



## TEAMS

- **TEAM DESCRIPTION** (MAX. 1 PAGE) briefly describe the experience and achievements of the studio, the management, creative and technical staff. Make sure that the name and role of the individuals identified in the online application form and in the budget are identical.
- **CV** (MAX. 3 PAGES) submit a curriculum vitae (not a bio) for each key staff member describing job history, training, certifications, and awards and nominations received.
- **CONCEPT DESCRIPTION** (MAX. 3 PAGES) provide a written proof of concept proposal indicating clearly what you wish to create and test with the requested funds. The proposal can explore design ideas, concept assumptions or new functionalities and is required to convincingly present how it will be significantly interactive or immersive and how it will be connected to the Canadian cultural sector.
- **HISTORY** (MAX. 1 PAGE) indicate which entity or person will hold the rights to the project. Please submit Licence or Option Agreement from third party rights holder, if applicable.
- **BUDGET** you must use the 2021-2022 Conceptualization budget template, available on the CMF website.
- **FINANCING COMMITMENT LETTERS OR AGREEMENTS** for all sources of funding indicated in the financial structure, submit the corresponding commitment letters or agreements.

**NEW – DIRECTORS AND SHAREHOLDERS FORM – GENERAL CMF PROGRAMS** Please upload a copy in all your applications for 2021-2022. You must use the *new* form available on the CMF website (make sure to use the form from the current fiscal year). Submit a form for the applicant and, if applicable, for the co-applicant, your parent companies or any other shareholder that is a company. If you are applying on behalf of a company that is not yet incorporated, submit a list of the future directors and shareholders.

**CORPORATE INFORMATION** documents under this section to be submitted under the Records menu, under My Organizations; select company; select Manage Documents button on top right; click on Add and then Submit. Only required if there have been changes to the corporate information since the last application.

- **CERTIFICATE OF INCORPORATION OF THE APPLICANT** “applicant” means the company or corporation making the application. If you are applying on behalf of a company that is not yet incorporated, do not submit anything at this point.

**NOMENCLATURE OF DOCUMENTS** please review the Guide to Complete Application in Dialogue to properly identify and name each document’s Description and Type.

*\*Please be aware that in the event that the application is approved for CMF funding, additional documents will be required in order to proceed to the contracting phase.*

Now that you have the list of required documents, you are ready to prepare and submit your Application. CMF programs are administered via Dialogue. New to Dialogue? You may find the Dialogue User Guide helpful: **USER GUIDE: HOW TO NAVIGATE DIALOGUE** - you can find it here <https://telefilm.ca/en/log-in> under Tools and resources - CMF. Use this guide to learn the basic step-by-step instructions to help you navigate the Dialogue platform.

Once you are all set-up with your Dialogue account, you will be able to submit your Application. The above-listed required documents must be uploaded to your Dialogue Application Form. To submit a complete Application, please follow the [GUIDE TO COMPLETE APPLICATION](#) linked to the Dialogue Application Form, as seen below:

## Complete Application

### Summary

Program \_\_\_\_\_

Application Year 2021-2022

[Guide to Complete Application](#)

### Applicant

Select Applicant Company

Productions Inc.

If this information is incorrect, please contact the Telefilm Helpdesk  
[enr@telefilm.ca](mailto:enr@telefilm.ca)

Correspondence Language

--Select--

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

--Select--