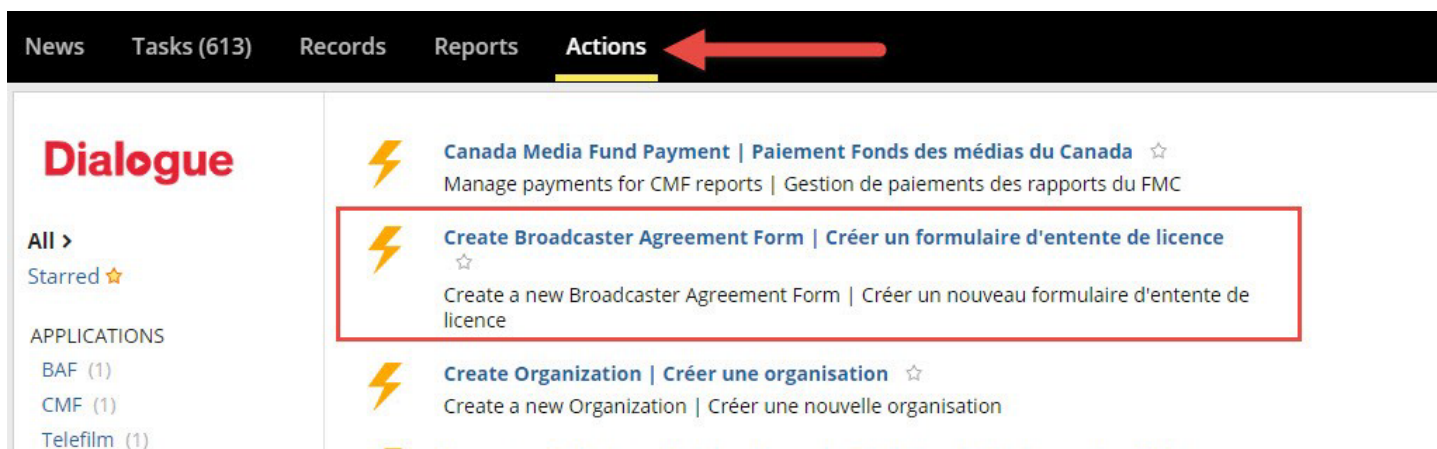
For Applicants wishing to create a BAF for Diverse Language Envelope or Alternate Access Envelope, the same steps may be followed as indicated in the following pages. Special attention should be brought the choice of Broadcaster. If you have questions, please contact the CMFPA Coordination at: CMF.FMC.coordination@telefilm.ca

Applicant

HOW TO CREATE & SUBMIT A BROADCASTER AGREEMENT FORM (BAF)

Once in Dialogue, go to Actions and choose

[Create Broadcaster Agreement Form | Créer un formulaire d'entente de licence](#)



Select the correct activity for the Project: **Development** or **Production**
and click SUBMIT.

Development

Complete all relevant fields.

NewsTasks (1,618)RecordsReportsActions

JEappian

SAVE DRAFT

Complete the Broadcaster Agreement Form

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

Summary

Select Applicant Company

--Select--

A value is required

Select Broadcaster or Broadcast Ownership Group

--Select--

A value is required

Project

Title

A value is required

Canadian Broadcaster Development Fee

Type	Amount (CAD)
Development Fee	
Total	0.00

CMF Envelope Contribution

Is the Broadcaster Group allocating a portion of its Envelope?

--Select--

A value is required

Type	Amount (CAD)
Advance	
Total	0.00

Statement

☐

By checking this box, you declare having read and accepted the [Terms & Conditions for the Broadcaster Agreement Form \(BAF\)](#) . For Quebec-based Applicants only (pursuant to Bill 96): By checking this box, you declare having read and accepted the [Terms & Conditions for the Broadcaster Agreement Form \(BAF\)](#).

CANCEL

SUBMITSAVE

IMPORTANT aspects regarding the Development BAF

- Select the intended **Applicant Company** for this CMF funding application. *For help creating new Organizations in Dialogue, see the Enrolment Section in the Dialogue User Guide.*
- Select the **Broadcaster** from the pull-down menu. Note that a single BAF per Broadcaster may be linked to a CMF funding application form.

- For a BAF for the Alternate Access Envelope, select the **Broadcaster** from the pull-down menu. The Broadcaster that instructed you to create the BAF, should appear in the pull-down menu. * Should the Broadcaster not be appearing on the list, the Broadcaster should contact coordination at CMF.FMC.coordination@telefilm.ca.
- Enter the **Project Title** - Please provide the correct title (maximum 60 characters) for the CMF to use for publicity purposes. Please do not enter the title in all CAPS unless the title should appear in capital letters in all CMF communications and publications.
- Enter the **Broadcaster's Development Fee** contributing to the CMF's Development Fee threshold.
- If the Broadcaster is also allocating a portion of its **envelope** to the project, indicate the amount of the **CMF advance**.
- If the Broadcaster does not have a CMF envelope, the section will not be available to complete.

Production

Complete all relevant fields.

NewsTasks (1,617)RecordsReportsActions

JEapplan

SAVE DRAFT

Complete the Broadcaster Agreement Form

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

Summary

Select Applicant Company

--Select--

A value is required

Fiscal Year

Select Broadcaster or Broadcast Ownership Group

--Select--

A value is required

Project

Title

A value is required

Genre

--Select--

A value is required

Canadian Broadcaster Eligible Licence Fee

Type	Amount (CAD)
Eligible Licence Fee	
Total	0.00

Other Contributions provided by Canadian Broadcaster

Type	Amount (CAD)
Other Rights	
Investment	
Services	
Additional Licence Fee	
Distribution Advance	
Total	0.00

CMF Envelope Contribution

Is the Broadcaster Group allocating a portion of its Broadcaster Envelope?

--Select--

A value is required

Type	Amount (CAD)
Licence	
Investment	
Total	0.00

Canadian Broadcast Rights

Language Rights Licenced

--Select--

A value is required

Additional Language(s)

Exploitation of Rights

Start Date

mm/dd/yyyy

A value is required

End Date

mm/dd/yyyy

A value is required

Exclusive Rights

--Select--

A value is required

Total Length of Term (Months)

A value is required

Statement

☐ By checking this box, you declare having read and accepted the Terms & Conditions for the Broadcaster Agreement Form (BAF). For Quebec-based Applicants only (pursuant to Bill 96): By checking this box, you declare having read and accepted the Terms & Conditions for the Broadcaster Agreement Form (BAF).

CANCEL

SUBMIT

SAVE

6

IMPORTANT aspects regarding the Production BAF

- Select the intended **Applicant Company** for this CMF funding application. *For help creating new Organizations in Dialogue, see the Enrolment Section in the Dialogue User Guide.*
- Select the **Broadcaster** from the pull-down menu. Note that a single BAF per Broadcaster may be linked to a CMF funding application form.
- For a BAF for Diverse Language Envelope, be sure to select the 'Broadcaster name – **Diverse**' from the pull-down menu.
- For a BAF for the Alternate Access Envelope, select the **Broadcaster** from the pull-down menu. The Broadcaster that instructed you to create the BAF, should appear in the pull-down menu. * Should the Broadcaster not be appearing on the list, the Broadcaster should contact coordination at CMF.FMC.coordination@telefilm.ca.
- Enter the **Project Title** - Please provide the correct title (maximum 60 characters) for the CMF to use for publicity purposes. Please do not enter the title in all CAPS unless the title should appear in capital letters in all CMF communications and publications.
- Enter the **Broadcaster's Eligible Licence Fee** contributing to the CMF's Licence Fee threshold.
- Enter **Other contributions provided by the Broadcaster** as detailed in the Broadcaster's commitment letter and/or long form licence agreement.
- If the Broadcaster is also allocating a portion of its envelope to the project, indicate the amount of the CMF Licence and Investment, as applicable.
- If the Broadcaster does not have a CMF envelope, the section will not be available to complete.
- In the "Exploitation of Rights" section, enter the Start and End date of the Canadian broadcast licence term acquired by the Canadian Broadcaster via its Eligible Licence Fee (Dialogue will automatically calculate the number of months of the rights period).

HOW TO SEARCH FOR A BROADCASTER AGREEMENT FORM (BAF)

Until a BAF is *submitted* by the Applicant, the incomplete BAF may be retrieved in the Tasks list.

Under Records in Dialogue, you can search for a submitted BAF and view the status of your Organization's various BAF(s).

See **My Broadcaster Agreement Forms | Mes formulaires d'entente de licence**

The screenshot shows the Dialogue application interface. At the top, there is a navigation bar with tabs: News, Tasks (609), and Records. The Records tab is selected, indicated by a red arrow. Below the navigation bar, the main content area displays a list of links. The link 'My Broadcaster Agreement Forms | Mes formulaires d'entente de licence' is highlighted with a red box. Other visible links include 'Legal Statements | Énoncés légaux' and 'My CMF Applications | Mes demandes FMC'.

Once in the Record screen you can search for a specific BAF ID by Number or Title using the Search field or filter your BAFs by status.

Status Descriptions:

Status	Description
<i>In Progress</i>	The BAF has been submitted to a Broadcaster for approval but is not approved yet.
<i>Approved</i>	The BAF has been approved by the Broadcaster and can be linked and used to submit a CMF funding Application form.
<i>Cancelled</i>	The BAF is cancelled.
<i>Rejected</i>	The Broadcaster has rejected the BAF. The process has ended and a new BAF needs to be created and submitted if required.
<i>Modifications Pending</i>	This BAF is being modified either by the Applicant or the Broadcaster.
<i>Linked</i>	This BAF has been linked to a CMF funding Application form, allowing the Application form to be submitted.

IMPORTANT

- Once a BAF has been linked to an application form, the Project's application number and title will be displayed in the *Application* column.
- If a BAF's status remains Approved and not Linked, this indicates the BAF # was not yet entered in a CMF funding Application form.

WHEN A BROADCASTER AGREEMENT FORM (BAF) IS APPROVED BY THE BROADCASTER

When a Broadcaster approves your BAF you, the Applicant, will receive a notification task. Upon receipt of a notification you will be able to use the BAF ID # in a CMF funding Application form.

News
Tasks (611)
Records
Reports
Actions
Appian

You have accepted this task. [Return task to all assignees.](#)
SAVE DRAFT
REASSIGN
REJECT

Broadcaster Agreement Form Approved

Summary

Applicant 300008 - Test & Test Company
Broadcast 371 - Bell Media - English
BAF ID 700059
Status Approved

Notification

The Broadcaster Agreement Form '700059 - My New Project' was approved by the Broadcaster: Bell Media Inc..

CONFIRM

IMPORTANT

Since this is a *Notification* task only, at any time you can click the Confirm button and the notification will be removed from your task list.

LINKING A BROADCASTER AGREEMENT FORM (BAF) TO A LINEAR FUNDING APPLICATION FORM

Within the Linear funding Application form, you may link one or more BAF(s) to your Application within the **Broadcaster Agreement Forms** section by clicking the Add button and selecting the BAF from the pull-down menu.

Only approved BAFs can be linked to submit a CMF funding Application Form. A BAF that has been submitted to a Broadcaster but not yet approved will not appear in the funding Application form's dropdown list in the **Broadcaster Agreement Forms** section.

▼ Broadcaster Agreement Forms

BAF ID	Applicant	Broadcast Ownership Group	Canadian Broadcaster Eligible Licence Fee	CMF Envelope Contribution - Investment	CMF Envelope Contribution - Licence
No items available					
<div>Add</div>					

Upon selecting an approved BAF # applicable to the Project, the amount of the Broadcaster's eligible Licence fee (or Development fee) and the amount of the Broadcaster's **CMF Broadcaster Envelope Program** (or **Broadcaster Envelope Program - Development**) allocation, as applicable, will automatically appear in the following sections:

Broadcaster Agreement Form CMF Financing Program(s) Financial Structure

▼ Broadcaster Agreement Forms

BAF ID	Applicant	Broadcast Ownership Group	Canadian Broadcaster Eligible Licence Fee	CMF Envelope Contribution - Investment	CMF Envelope Contribution - Licence	
700310 - Test BAF Guide	Company1245	Bell Media - English	50,000.00	75,000.00	75,000.00	×
+ Add						

▼ CMF Financing Program(s)

Source of CMF Financing	Broadcaster	Type	Language	Requested Amount (CAD)
CMF Broadcaster Envelope Program - Production	Bell Media - English	Investment	English	75,000.00
CMF Broadcaster Envelope Program - Production	Bell Media - English	Licence	English	75,000.00
Total				150,000.00
+ Add				

▼ Financial Structure

Source	Category	Broadcaster	Type	Confirmed	Amount (CAD)	% Canadian
Canada Media Fund	CMF			<input checked="" type="checkbox"/>	150,000.00	75.00
BAF FEL 700310	Broadcaster	Bell Media - English	Licence	<input checked="" type="checkbox"/>	50,000.00	25.00
Total					200,000.00	
+ Add						

IMPORTANT

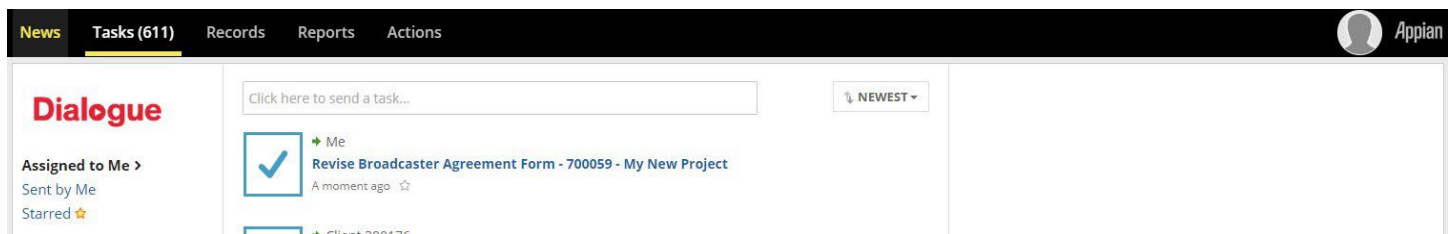
- Information that is entered automatically from the BAF to the funding Application Form are read-only.
- If changes are required in the amounts of these sections, the applicable BAF will need to be modified by the Broadcaster (see [How to Revise a Broadcaster Agreement Form](#) below).
- You can still add lines *manually* **+Add** to the **CMF Financing Program(s)** and **Financial Structure** sections for other sources however new restrictions have been implemented to maintain the consistency of information and maintain the integrity due to the link between the funding Application and the BAF(s).
- Broadcasters' Eligible Licence fees (or Development fees) and Broadcasters' CMF Broadcaster Envelope Program (or Broadcaster Envelope Program - Development) allocations are not entered manually. These amounts are directly pulled from the approved BAF(s) linked to the Application form under the **Broadcaster Agreement Form** section.
- However, for CMF Linear Production applications, the BAF amounts entered for **other contributions provided by Broadcaster(s)** such as Advance, Investment, Other Rights, Services, Additional Licence fees, will continue to be entered *manually* by the Applicant in the **Financial Structure**.
- If you need to submit a CMF funding Application Form with an unconfirmed eligible Licence fee, which will be contributing toward the CMF's Eligible Licence Fee Threshold once it is confirmed with an approved Broadcaster Agreement Form (BAF), please enter the name of the Canadian Broadcaster under **Source** and select *Licence Pending* as the **Type** in the **Financial Structure**.
- If you remove a selected BAF by clicking the red "X" at the end of a line, all related information will be removed from the CMF funding Application form.

HOW TO REVISE A BROADCASTER AGREEMENT FORM (BAF)

As an Applicant, two situations may arise when you will be required to revise a BAF.

1. The Broadcaster may return the BAF to you to adjust the information previously entered. A section with comments from the Broadcaster will be displayed and you can complete the revisions accordingly. After making the revisions and submitting the BAF, a Dialogue Task will be sent to the Broadcaster for approval of the BAF.
2. The CMFPA Analyst may return the BAF for revisions to you, the Applicant, when adjustments to the information is required. A section with comments from the CMFPA Analyst will be displayed and you can complete the revisions accordingly. After making the revisions, a Dialogue Task will be sent to the Broadcaster for approval of the BAF.

In either case you, the Applicant, will receive a **Revise Broadcaster Agreement Form** task:



IMPORTANT

- Once a BAF has been linked to a CMF funding Application Form, only the CMFPA Analyst can trigger the BAF revision process.

Broadcaster

HOW TO APPROVE A BROADCASTER AGREEMENT FORM (BAF)

As a **Broadcaster** type Organization in Dialogue, you will be required to approve Broadcaster Agreement Forms that are submitted by Applicants (production companies) to your Broadcast Group.

A Dialogue task will be assigned to your Organization for each BAF in queue to be approved:

The screenshot shows the 'Dialogue' interface with a navigation bar at the top containing 'News', 'Tasks (622)', 'Records', 'Reports', and 'Actions'. The 'Tasks (622)' tab is selected. On the left, there's a sidebar with 'Assigned to Me >', 'Sent by Me', and 'Starred ☆'. The main area displays a task card for 'Approve Broadcaster Agreement Form - 700059 - My New Project' assigned to 'Me' 6 minutes ago. A 'Click here to send a task...' link and a 'NEWEST' dropdown are also visible.

Once in the **Approve Broadcaster Agreement Form** task, you will need to Accept it to take ownership of the task, by clicking *Accept* on the top right of the screen:

The screenshot shows the 'Approve Broadcaster Agreement Form' task screen. At the top, there's a navigation bar with 'News', 'Tasks (622)', 'Records', 'Reports', and 'Actions'. Below the navigation bar, a message states 'You must accept this task before completing it'. On the right side, there are three buttons: 'ACCEPT', 'GO BACK', and 'REASSIGN'.

You can review the BAF, modify the information entered if necessary, and decide on the action to take:

The screenshot shows the 'Decision' form. The title is 'Decision'. The question is 'Is the Broadcaster Agreement Form approved and ready to be included in a CMF funding application? *'. Below the question is a dropdown menu with options: '--Select--', '--Select--', 'Yes', 'No', and 'Reject'. At the bottom left is a 'REASSIGN' button, and at the bottom right is a 'SUBMIT' button.

Decision

Is the Broadcaster Agreement Form approved and ready to be included in a CMF funding application?

- Yes:** The BAF is ready to be approved and will be available to the Applicant once you submit this task.
- No:** The BAF needs to be sent back to the Applicant for modifications. A comment box will appear for you, the Broadcaster, to enter instructions for the Applicant to make revisions to the information entered. These instructions will persist when the Applicant submits the corrected BAF for your approval.
- Rejected:** You are rejecting the BAF thus ending the process and making it unusable. Use this option only for a BAF that is related to a project that is cancelled/withdrawn or if an Applicant has mistakenly sent a BAF to the wrong Broadcaster.
- Reassign:** You would like to reassign the BAF approval task to another member of your Organization. For details see Reassign Task section below.

* IMPORTANT

Once a BAF is approved, you will not be able to modify the BAF. Should a BAF need to be revised before the Application is submitted, simply create a new BAF. once the Application has submitted, if a BAF needs to be revised, then please ask the Applicant to advise CMFPA and they will return the BAF.

HOW TO SEARCH FOR A BROADCASTER AGREEMENT FORM (BAF)

See Applicant section above

HOW TO REASSIGN A TASK TO ANOTHER MEMBER OF YOUR ORGANIZATION

If you need to reassign to another Member of your Organization a task that you have already accepted, you can use the *Reassign* button at the bottom left of your **Approve Broadcaster Agreement Form** screen.

The screenshot shows a web form titled "Statement". Below the title is a checkbox followed by the text: "By checking this box, you declare having read and accepted the [Terms & Conditions for the Broadcaster Agreement Form \(BAF\)](#) for the Dialogue platform." At the bottom left of the form, there is a button labeled "REASSIGN" which is highlighted with a red rectangular box. At the bottom right, there is a blue button labeled "SUBMIT".

This will send the **Approve Broadcaster Agreement Form** task back to the list of Tasks that are available to all members within your Dialogue Organization.

IMPORTANT

If you do not see a particular Task, contact your Organization’s Dialogue Administrator to validate that you have the appropriate permissions and that you are associated to the correct Organization(s) within your corporate group.