



CANADA
MEDIA FUND

Dialogue USER GUIDE

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GENERAL INFORMATION AND ENROLMENT

Welcome to the Dialogue User Guide! Since April 2017, all CMF programs are administered via Dialogue, an electronic platform that is **accessible from all electronic devices** and that centralizes all tasks and communications related to the application process. **Use this guide to learn the basic step-by-step instructions to help you navigate the platform.**

BEFORE YOU START

- You will require a **Dialogue account in order to submit an application**. You will also need to **create an Organization in order to submit an application**.
- For Enrolment questions and technical support – please email enr@telefilm.ca
- When you contact enr@telefilm.ca for support, always provide your email, your full name and the full name of your organization. You can expect a response within 24 hours, however, **in order to avoid potential delays** or missed deadlines, please plan to **start the process a few days prior to submitting your application**.
- When you deal with Telefilm's services regarding Enrolment support, always answer to the existing email you received from enr@telefilm.ca rather than sending a new request. This ensures continuity of support on your issue or request.
- When creating a new **Organization** in Dialogue, always provide the name exactly as it appears on the incorporation documents.
- Once an Organization has been created, any **Member** of the Organization can submit an application on behalf of the Organizations or work on existing applications related to the Organization.
- A task to designate an Administrator is automatically sent to the Member of the account when the project status is moved to recommended. If you do not receive the Administrator Task, please email enr@telefilm.ca.
- If you are expecting payments for projects that were migrated from our previous platform eTelefilm to Dialogue, please note that you will need to contact services in order to set up an Administrator. You will also need to set up Direct Deposit. For questions and technical support – please email enr@telefilm.ca
- You will receive email notifications from Dialogue. Dialogue notifications are not SPAM. Please contact enr@telefilm.ca when you are hesitant.
- If you have questions concerning the **application process, your file status, or general funding information** please contact our Coordination Team at CMF.FMC.coordination@telefilm.ca .

To create a Dialogue account, go to [Telefilm Canada's website](#), under **Dialogue:**

TELEFILM CANADA PARTNER OF CHOICE FINANCING - COPRODUCTION - FESTIVALS AND MARKETS - INDUSTRY ENGAGEMENT - COVID-19

Dialogue

FR Q ≡

Click on **Create an account:**

telefilm.ca/en/log-in

TELEFILM
CANADA

FINANCING -

COPRODUCTION -

FESTIVALS AND MARKETS -

INDUSTRY RESOURCES -

FUNDS AND PARTNERSHIPS

Log in

FR

Q

≡

Dialogue

Log in

Submit or access an application online

You have a Dialogue account

Log in

You are a new client

Create an account

Enrolment questions and technical support – please email enr@telefilm.ca

Fill out the first name, last name and email fields. Those are mandatory. After acknowledging that you are not a robot, click on **Create Account**:

[Home](#) > [Log in](#) > [You are a new client](#) > [Applying for a Dialogue account](#)

Applying for a Dialogue account

☐ I'm not a robot

Create account

You will be taken to a confirmation page. An e-mail with your account details, activation link and temporary password will be sent to you:

Protected: New account confirmation

Content here

Share



STAY INFORMED ▾

ENTER YOUR EMAIL ADDRESS



Enrolment questions and technical support – please email enr@telefilm.ca

- Your **username** is the **email address** you have registered with.
- The first time you login to your account, you will need to go to the **TASKS** menu and **Accept the Terms and Conditions**.
- You will need to create an Organization or be added to an existing Organization by the Administrator of the said Organization. Under **Actions** – **Create Organization**:

The screenshot shows a web application interface with a top navigation bar containing 'News', 'Tasks (964)', 'Records', 'Reports', and 'Actions'. The 'Actions' tab is highlighted. On the left, there is a 'Dialogue' sidebar with a list of applications: 'BAF (1)', 'CMF (1)', 'Talent to Watch | Talents en vue (1)', 'Telefilm (1)', 'TFC Enrolment (1)', and 'TFC Manage Exploitations (5)'. The main content area displays a list of actions, each with a yellow lightning bolt icon. The 'Create Organization | Créer une organisation' action is highlighted with a red box. Other actions include 'Canada Media Fund Payment | Paiement Fonds des médias du Canada', 'Create Broadcaster Agreement Form | Créer un formulaire d'entente de licence', 'Request a Preliminary Opinion About the Eligibility of a Project to the CMF | Demandez une opinion préliminaire sur l'admissibilité d'un projet au FMC', and 'Submit a Talent to Watch Project | Soumettre un projet talents en vue'.

News	Tasks (964)	Records	Reports	Actions
Dialogue				
All > Starred ★				
APPLICATIONS				
BAF (1)				
CMF (1)				
Talent to Watch Talents en vue (1)				
Telefilm (1)				
TFC Enrolment (1)				
TFC Manage Exploitations (5)				
Create Organization Créer une organisation ☆				
Create a new Organization Créer une nouvelle organisation				
Canada Media Fund Payment Paiement Fonds des médias du Canada ☆				
Manage payments for CMF reports Gestion de paiements des rapports du FMC				
Create Broadcaster Agreement Form Créer un formulaire d'entente de licence ☆				
Create a new Broadcaster Agreement Form Créer un nouveau formulaire d'entente de licence				
Request a Preliminary Opinion About the Eligibility of a Project to the CMF Demandez une opinion préliminaire sur l'admissibilité d'un projet au FMC ☆				
Submit a Pre-Application consultation request Soumettre une demande de consultation préalable				
Submit a Talent to Watch Project Soumettre un projet talents en vue ☆				

- You will not be able to submit an application unless you have an Organization in your account.

QUICK TIPS ONCE YOUR ORGANIZATION IS SET UP IN DIALOGUE

DO NOT USE NEWS to [communicate](#) with us:

The screenshot shows the Dialogue interface. The top navigation bar has tabs: News (selected), Tasks (949), Records, Reports, and Actions. The News tab is highlighted with a red box. On the left, the 'Dialogue' sidebar includes a search bar and links for All >, Updates, Participating, and Kudos. The main content area shows a post from 'Client #359392 - My Project' with a timestamp of 'Tuesday, 12:37 PM'. The post content says 'User 998 An application has been submitted.' Below the post is a comment input field with the placeholder text 'Add your comment here...'. A large red 'X' is placed over this input field, indicating that users should not use the News section to communicate.

Under **Records**, you will find folders such as **My CMF Applications** and **My Organizations**:

The screenshot shows the Dialogue interface with the 'Records' tab selected in the top navigation bar. The left sidebar is the same as in the previous image. The main content area displays a list of record folders. Two folders are highlighted with red boxes: 'My CMF Applications | Mes demandes FMC' and 'My Organizations | Mes Organisations'. A red arrow points from the 'My Organizations' folder to the 'My CMF Applications' folder. The list of folders includes: Legal Statements | Énoncés légaux, My Broadcaster Agreement Forms | Mes formulaires d'entente de licence, My CMF Applications | Mes demandes FMC, My CMF Exploitation Reports | Mes rapports d'exploitation FMC, My CMF Metric Report (Gross Sales) | Mes rapports de mesures FMC (ventes brutes), My CMF Pre-Application Consultations | Mes consultations préalables FMC, My Organizations | Mes Organisations, My Telefilm Applications | Mes Demandes Téléfilm, and My Telefilm Exploitation Reports | Mes rapports d'exploitation Téléfilm.

Once in **My Organizations**, click on the **Legal Name** to open the Organization profile:

My Organizations | Mes Organisations



Q SEARCH

Legal Name	ID	Type	Administrator	Resp?	Application	e-Sign	Organization Profile	Exploitation Reports	Broadcaster
_1_Fitness_corp	300592	Company	Test FR Enroll NonPartner	Yes					

Select **Details, Members, Documents or Defaults** in order to see the information related to those sections:

Records / My Organizations | Mes Organisations

_1_Fitness_corp

ADD MEMBER MANAGE DOCUMENTS EDIT MEMBER PERMISSIONS ...

Summary Filmography News Related Actions

Details	Members	Documents	Defaults

Organization Details

Legal Name [_1_Fitness_corp](#)

Organization ID 300592

Validated ☒

Validation Date Oct 2, 2018

Validation Document Incorporation Document

CMF Default Dialogue

Telefilm Default Dialogue

TFC Other Default ☐

CMF Other Default ☐

Location Austria

HST / GST

PST

Under **Defaults**, when applicable, you will see the list of Applications currently in Default:

Records / My Organizations | Mes Organisations

_1_Fitnessse_corp



ADD MEMBER

MANAGE DOCUMENTS

EDIT MEMBER PERMISSIONS



Summary

Filmography

News

Related Actions

Details	Members	Documents	Defaults

Direct Default(s)

Active Defaults

Yes

Default Type

Entity

--Select--

Application ID

Default Type	Entity	Application ID	Application Title	Start Date	End Date
Deliverable	Canada Media Fund	358379	NEW FIT convergent developement tv	10/1/2018	
Deliverable	Canada Media Fund	358389	FIT TFC versioning	10/1/2018	

Default Quick Tips

- Consult the Default Policy.
- For Deliverable Defaults: [Contact your Analyst.](#)
- For Exploitation Reports: Follow the steps [here](#).
- For Dollar Default : Please send a payment by direct deposit
- For Other Defaults and any questions: Please email the Compliance & Collection Department at this address: cc-cr@telefilm.ca

HOW TO SUBMIT AN APPLICATION

- Prior to submitting your application, please make sure to familiarize yourself with the CMF Guidelines, CMF Reference documents and Business Policies available from the [CMF website](#).
- All downloadable CMF forms and templates required at application stage are also available from the [CMF website](#).
- To submit a complete Application, please follow the [APPLICATION GUIDE](#) located under the **Need Help?** tab in the Application Documents Section of each Program on the [CMF website](#). The same [APPLICATION GUIDE](#) is also linked to the Dialogue Application Form on the top right corner.

In Dialogue, go to **Actions** and choose [Submit an Application](#):

News Tasks (26) Records Reports **Actions**

Dialogue

All >
Starred ★

APPLICATIONS
CMF (1)
Telefilm (1)
TFC Manage Exploitations (4)

- ⚡ **Canada Media Fund Payment | Paiement Fonds des médias du Canada** ☆
Manage payments for CMF reports | Gestion de paiements des rapports du FMC
- ⚡ **CMF Pre-Application Consultation | Consultation préalable FMC** ☆
Submit a Pre-Application consultation request | Soumettre une demande de consultation préalable
- ⚡ **Submit an Application | Soumettre une demande** ☆
Submit a request for financing | Soumettre une demande de financement
- ⚡ **Submit Distribution Reports | Rapports de distribution à soumettre** ☆
Select distribution reports to complete | Sélectionner les rapports de distribution à compléter
- ⚡ **Submit Production Reports | Rapports de production à soumettre** ☆
Select production reports to complete | Sélectionner les rapports de production à compléter
- ⚡ **Telefilm Canada Payment | Paiement Téléfilm Canada** ☆
Manage payments for TFC reports | Gestion de paiements des rapports de TFC

Select the correct Entity, the Source of Financing and click **NEXT**:

Application

Entity * Source of CMF Financing *

Canada Media Fund --Select--

CANCEL NEXT

When the application form is finalized, please read the [Applicant Statement](#) and check the box. Then click **SUBMIT**:

Statement

Statement

☒ 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.

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](#)

Your **confirmation** number will appear at the top of the page:

News **Tasks (17)** Records Reports Actions

Confirmation

You have successfully submitted your application. The reference number of your application is 373727.

IMPORTANT

- Once you click Submit, a confirmation that the application has successfully been submitted will appear.
- 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.

YOU HAVE APPLIED, NOW WHAT?

MANAGING TASKS AND COMMUNICATING WITH YOUR ANALYST

- Your Analyst will initiate a communication with you once they have reviewed the submitted application.
- If you would like to contact us and are unsure of your Analyst's name and email address, please request them from our Coordination Team by calling the applicable Telefilm office at: <https://www.cmf-fmc.ca/contact-us>.
- **DO NOT USE NEWS.** Communication between you and the Analyst should be done, whenever possible, via Dialogue, through **Tasks** and **Notifications**.
- Communication via the task **Note** allows the Analyst to send you a list of questions. You will have to respond to each of the questions.
- Communication via the task **Complete Application** allows the Analyst to send you a message with unlocked section(s) of the application. **NOTE:** You will not be able to write a message back to the Analyst but you will be able to revise the unlocked application section(s) and upload required documents.
- Both **Note** and **Complete Application** tasks should be completed in tandem when possible since the Analyst cannot proceed when a task is with you.
- When the task **Complete Application** is with you, the application is locked for the Analyst.
- Communication via the task **Request Information** allows the Analyst to send you a message with a list of questions. **IMPORTANT NOTE:** Do not respond to the question until you have the final answer (i.e. Do not respond with messages like "Thank you, I will respond as soon as possible" or "OK".) Responding to the questions without a real answer will create a back and forth between the analyst and the client. The question(s) should remain with the client until the client is able to clearly answer.

Under **Tasks**, you will receive a task **Note** or **Request Information** similar to these below:

Dialogue

Assigned to Me >
Sent by Me
Starred ★

Click here to send a task...

NEWEST ▾

Client 50086
Note - Preliminary Questions - 373727 - My Project
A moment ago ☆

Client
Request Information | Demander de l'information -
Jan 15, 2021 ☆

You must first **ACCEPT** the task. On this window, you will notice under **Note**, the **Topic**, **Subject** and **Message** from the Analyst. Underneath, you will have a list of questions and blank boxes for your responses. You will need to answer all questions before clicking **SEND RESPONSE**:

News

Tasks (17)

Records

Reports

Actions

ME

Ap

You must accept this task before completing it

ACCEPT

GO BACK

Note Task - 373727

Summary

Application	373727 - My Project	Program	CMF Convergent Stream - Production - TV
Applicant	50086 - Snowshoe Productions Inc.	Application Year	2017-2018
Correspondence Language	English	Submission Date	Jan 24, 2018
Format	One-off	Requested Amount (CAD)	100,000.00
Genre	Documentary	Total Budget (CAD)	750,000.00
Number of Episodes	1	Total Financing (CAD)	750,000.00
Broadcast Length per Episode in Minutes	60		

Note

Topic Budget

Subject Preliminary Questions

Message Dear Client,

Please see below questions and please respond as soon as possible.

Thank you
CMF Analyst

Number	Question	Response
1	Can you please send to my attention? Our address is 474 Bathurst Street, Suite 100, Toronto, M5T 2S6	
2	Can you please explain why? I have unlocked the portal so you can upload any relevant document that may lend clarity here.	

SEND RESPONSE

IMPORTANT NOTE: Do not respond to the question until you have the final answer (i.e. Do not respond with messages like “Thank you, I will respond as soon as possible” or “OK”.) Responding to the questions without a real answer will create a back and forth between the analyst and the client. The question(s) should remain with the client until the client is able to clearly answer.

You must accept this task before completing it

ACCEPT

GO BACK

Request Information

Summary

Application	Program
Applicant	Application Year
Correspondence Language	Submission Date
	Requested Amount (CAD)

Requested Information

Subject

Message

Number	Question	Response
1		

SEND RESPONSE

If an application revision or additional documents are required, the Analyst may send you the Task **Complete Application**:

News**Tasks (14)**RecordsReportsActions

Dialogue

Assigned to Me >
Sent by Me
Starred ★

Click here to send a task...

NEWEST ▾

✓

Client 50086
Complete Application | Compléter la demande - 373730 - My Project
A moment ago ☆

Through this Task, the Analyst will have sent you a **Request** to revise certain section(s) of the Application.

NewsTasks (14)RecordsReportsActions

MEAppian

You must accept this task before completing it

ACCEPTGO BACK

Complete Application

Summary

ProgramCMF Convergent Stream - Production - TVApplication Year2017-2018

Guide for completing an application in Dialogue

Request

Dear Client.
I have unlocked the Key Personnel, Related Party Transactions and Required Documents Sections. Could you please revise the editable sections by adding the Executive Producer, revising the RPTs and uploading your revised budget.

Thank you,
Analyst

Applicant

If this information is incorrect, please contact the Telefilm Helpdesk Services@telefilm.ca

Snowshoe Productions Inc.
271 East 24th Ave
Vancouver, British Columbia
V5V 1Z7

Correspondence Language
English

Are you applying on behalf of a company to be incorporated?
No

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 5 years?

12

If the Analyst requires revised document(s), the section **Required Documents** will be unlocked and you will be able to upload them:

▼ Required Documents

List of Required Documents

Document	Website URL 	Description	Type	
UPLOAD  Drop file here			--Select--	×
+ Add				

- Upload each required document separately.
- You cannot delete previously submitted documents.
- Please identify outdated documents as superseded in the Description column.
For example: **Budget TV_Date (superseded)**

→ Click **+Add** to begin uploading a document:

▼ Required Documents

List of Required Documents

Document	Website URL 	Description	Type	
Desert.jpg			Affidavit	
+ Add				

Statement

☐	Statement
☐	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.

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

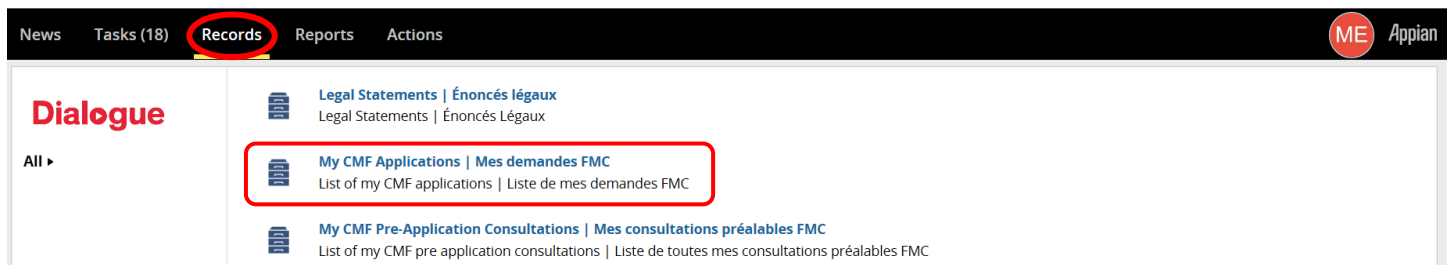
Once you click **SUBMIT**, the Analyst will receive a notification letting them know you have revised the application and submitted the required documents.

- Once the page has been successfully submitted, the screen will disappear, and you will end up back at your list of tasks. (If that does not happen, **scroll up and carefully scan for red borders or text** that indicate that additional information is required.)

HOW TO SET UP DIRECT DEPOSIT

- The Direct Deposit option will appear once the **status of your project is at Recommended**.
- Applicant(s) must have a bank account (Canadian dollars) with a financial institution located in Canada.
- Direct deposit applications for projects that involve more than one applicant must be authorized by all applicants.
- **IMPORTANT** - The Applicant's name and address must appear in printed characters on the specimen cheque. If you cannot provide a valid specimen cheque, you can provide a bank statement or a letter from your bank that specified the account number, the transit number and institution number. A sole purpose bank account may be required for your project.
- When the direct deposit request is submitted, your request goes directly to our Accounting department. Someone will be in touch with you if there are changes/corrections needed.
- Direct Deposit must be [set up for each application](#) number.

Under **Records**, choose **My CMF Applications** and search for the project using the project name or number:



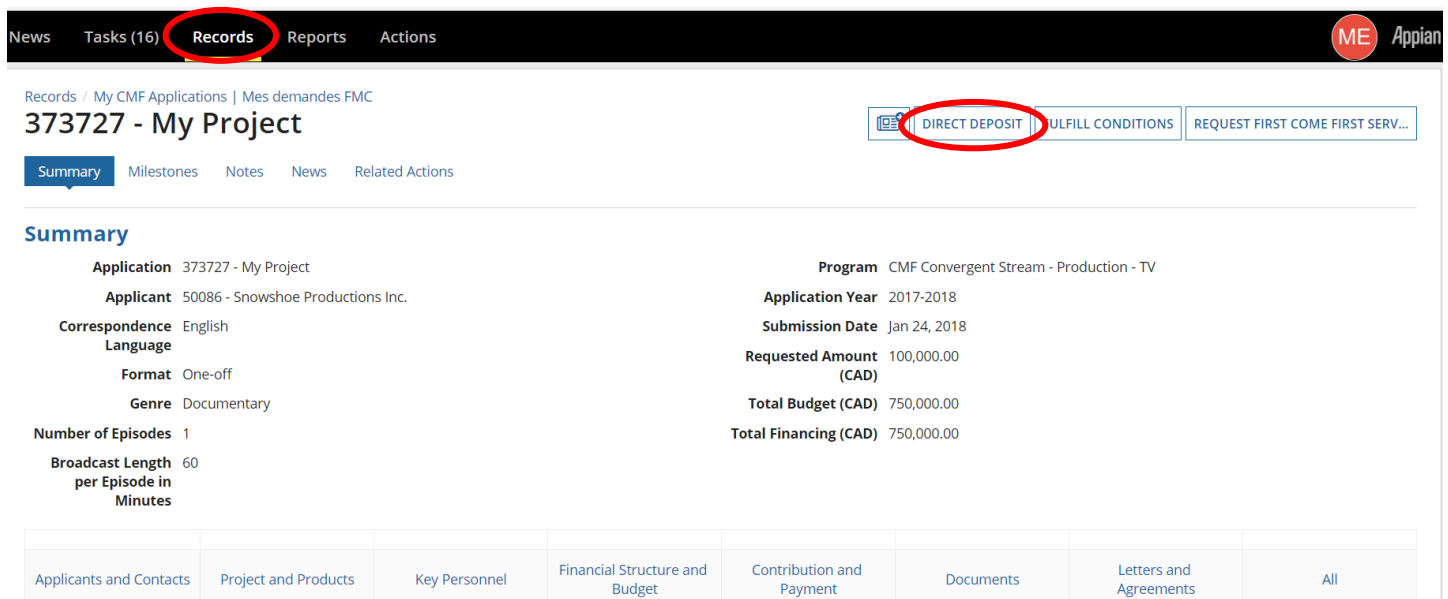
News Tasks (18) **Records** Reports Actions ME Appian

Dialogue

All ▶

- Legal Statements | Énoncés légaux
Legal Statements | Énoncés Légaux
- My CMF Applications | Mes demandes FMC**
List of my CMF applications | Liste de mes demandes FMC
- My CMF Pre-Application Consultations | Mes consultations préalables FMC
List of my CMF pre application consultations | Liste de toutes mes consultations préalables FMC

Select **DIRECT DEPOSIT** and follow the instructions:



News Tasks (16) **Records** Reports Actions ME Appian

Records / My CMF Applications | Mes demandes FMC

373727 - My Project

DIRECT DEPOSIT FULFILL CONDITIONS REQUEST FIRST COME FIRST SERV...

Summary Milestones Notes News Related Actions

Summary

Application 373727 - My Project	Program CMF Convergent Stream - Production - TV
Applicant 50086 - Snowshoe Productions Inc.	Application Year 2017-2018
Correspondence Language English	Submission Date Jan 24, 2018
Format One-off	Requested Amount (CAD) 100,000.00
Genre Documentary	Total Budget (CAD) 750,000.00
Number of Episodes 1	Total Financing (CAD) 750,000.00
Broadcast Length per Episode in Minutes 60	

Applicants and Contacts	Project and Products	Key Personnel	Financial Structure and Budget	Contribution and Payment	Documents	Letters and Agreements	All
-------------------------	----------------------	---------------	--------------------------------	--------------------------	-----------	------------------------	-----

Upload the supporting document and fill out the **Banking Information** then click **SUBMIT**:

NewsTasks (16)RecordsReportsActions

MEAppia

Request to Set-up Direct Deposit

Summary

Application373727 - My Project

Applicant50086 - Snowshoe Productions Inc.

Correspondence LanguageEnglish

FormatOne-off

GenreDocumentary

Number of Episodes1

Broadcast Length per Episode in Minutes60

ProgramCMF Convergent Stream - Production - TV

Application Year2017-2018

Submission DateJan 24, 2018

Requested Amount (CAD)100,000.00

Total Budget (CAD)750,000.00

Total Financing (CAD)750,000.00

Applicant

☐ Name

Address

☐ Snowshoe Productions Inc.

271 East 24th Ave

Banking Information

* Supporting Document

UPLOAD

Drop file here

IMPORTANT - The Applicant's name and address must appear inprinted characterson the specimen cheque. If you cannot provide a valid specimen cheque, you can provide a bank statement or a letter from your bank that specified the account number, the transit number and institution number. If it is required by the guidelines of your application, you have to open a specific bank account for your project.

* Financial Institution Name

* Transit No.

* Institution No.

* Account No.

Between 7 and 12 digits must be entered

XXX---XXXXXX[XXXXX]



Enter the transit, institution and account numbers EXACTLY as per your cheque, including all zeros before and after each number.

CANCEL

SUBMIT

15

You may modify your **Direct Deposit** application when required by going under **Records**, choosing **My CMF Applications** and searching for the project using the project name or number.

Select **DIRECT DEPOSIT** and follow the instructions. Select **MODIFY** to continue.

[News](#) [Tasks \(16\)](#) **[Records](#)** [Reports](#) [Actions](#) ME App

Request to Set-up Direct Deposit

Summary

Application	373727 - My Project	Program	CMF Convergent Stream - Production - TV
Applicant	50086 - Snowshoe Productions Inc.	Application Year	2017-2018
Correspondence Language	English	Submission Date	Jan 24, 2018
Format	One-off	Requested Amount (CAD)	100,000.00
Genre	Documentary	Total Budget (CAD)	750,000.00
Number of Episodes	1	Total Financing (CAD)	750,000.00
Broadcast Length per Episode in Minutes	60		

Direct Deposit Status

Status	Approved
---------------	----------

Note Your direct deposit request has been approved. If you would like to make any modifications, please click Modify below to begin another request.

Applicant

Name	Snowshoe Productions Inc.	Address	271 East 24th Ave
-------------	---------------------------	----------------	-------------------

Banking Information

Supporting Document

Financial Institution Name	Financial Institution Name
Transit No.	12345
Institution No.	123
Account No.	123123123

[CANCEL](#) [MODIFY](#)

CMF CONTRACT SIGNATURE

- Should you require to create a single purpose company, it is highly recommended to do so **before** contracting. Note that the process of implementing the change to a single-purpose company post-contract is lengthy.
- The CMF Contract should never be modified by the Client.
- Please make sure to sign the Guarantor page (the last page of the CMF Contract) when applicable.
- IMPORTANT:** Since there are no more Tasks generated once the CMF Contract is fully executed, it is up to you to initiate the submission of the conditions. Follow the section [How to Fulfill Conditions](#).

Once the CMF Contract is ready for your signature, you will receive the task **Contract Signature**:

News **Tasks (17)** Records Reports Actions

Dialogue

Assigned to Me > Sent by Me Starred ★

Click here to send a task...

NEWEST ▾

✓ Client 50086
Contract Signature | Signature du contrat - 373727 - My Project
A moment ago ☆

Open the task and **ACCEPT**:

News **Tasks (17)** Records Reports Actions

ME Appian

You must accept this task before completing it

ACCEPT **GO BACK**

Contract Signature

Then, click on the **Contract link** to open the CMF Contract and print it. Once you have read the CMF Contract, sign it with your electronic signature or on the printed copy - scan it and upload the fully executed copy. If the CMF Contract has been modified, it will be rejected by the Analyst. Once uploaded, click **SUBMIT**:

Broadcast Length 60
per Episode in
Minutes

Contract

Contract - 373727 - My Project.pdf
Click on the link to download and sign the contract

Your Signature

Upload Document *

Client Guide Contract
PDF - 81.31 KB
Upload the contract with your signature here

☒ I certify that the document I have signed is the document I downloaded from this screen

REJECT **SUBMIT**

HOW TO FULFILL CONDITIONS

- Submission of deliverables can only be done once the CMF Contract or Amendment has been signed.
- Since there are no more **Tasks** generated once the CMF Contract is fully executed, it is up to you to initiate the submission of the conditions.
- **IMPORTANT:** It is recommended that you click **Refresh** each time you go into the **FULFILL CONDITIONS** page.
- A **Milestone** can only be submitted to Telefilm once ALL conditions have been fulfilled.

Once you have submitted the fully executed CMF Contract, go under **Records** and choose **My CMF Applications** and search for the project using the project name or number:

The screenshot shows the Appian user interface. At the top, there is a navigation bar with tabs: News, Tasks (18), Records (highlighted with a red circle), Reports, and Actions. On the right of the navigation bar is a user profile icon labeled 'ME' and the name 'Appian'. Below the navigation bar, on the left, is a 'Dialogue' sidebar with an 'All' filter. The main content area displays a list of records. The first record, 'My CMF Applications | Mes demandes FMC', is highlighted with a red box. Below it is another record, 'My CMF Pre-Application Consultations | Mes consultations préalables FMC'.

Select **FULFILL CONDITIONS**:

The screenshot shows the Appian interface for a specific project. The navigation bar at the top has tabs: News, Tasks (16), Records (highlighted with a yellow bar), Reports, and Actions. On the right is a user profile icon labeled 'ME' and the name 'Appian'. Below the navigation bar, the breadcrumb trail reads 'Records / My CMF Applications | Mes demandes FMC'. The main heading is '373727 - My Project'. To the right of the heading are three buttons: 'DIRECT DEPOSIT', 'FULFILL CONDITIONS' (highlighted with a red box), and 'REQUEST FIRST COME FIRST SERV...'. Below the heading is a sub-navigation bar with tabs: Summary (selected), Milestones, Notes, News, and Related Actions. The 'Summary' section displays project details in two columns. The left column contains: Application (373727 - My Project), Applicant (50086 - Snowshoe Productions Inc.), Correspondence Language (English), Format (One-off), Genre (Documentary), Number of Episodes (1), and Broadcast Length per Episode in Minutes (60). The right column contains: Program (CMF Convergent Stream - Production - TV), Application Year (2017-2018), Submission Date (Jan 24, 2018), Requested Amount (100,000.00 (CAD)), Total Budget (CAD) (750,000.00), and Total Financing (CAD) (750,000.00). At the bottom, there is a table with eight columns: Applicants and Contacts, Project and Products, Key Personnel, Financial Structure and Budget, Contribution and Payment, Documents, Letters and Agreements, and All.

Applicants and Contacts	Project and Products	Key Personnel	Financial Structure and Budget	Contribution and Payment	Documents	Letters and Agreements	All
-------------------------	----------------------	---------------	--------------------------------	--------------------------	-----------	------------------------	-----

Select the **Milestone** (eg Phase I Payment, Rough Cut, Beta, Phase II Payment) for which you would like to submit deliverables:

NewsTasks (16)RecordsReportsActions

MEAppian

Records / My CMF Applications | Mes demandes FMC

373727 - My Project

SummaryMilestonesNotesNewsRelated Actions

SAVE DRAFT

Fulfill Conditions

Summary

Application373727 - My Project

Applicant50086 - Snowshoe Productions Inc.

Correspondence LanguageEnglish

FormatOne-off

GenreDocumentary

Number of Episodes1

Broadcast Length per Episode in Minutes60

ProgramCMF Convergent Stream - Production - TV

Application Year2017-2018

Submission DateJan 24, 2018

Requested Amount100,000.00 (CAD)

Total Budget (CAD)750,000.00

Total Financing750,000.00 (CAD)

View Application

Milestones

Description	Due Date	Amount (CAD)
Phase I Payment An amount equal to the herein designated % of the CMF Total Contribution, shall be payable to the Applicant upon full execution of this Agreement and receipt and approval by the CMF of the following Phase I documentation:	Jan 25, 2018	85,000.00

Scroll down to **Conditions** for a list of deliverables for that Milestone. To the right of each deliverable, choose **Submit or comment**:

Milestones

	Description	Due Date	Amount (CAD)
	Phase I Payment An amount equal to the herein designated % of the CMF Total Contribution, shall be payable to the Applicant upon full execution of this Agreement and receipt and approval by the CMF of the following Phase I documentation:	Aug 6, 2019	1,020.00
►	Rough Cut Upon completion of the Rough Cut of the TV Component (no later than the date of delivery of the Rough Cut to the first-window Canadian broadcaster or VOD service or any other financier), the Applicant may be required to deliver to the CMF certain documentation for approval (the "Rough Cut Deliverables") in order to confirm the ongoing eligibility of the TV Component. In certain cases, as applicable to the TV Component, an amount equal to the herein designated % of the CMF Total Contribution shall be payable to the Applicant upon, and in no case earlier than, receipt and approval by the CMF of these Rough Cut Deliverables:	Aug 6, 2019	0.00
	Eye on Canada	Aug 6, 2019	0.00
	Phase II Payment An amount equal to the unpaid balance of the CMF Total Contribution payable to the Applicant upon, and in no case earlier than, the receipt and approval by the CMF of all Phase II documentation itemized hereto and any other documentation which the CMF may request for its approval, in its sole discretion, to confirm final eligibility of the TV Component (the "Phase II Closing Documentation"). The Applicant is required to deliver the Phase II Closing Documentation to the CMF by March 31, 2021.	Aug 6, 2019	180.00

Conditions

Refresh

Description	Document Type	Directives	Status	Actions
a DVD copy of the official Rough Cut of the TV Component in accordance with the requirements set out in Section 1.7 of Schedule B (in the case of a series, the CMF has the right for these purposes to receive and approve a rough cut for such number of episodes in the series cycle that the CMF may request in its sole discretion)	DVD or Video		Received	
the preliminary on-screen head and tail credits for the TV Component, including the CMF's logo in accordance with Section 7.1 of Schedule B	Screen credits		Received	
[If there are deliverables but no RC payment insert]: There is no payment associated with the Rough Cut Deliverables required for the TV Component	Support Material		Not Received	Submit or comment

CLOSE TASK

UPLOADING MULTIPLE DOCUMENTS FOR A SINGLE CONDITION

- In order to upload multiple documents to satisfy a single condition (ex: two separate insurance certificates or multiple director or writer agreements), you must upload each document separately, by clicking **+Add**.
- IMPORTANT:** Click **SUBMIT** only once all the documents for a single deliverable have been uploaded. If you click **SUBMIT** after uploading a single document, you will not be allowed to upload more documents and you may get an error message. (To rectify this, your Analyst will have to **Refuse** the document in order for you to submit further documents.)

IMPORTANT: It is recommended that you click **Refresh** each time you go into the fulfill condition page.

Upload each document separately, by clicking **+Add**. Repeat the same process for all conditions.

→ **DO NOT** submit links that will expire. The documents submitted must be available to us at all times.

Conditions

Refresh

	Description	Document Type	Directives	Status	Actions
▶	[If there are deliverables but no RC payment insert]: There is no payment associated with the Rough Cut Deliverables required for the TV Component	Support Material		Not Received	

Click +Add to continue. Please upload and describe the document(s)/URL(s) or explain why this condition is not applicable to the project.

Document	Website URL	Description	Refused	
No items available				

+ Add

CANCEL

SUBMIT

CLOSE TASK

A **comment** (instead of an uploaded document) can be entered in the **Description section** if the **condition is not applicable to the project**:

Conditions

Refresh

	Description	Document Type	Directives	Status	Actions
▶	a confirmation of commencement of official preparation for principal photography of the TV Component	Schedule		Not Received	

Click +Add to continue. Please upload and describe the document(s)/URL(s) or explain why this condition is not applicable to the project.

Document	Website URL	Description	Refused	
UPLOAD  Drop file here			☐	×

+ Add

You will be able to Submit to Telefilm **only once all Conditions have been fulfilled**. Click **SUBMIT TO TELEFILM** in order to make all deliverables available to your Analyst.

Conditions

Refresh

Description	Document Type	Directives	Status	Actions
a confirmation of commencement of official preparation for principal photography of the TV Component	Schedule		Received	
Direction to pay between co-applicants (if applicable).	Application & certification forms		Not Received	Submit or comment

To submit the milestone to Telefilm, all conditions must be fulfilled. One or more condition are missing.

CLOSE TASK

SUBMIT TO TELEFILM

- If after hitting **SUBMIT TO TELEFILM**, you would like at a later date to provide deliverables for another Milestone Condition (in the event for example that additional deliverables are only available for you to submit later), then you may do so by choosing **FULFILL CONDITIONS** once again.
- **Note:** As long as a specific condition's status is at **Received**, you will not be able to add additional deliverables for that Condition. In order to add deliverables to a Condition at **Received**, you will need to ask your Analyst (via email) to view and Refuse the submitted deliverable.

Whenever your Analyst reviews and refuses submitted documents, under Tasks, you will receive a Notification **Milestones Follow-up Notification**:

News **Tasks (17)** Records Reports Actions

Dialogue

Assigned to Me >
Sent by Me

Click here to send a task...

NEWEST ▾



Client 50086, TFC_DEPLOY

Milestones Follow-up Notification - 373727 - My Project

A moment ago ☆

Open the Notification and click **ACCEPT**:

News **Tasks (18)** Records Reports Actions

ME Appian

You must accept this task before completing it

ACCEPT

GO BACK

REASSIGN

Milestones Follow-up Notification

You will notice the status of the analysis and additional comments from the Analyst:

NewsTasks (18)RecordsReportsActions

MEAppian

Milestones Follow-up Notification

Application : 373616 - Satellite Officers

[Update Conditions](#)

Last analysis made regarding the condition:

- Rough Cut
 - the preliminary on-screen head and tail credits for the TV Component, including the CMF's logo in accordance with Section 7.1 of Schedule B

The status of the analysis for this condition is:
Incomplete

Additional comment concerning the condition of this milestone:
Please provide revised document corresponding to on-screen credits.

The following milestones have been changed:

- Rough Cut
 - the preliminary on-screen head and tail credits for the TV Component, including the CMF's logo in accordance with Section 7.1 of Schedule B

CONFIRM

To complete the task, click on [Update Conditions](#):

NewsTasks (18)RecordsReportsActions

MEAppian

Milestones Follow-up Notification

Application : 373616 - Satellite Officers

[Update Conditions](#)

Last analysis made regarding the condition:

- Rough Cut
 - the preliminary on-screen head and tail credits for the TV Component, including the CMF's logo in accordance with Section 7.1 of Schedule B

The status of the analysis for this condition is:
Incomplete

Additional comment concerning the condition of this milestone:
Please provide revised document corresponding to on-screen credits.

The following milestones have been changed:

- Rough Cut
 - the preliminary on-screen head and tail credits for the TV Component, including the CMF's logo in accordance with Section 7.1 of Schedule B

CONFIRM

This page will open and you will be able to [Fulfill Conditions](#) again:

NewsTasks (17)RecordsReportsActions

[Records](#) / [My CMF Applications](#) | [Mes demandes FMC](#)

373727 - My Project

[Summary](#)[Milestones](#)[Notes](#)[News](#)[Related Actions](#)

⚡

Direct Deposit

⚡

Fulfill Conditions

⚡

Request First Come First Served Fund

Request First Come First Served Fund

IMPORTANT: It is recommended that you click **Refresh** each time you go into the fulfill conditions page.

You will notice the Analyst's directive and will be able to **Submit or comment**.

Conditions

Refresh

Description	Document Type	Directives	Status	Actions
a confirmation of commencement of official preparation for principal photography of the TV Component	Schedule		Accepted	
[if applicable:] the repayment of the development advance in accordance with Section 2.2 of Schedule B	Support Material	Please upload copy of Development Repayment cheque. Thank you	Incomplete	Submit or comment

CLOSE TASK **SUBMIT TO TELEFILM**

Once done, remember to click **CLOSE TASK**.

When finished, go back under your **Tasks** and click **CONFIRM** to close your Notification.

News **Tasks (18)** **Records** **Reports** **Actions** **ME** **Appian**

Milestones Follow-up Notification

Application : 373616 - Satellite Officers

[Update Conditions](#)

Last analysis made regarding the condition:

- Rough Cut
 - the preliminary on-screen head and tail credits for the TV Component, including the CMF's logo in accordance with Section 7.1 of Schedule B

The status of the analysis for this condition is:
Incomplete

Additional comment concerning the condition of this milestone:
Please provide revised document corresponding to on-screen credits.

The following milestones have been changed:

- Rough Cut
 - the preliminary on-screen head and tail credits for the TV Component, including the CMF's logo in accordance with Section 7.1 of Schedule B

CONFIRM

PAYMENT CONFIRMATION

- Please note that it may take **up to 5 business days** before you see the CMF payment in your account.
- If the payment is assigned to an **interim financier** per the Notice and Direction, it may take **up to 10 business days** before the institution receives the cheque.

Under **Records**, choose **My CMF Applications** and search for the project using the project name or number:

The screenshot shows the Appian user interface. At the top, there is a navigation bar with 'News', 'Tasks (18)', 'Records' (highlighted with a red circle), 'Reports', and 'Actions'. On the right of the navigation bar is a user profile icon labeled 'ME' and the name 'Appian'. Below the navigation bar, on the left, is a 'Dialogue' sidebar with an 'All' filter. The main content area displays three links, each with a document icon: 'Legal Statements | Énoncés légaux', 'My CMF Applications | Mes demandes FMC' (highlighted with a red box), and 'My CMF Pre-Application Consultations | Mes consultations préalables FMC'.

Click on **Milestones** to view the **Paid (CAD)** amount:

The screenshot shows the Appian interface for project '373727 - My Project'. The navigation bar is the same as in the previous screenshot. Below it, the breadcrumb trail is 'Records / My CMF Applications | Mes demandes FMC'. The project title '373727 - My Project' is displayed. Below the title, there are tabs: 'Summary' (highlighted with a red circle), 'Milestones', 'Notes', 'News', and 'Related Actions'. The 'Milestones' tab is active, showing a table with the following data:

	Title	Due Date	Planned (CAD)	Paid (CAD)	Balance	% Realized
	Phase I Payment	Jan 25, 2018	85,000.00	85,000.00	0.00	100
	Rough Cut	Jan 31, 2018	0.00	0.00	0.00	0
	Eye on Canada	Mar 13, 2018	0.00	0.00	0.00	0
	Phase II Payment	Mar 31, 2019	15,000.00	0.00	15,000.00	0

The 'Paid (CAD)' column is highlighted with a red box.

PROJECT CHANGES POST-CONTRACTING

- Once the CMF Contract is signed, the application is locked.
- **Please contact your Analyst via email to alert them of changes. Provide them with a summary of significant changes and they will inform you of what is needed in order to proceed. The summary could include the following:**
 - addition of a new licence fee
 - if you would like the CMF to relate to a revised budget (i.e.: if you would like your final cost reporting to report against a different budget than was identified in your CMF Contract). This may include a budget increase or decrease or shifts within budget categories.
 - if a single-purpose company is created for the project post-Contracting
 - proposed changes to Project Elements, recoupment, or project deliverables,
 - attachment of a distributor, especially in projects for which the CMF is providing equity.
- It is highly recommended that you create a single purpose company before contracting. Note that the process of implementing the change to a single-purpose company post-contract is lengthy.
- Little or no further subsequent action may be required on your part; not all changes need to be recorded prior to Final Evaluation.

The Analyst may contact you with further questions via **Tasks** [Note](#):

The screenshot shows a software interface with a top navigation bar containing 'News', 'Tasks (24)', 'Records', 'Reports', and 'Actions'. The 'Tasks (24)' tab is highlighted with a red circle. Below the navigation bar, there is a 'Dialogue' section on the left with links for 'Assigned to Me >', 'Sent by Me', 'Starred ★', and 'STATUS Open ✕'. The main area displays a list of tasks. The first task is 'Application Changes - Edit Application | Révision de la demande - Modifier la demande - 373869 - My Project' by 'Me', marked with a blue checkmark icon. The second task is 'Note - Changes - 373869 - My Project' by 'Client 50086', also marked with a blue checkmark icon. A red arrow points from the 'STATUS Open ✕' link to the second task.

Click **ACCEPT** then read under **Note** the **Topic**, **Subject** and **Message** from your Analyst. Underneath, you will have a list of question(s) and blank box(es) for your response(s). You will need to answer all questions before clicking **SEND RESPONSE**:

News
Tasks (24)
Records
Reports
Actions
ME
Appian

You must accept this task before completing it
ACCEPT
GO BACK

Note Task - 373869

Summary

Application	373869 - My Project	Program	CMF Convergent Stream - Production - TV
Applicant	50086 - Snowshoe Productions Inc.	Application Year	2017-2018
Correspondence Language	English	Submission Date	Feb 21, 2018
Format	Pilot	Requested Amount (CAD)	100.00
Genre	Drama	Total Budget (CAD)	200.00
Number of Episodes	1	Total Financing (CAD)	200.00
Broadcast Length per Episode in Minutes	60		

Note

Topic Other
Subject Changes
Message Could you please...

Number	Question	Response
1	Could you please...	

SEND RESPONSE

Depending on the nature of the proposed changes, your Analyst may choose to return the application form to you so that you may update your application details and/or provide additional documentation.

If that is the case, you will receive a task **Application Changes – Edit Application**:

News
Tasks (23)
Records
Reports
Actions

Dialogue

Assigned to Me >
Sent by Me
Starred ☆

Click here to send a task...
NEWEST

✓

Client 50086
Application Changes - Edit Application | Révision de la demande - Modifier la demande - 373869 - My Project
A moment ago ☆

Click **ACCEPT** and follow the instructions from the Analyst's [Request](#):

News

Tasks (19)

Records

Reports

Actions

ME

Appian

You must accept this task before completing it

ACCEPTGO BACK

Complete Application

Summary

Program

CMF Convergent Stream - Production - TV

Application Year

2017-2018

Guide for completing an application in Dialogue

Request

Please update the application to reflect the revised budget, RPT's and schedule. Please attach the revised budget.

Applicant

If this information is incorrect, please contact the Telefilm Helpdesk Services@telefilm.ca

Correspondence Language

English

In addition to making the changes requested by the analyst, complete the **Proposed (CAD)** columns in the [Financial Structure](#), [Budget/Final Costs](#), and [Related Party Transactions](#) sections, regardless of whether these are changing or not.

→ If the amounts are not changing, input the original amounts. An amount must be entered in each field in order to save changes and proceed to the next steps.

Financial Structure

Source	Category	Broadcaster	Type	Confirmed	Amount (CAD)	% Canadian	Proposed (CAD)	% Canadian
Canada Media Fund	CMF			☒	1,100,000.00	21.57		0.00
	Broadcaster	CBC	Licence	☒	4,000,000.00	78.43		0.00
Total					5,100,000.00		0.00	

Add

If the Analyst requested more documents, scroll down to the [Required Documents](#) section and click **+Add** to begin uploading:

Required Documents

List of Required Documents

Document	Website URL ?	Description	Type
UPLOAD Drop file here			--Select--
Add			

- Upload each required document separately. Use the nomenclature (Description and Category) provided in the [APPLICATION GUIDE](#) located under the **Need Help?** tab in the Application Documents Section on the [CMF website](#)
- You cannot delete previously submitted documents.
- Please identify outdated documents as superseded in the Description column. For example:
Budget TV_Date (superseded)

IMPORTANT: Before submitting your application, make sure to print a copy (or print to PDF). Once submitted, the application form will no longer be available as it will be under evaluation.

Check the **Statement** box before hitting **SUBMIT**:

Statement

☒ Statement
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.

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

- Once the page has been successfully submitted, the screen will disappear, and you will end up back at your list of tasks. (If that does not happen, **scroll up and carefully scan for red borders or text** that indicate that additional information is required.)
- Until changes have been approved, the project details that will appear in your file will be the details given in your original CMF Contract.

Should you wish to see whether changes have been approved or not, go under **Records**, choose **My CMF Applications** and search for the project using the project name or number:

News Tasks (18) **Records** Reports Actions

ME Appian

Dialogue

All ▾

- Legal Statements | Énoncés légaux
Legal Statements | Énoncés Légaux
- My CMF Applications | Mes demandes FMC**
List of my CMF applications | Liste de mes demandes FMC
- My CMF Pre-Application Consultations | Mes consultations préalables FMC
List of my CMF pre application consultations | Liste de toutes mes consultations préalables FMC

Click on **News** to see that the changes to the application have been approved:

News Tasks (22) **Records** Reports Actions

Records / My CMF Applications | Mes demandes FMC

373869 - My Project

Summary Milestones Notes **News** Related Actions

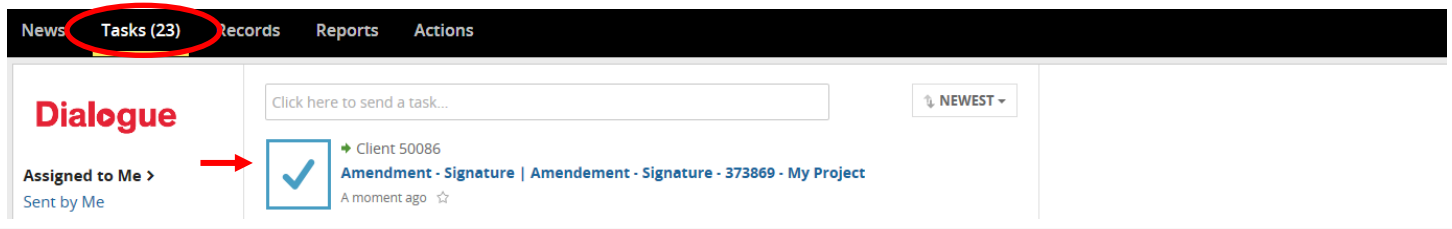
Application Changes #373869 - The changes to your application have been approved by the CMF. Please see the Summary and/or Milestones tabs to see the updated version of your application

373869 - My Project

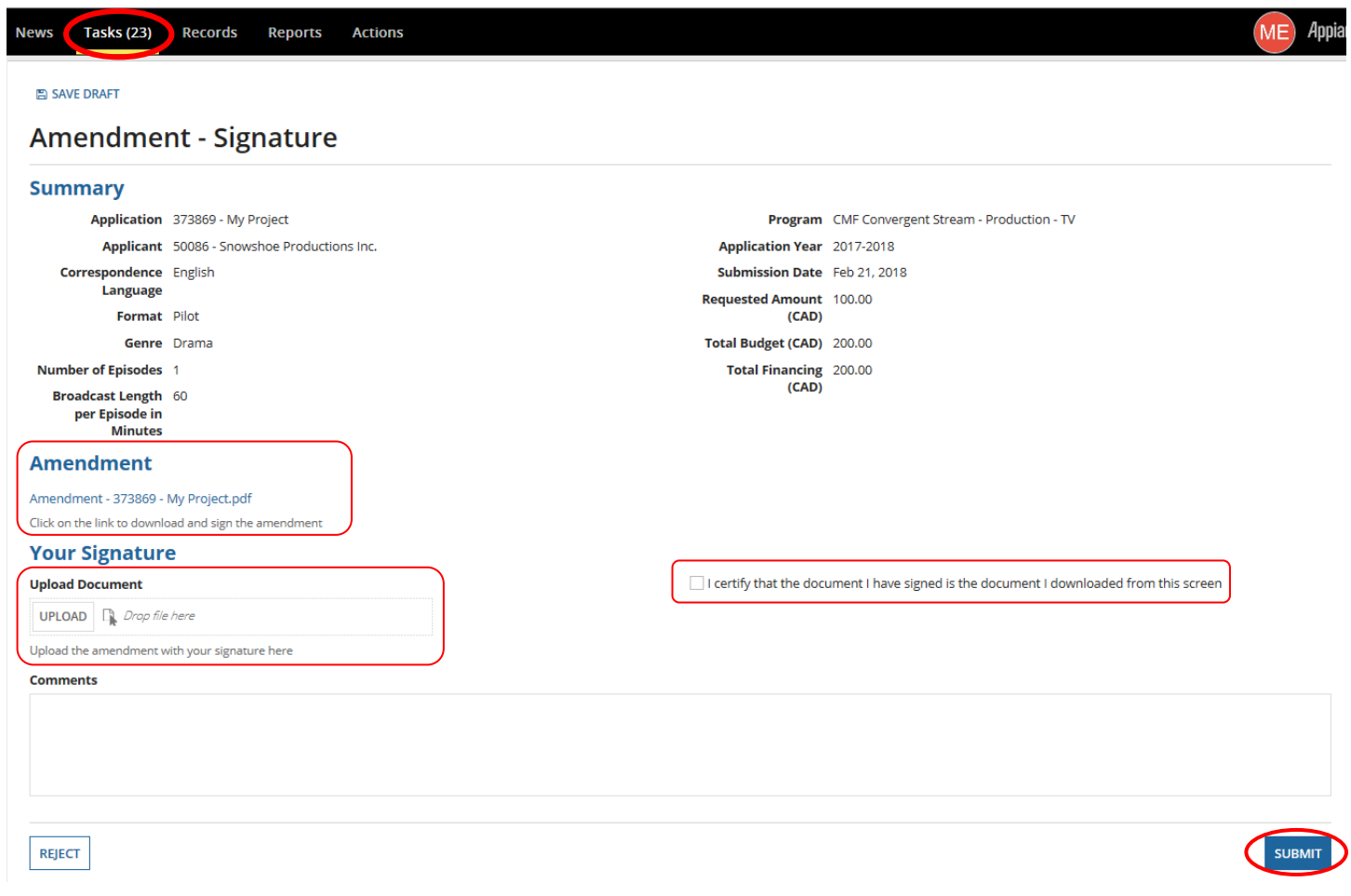
1 minute ago ☆ 🔒 Comment

→ When you look at the **Summary** view of your application, you will see that project details have been updated.

Depending on the nature of the changes to the project, it may be necessary for the Analyst to issue a CMF Amendment Agreement. If so, under **Tasks**, you will receive the task **Amendment – Signature Amendment**:



Click on the **Amendment** link to open the CMF Amendment and print it. Once you have read the CMF Amendment, sign it, scan it and upload the fully executed copy. If the CMF Amendment has been modified, it will be rejected by the Analyst. Once uploaded, click **SUBMIT**:



Amendment - Signature

Summary

Application	373869 - My Project	Program	CMF Convergent Stream - Production - TV
Applicant	50086 - Snowshoe Productions Inc.	Application Year	2017-2018
Correspondence Language	English	Submission Date	Feb 21, 2018
Format	Pilot	Requested Amount (CAD)	100.00
Genre	Drama	Total Budget (CAD)	200.00
Number of Episodes	1	Total Financing (CAD)	200.00
Broadcast Length per Episode in Minutes	60		

Amendment

Amendment - 373869 - My Project.pdf

Click on the link to download and sign the amendment

Your Signature

Upload Document

UPLOAD  Drop file here

Upload the amendment with your signature here

☐ I certify that the document I have signed is the document I downloaded from this screen

Comments

REJECT SUBMIT

Once the CMF Amendment has been approved, you will find it in the [Letters and Agreements](#) section of the project file:

Records / My CMF Applications | Mes demandes FMC

373616 - Satellite Officers

[Summary](#) [Milestones](#) [Notes](#) [News](#) [Related Actions](#)

[DIRECT DEPOSIT](#) [FULFILL CONDITIONS](#) [REQUEST FIRST COME FIRST SERV...](#)

Summary

Application	373616 - Satellite Officers	Program	CMF Convergent Stream - Production - TV
Applicant	50086 - Snowshoe Productions Inc.	Application Year	2017-2018
Correspondence Language	English	Submission Date	Jan 3, 2018
Format	Series	Requested Amount (CAD)	1,000,000.00
Genre	Drama	Total Budget (CAD)	5,100,000.00
Number of Episodes	10	Total Financing (CAD)	5,100,000.00
Broadcast Length per Episode in Minutes	30		

Applicants and Contacts	Project and Products	Key Personnel	Financial Structure and Budget	Contribution and Payment	Documents	Letters and Agreements	All
---	--------------------------------------	-------------------------------	--	--	---------------------------	--	---------------------

→ When you look at the [Summary](#) view of your application, you will see that project details have been updated.

IMPORTANT necessary steps before any milestone payment can be processed

- If the applicant company has changed (for example when a single-purpose company is created after the initial CMF Contract has been signed), remember:
 - to follow the [Enrollment Process](#) for the new company
 - to [Set Up Direct Deposit](#) for the new company.

FINAL EVALUATION – REVISED PROCESS

- The final evaluation process begins with the submission of deliverables for your final drawdown. Follow the section [How to Fulfill Conditions](#).
- A new Analyst may be assigned to work with you on the project.
- Validate that the direct deposit information is up-to-date.
- The evaluation process may take some time; files are reviewed in the order in which they become complete.
- **A Milestone can only be submitted once ALL conditions have been fulfilled.**

When you are ready to submit your final costs deliverables, go under **Records**, choose **My CMF Applications** and search for the project using the project name or number:

The screenshot shows the Applan system interface. At the top, there is a navigation bar with 'News', 'Tasks (1,102)', 'Records', 'Reports', and 'Actions'. The 'Records' tab is selected and highlighted with a red box and a yellow circle with the number 1. Below the navigation bar, there is a search bar with the text 'Search record by...'. To the right of the search bar, there is a red box with a yellow circle with the number 2, containing the text 'My CMF Applications | Mes demandes FMC'. Below this, there is a list of various reports and applications, including 'Legal Statements', 'My CMF Audience Success Reports', 'My CMF Pre-Application Consultations', 'My Organizations', 'My Telefilm Exploitation Reports', 'My Broadcaster Agreement Forms', 'My CMF Exploitation Reports', 'My List of Milestones to Fulfill', 'My Products', 'My Telefilm Metric Reports (Gross Sales)', 'My CMF Metric Report (Gross Sales)', 'My List of Payments Received', and 'My Telefilm Applications | Mes Demandes Téléfilm'. At the bottom, there is a section titled 'My CMF Applications | Mes demandes FMC' with a search bar and filters for 'STATUS', 'PROGRAM', and 'FISCAL YEAR'. A red box with a yellow circle with the number 3 is placed over the search bar.

Select **FULFILL CONDITIONS**:

The screenshot shows the Applan system interface. At the top, there is a navigation bar with 'News', 'Tasks (1,102)', 'Records', 'Reports', and 'Actions'. The 'Records' tab is selected. Below the navigation bar, there is a section titled 'Records | My CMF Applications | Mes demandes FMC'. In the top right corner of this section, there is a button labeled 'DIRECT DE' and a red box with a yellow circle with the number 4, containing the text 'FULFILL CONDITIONS'. Below this, there is a 'Summary' section with various metrics and charts, including 'Application', 'Converted from Legacy Systems', 'Applicant', 'Correspondence Language', 'Default', 'Program', 'Application Year', 'Year End Extension', 'Submission Date', 'Requested Amount (CAD)', 'Total Budget (CAD)', and 'Total Financing (CAD)'.

Select the **Milestone Final Evaluation / Phase II Payment** – if all previous Milestone(s) have been submitted to Telefilm, you will notice a new button available in the Final Evaluation / Phase II Payment Milestone.

Fulfill Conditions

Summary

Application
Converted from Legacy Systems
Applicant
Correspondence Language
Default

Program
Application Year
Year End Extension
Submission Date
Requested Amount (CAD)
Total Budget (CAD)
Total Financing (CAD)

View Application

Milestones

Description	Due Date	Amount (CAD)
Phase 1		
Final evaluation		

Conditions

Clicking on Refresh will delete any information entered which has not been submitted yet with the SUBMIT button in the Conditions section.

Refresh

Description	Document Type	Directives	Status	Actions
Condition			Not Received	Submit or comment
Condition			Not Received	Submit or comment
Condition			Not Received	Submit or comment

Buttons: CLOSE TASK, SUBMIT TO TELEFILM, **5** FINAL EVALUATION - EDIT APPLICATION

Once you select the **FINAL EVALUATION – EDIT APPLICATION** a new task will be available in your Tasks list. **This task will allow you to update your Application Form while fulfilling your conditions.**

Confirmation Dialog:

By choosing to continue, the FINAL EVALUATION - EDIT APPLICATION task will be available in your Tasks list. This task will allow you to update your Application Form while fulfilling your conditions. Do you wish to continue?

Buttons: NO, **6** YES

Background Page: Same as the previous screenshot, showing the 'Fulfill Conditions' page with the 'FINAL EVALUATION - EDIT APPLICATION' button highlighted with a red box.

Go under **Tasks**, select the new **Final Evaluation – Edit Application** task and click **ACCEPT**:

Dialogue

Assigned to Me >
Sent by Me
Starred ☆

STATUS
Open x

Click here to send a task... NEWEST

Client 50058
Final Evaluation - Edit Application | Évaluation finale - Modifier la demande -
A moment ago ☆

Me
Fulfill Conditions | Satisfaire les conditions -
A moment ago ☆

You must accept this task before completing it

ACCEPT GO BACK

Complete Application

Summary

Application
Program

Application Year

Once you have completed the Final Evaluation Application Form and try to **SUBMIT**, a message will appear at the bottom of the page letting you know to **go back to your Fulfill Conditions Task**.

Required Documents

Type	Name	Description
Application & certification forms		

Statement

☐ 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.

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

In order to submit the application form, you must fulfil all conditions in the Milestones tab.

SUBMIT SAVE

Go under **Tasks** and select the **Fulfill Conditions** task:

Dialogue

Assigned to Me >
Sent by Me
Starred ☆

STATUS
Open x

Click here to send a task... NEWEST

Client 50058
Final Evaluation - Edit Application | Évaluation finale - Modifier la demande -
A moment ago ☆

Me
Fulfill Conditions | Satisfaire les conditions -
A moment ago ☆

In the Fulfill Conditions page, select the **Milestone Final Evaluation / Phase II Payment** and proceed to **Submit or comment**:

NewsTasks (1,102)RecordsReportsActions

JEapplan

SAVE DRAFT

Fulfill Conditions

Summary

Application

Converted from Legacy Systems

Applicant

Correspondence Language

Default

Program

Application Year

Year End Extension

Submission Date

Requested Amount (CAD)

Total Budget (CAD)

Total Financing (CAD)

View Application

Milestones

	Description	Due Date	Amount (CAD)
	Phase 1		
12	Final evaluation		

Conditions

Clicking on Refresh will delete any information entered which has not been submitted yet with the SUBMIT button in the Conditions section.

Refresh

Description	Document Type	Directives	Status	Actions
Condition			Not Received	13Submit or comment
Condition			Not Received	Submit or comment

CLOSE TASK

SUBMIT TO TELEFILM

Click on **+Add** and **UPLOAD** your final deliverables:

NewsTasks (1,102)RecordsReportsActions

JEapplan

SAVE DRAFT

Fulfill Conditions

Conditions

Clicking on Refresh will delete any information entered which has not been submitted yet with the SUBMIT button in the Conditions section.

Refresh

Description	Document Type	Directives	Status	Actions
Condition			Not Received	

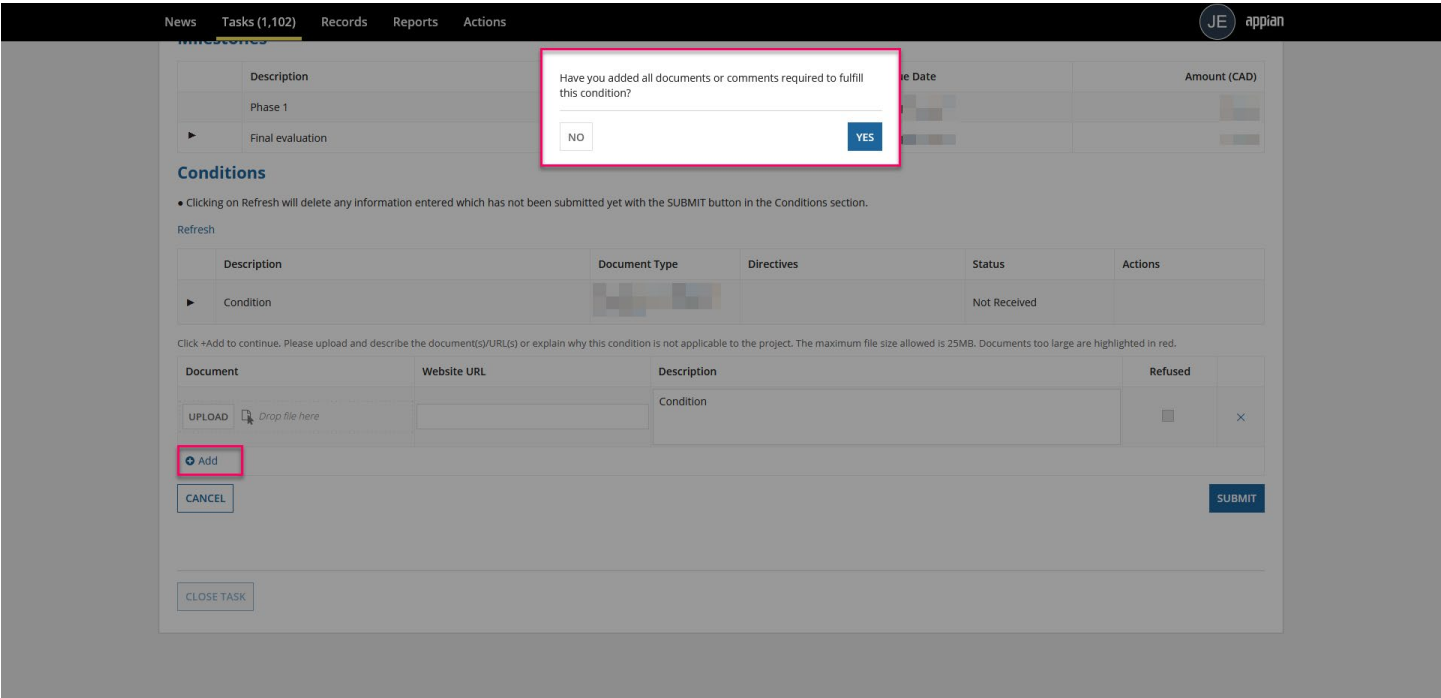
Click +Add to continue. Please upload and describe the document(s)/URL(s) or explain why this condition is not applicable to the project. The maximum file size allowed is 25MB. Documents too large are highlighted in red.

Document	Website URL	Description	Refused	
15 UPLOAD		16 Condition	☐	☐
14 + Add				
CANCEL			17 SUBMIT	

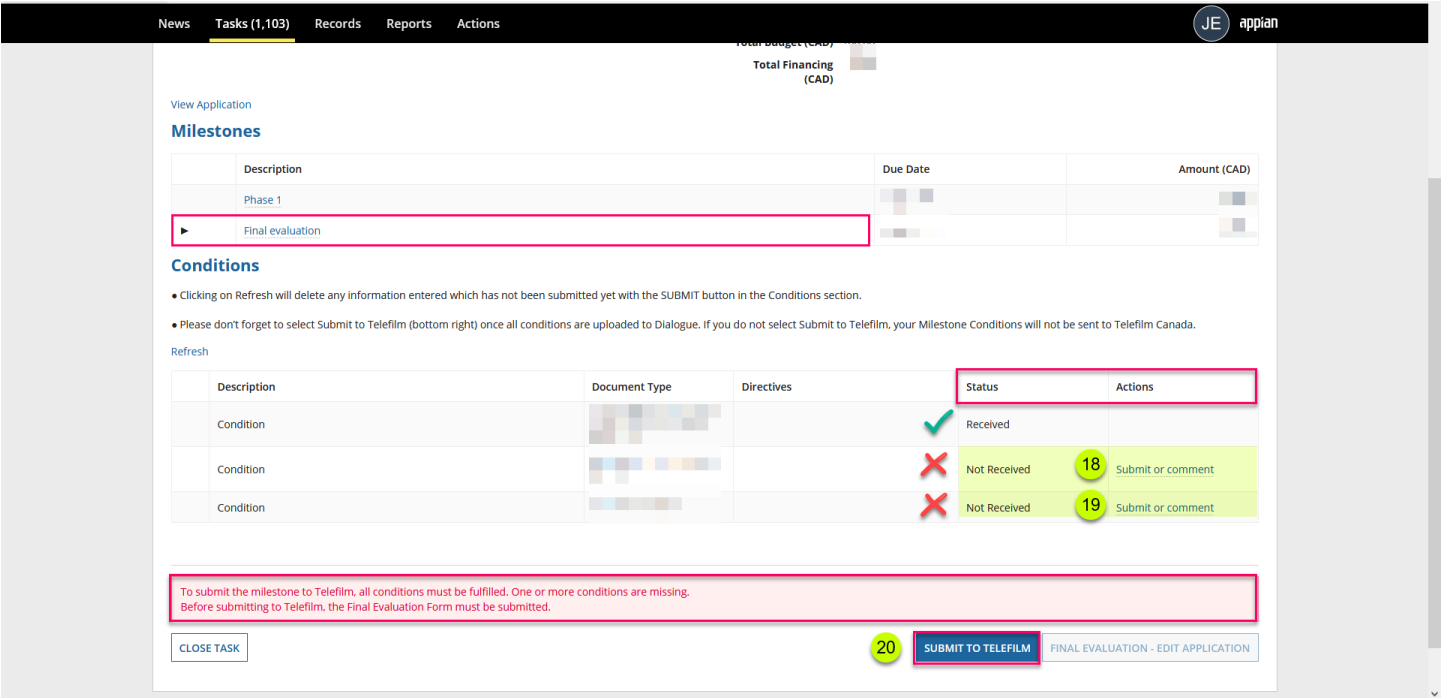
CLOSE TASK

35

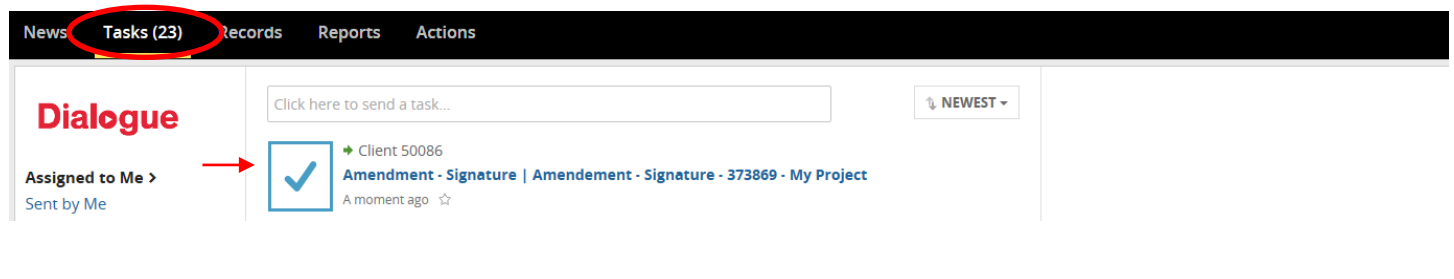
In order to upload multiple documents to satisfy a single condition, you must upload each document separately, by clicking **+Add**. Click **SUBMIT** only once all the documents for a single deliverable have been uploaded.



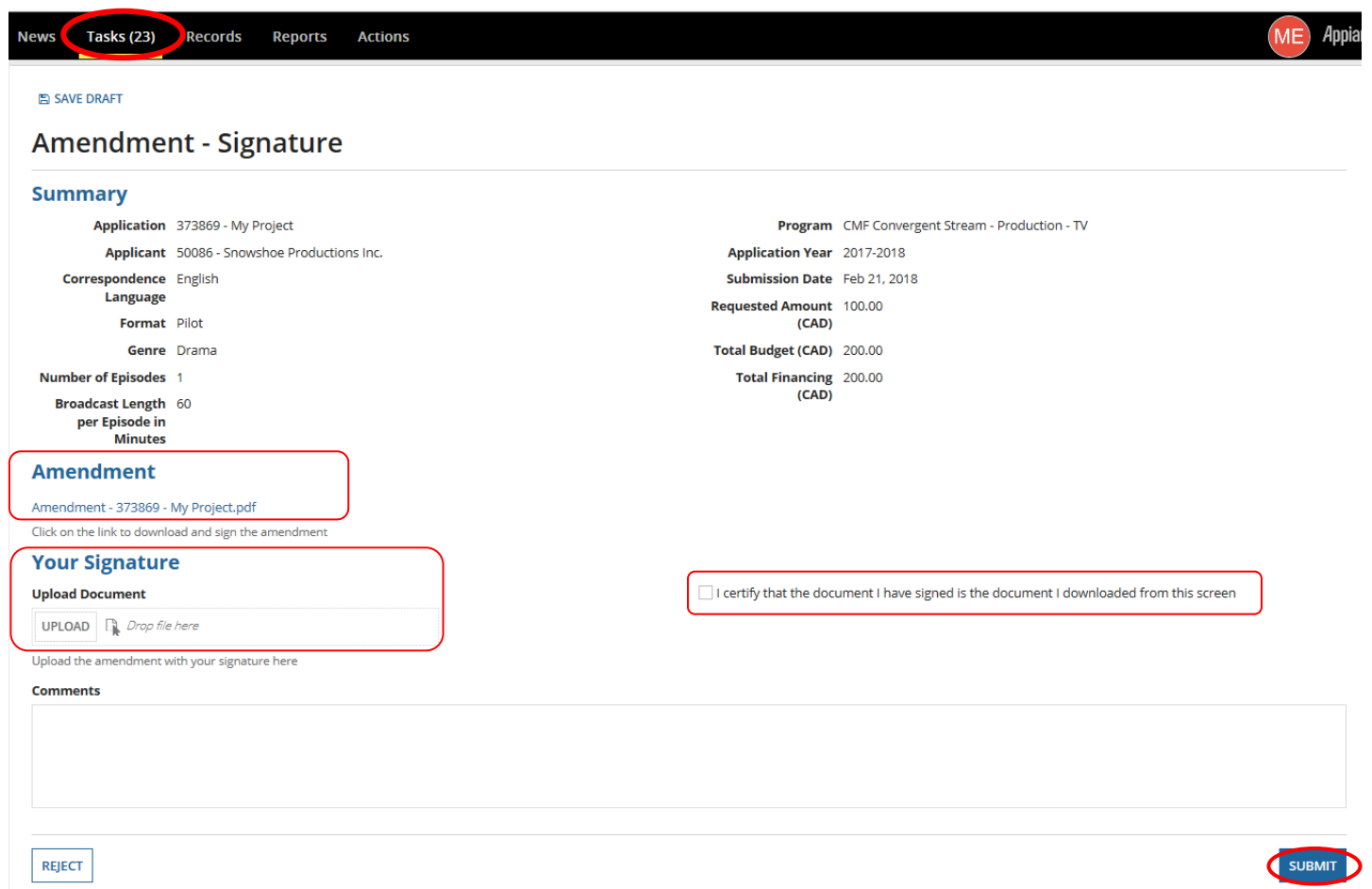
You will be able to **SUBMIT TO TELEFILM** only once all conditions have been fulfilled and once you have completed the Final Evaluation Application Form.



Depending on the approved final costs amount and other elements, it may be necessary for your Analyst to issue a CMF Amendment Agreement. If so, under **Tasks**, you will receive the task **Amendment – Signature Amendment**:



Click on the **Amendment link** to open the CMF Amendment and print it. Once you have read the CMF Amendment, sign it, scan it and upload the fully executed copy. If the CMF Amendment has been modified, it will be rejected by your Analyst. Once uploaded, click **SUBMIT**:



Once the CMF Amendment has been approved, you will find it in the [Letters and Agreements](#) section of the project file:

[News](#) [Tasks \(20\)](#) [Records](#) [Reports](#) [Actions](#)

ME Appian

Records / My CMF Applications | Mes demandes FMC

373616 - Satellite Officers

[Summary](#) [Milestones](#) [Notes](#) [News](#) [Related Actions](#)

Summary

Application 373616 - Satellite Officers
Applicant 50086 - Snowshoe Productions Inc.
Correspondence Language English
Format Series
Genre Drama
Number of Episodes 10
Broadcast Length per Episode in Minutes 30

Program CMF Convergent Stream - Production - TV
Application Year 2017-2018
Submission Date Jan 3, 2018
Requested Amount (CAD) 1,000,000.00
Total Budget (CAD) 5,100,000.00
Total Financing (CAD) 5,100,000.00

[Applicants and Contacts](#) [Project and Products](#) [Key Personnel](#) [Financial Structure and Budget](#) [Contribution and Payment](#) [Documents](#) [Letters and Agreements](#) [All](#)

→ When you look at the [Summary](#) view of your application, you will see that project details have been updated.

You may go under **Records** to see the status of the final payment. Choose [My CMF Applications](#) and search for the project using the project name or number:

[News](#) [Tasks \(18\)](#) [Records](#) [Reports](#) [Actions](#)

ME Appian

Dialogue

All ▶

[Legal Statements | Énoncés légaux](#)
Legal Statements | Énoncés Légaux

[My CMF Applications | Mes demandes FMC](#)
List of my CMF applications | Liste de mes demandes FMC

[My CMF Pre-Application Consultations | Mes consultations préalables FMC](#)
List of my CMF pre application consultations | Liste de toutes mes consultations préalables FMC

Under [Milestones](#) you will see the **Paid (CAD)** amount:

[News](#) [Tasks \(23\)](#) [Records](#) [Reports](#) [Actions](#)

ME Appian

Records / My CMF Applications | Mes demandes FMC

373909 - My Project

[Summary](#) [Milestones](#) [Notes](#) [News](#) [Related Actions](#)

Milestones

Title	Due Date	Amount (CAD)	Paid (CAD)	Balance	% Realized
Phase I Payment	Mar 9, 2018	0.85	0.85	0.00	100
Rough Cut	Mar 9, 2018	0.00	0.00	0.00	0
Eye on Canada	Mar 9, 2018	0.00	0.00	0.00	0
Phase II Payment	Mar 9, 2018	0.15	0.15	0.00	100

REPORTING - HOW TO SUBMIT REPORTS AND MANAGE PAYMENTS

IMPORTANT: The TUTORIALS for the reporting process for Experimental and Convergent applications are available [here](#) under Tools and resources - CMF.

Tools and resources - CMF

-  **TUTORIAL: Convergent Stream – How to submit your exploitation reports**
-  **TUTORIAL: Experimental Stream – How to submit your exploitation reports**
-  **TUTORIAL: Convergent Stream – How to submit your gross sales reports**
-  **TUTORIAL: How to pay an invoice**

- Make sure to check your Tasks as you will receive one for every project which requires an exploitation report or gross sales report.
- Make sure the members of your Organization have the proper access. For support and questions regarding Member Access – please email enr@telefilm.ca.
- Once you have submitted your exploitation report, you must send in your payment – please follow the TUTORIAL: How to pay an invoice.

Under **Actions** choose **Submit Production Exploitation Reports**:

NewsTasks (449)RecordsReports**Actions**

Dialogue

All >
Starred ★

APPLICATIONS
CMF (1)
Telefilm (1)
TFC Enrolment (1)
TFC Manage Exploitations (5)

 **Canada Media Fund Payment | Paiement Fonds des médias du Canada** ☆
Manage payments for CMF reports | Gestion de paiements des rapports du FMC

 **CMF Pre-Application Consultation | Consultation préalable FMC** ☆
Submit a Pre-Application consultation request | Soumettre une demande de consultation préalable

 **Create Organization | Créer une organisation** ☆
Create a new Organization | Créer une nouvelle organisation

 **Submit an Application | Soumettre une demande** ☆
Submit a request for financing | Soumettre une demande de financement

 **Submit Distribution Reports | Rapports de distribution à soumettre** ☆
Select distribution reports to complete | Sélectionner les rapports de distribution à compléter

 **Submit Gross Sales Reports | Soumettre rapports de ventes brutes** ☆
Select gross sales reports to complete | Sélectionner rapports de ventes brutes à compléter

 **Submit Production Exploitation Reports | Rapports d'exploitation en production à compléter** ☆
Select production reports to complete | Sélectionner les rapports de production à compléter

 **Telefilm Canada Payment | Paiement Téléfilm Canada** ☆
Manage payments for TFC reports | Gestion de paiements des rapports de TFC