

## List of Required Documents 2020-2021

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### Canada – Brazil Immersive Media Incentive for Digital Media Projects

The Canada Media Fund (CMF) accepts applications exclusively through an online platform Dialogue. Go to <https://telefilm.ca/en/log-in> (the Apply page on Telefilm Canada's website) to log in to your account or to create an account on the platform.

Fill out the application form online.

Submit each document listed below, individually, according to the nomenclature indicated on the last page of this list. Do not submit documents in a zip or rar file or via a document sharing site (e. g. dropbox). Ensure that each document does not exceed a maximum file size of 20 MB.

Videos should be submitted via hyperlinks leading to a video sharing website (e.g. vimeo).

## Required Documents

### **Applications must include the following Administrative information:**

Joint Signature Form, signed by both parties;

- o A list of the projects produced by the Brazilian production company;
- o A list of the projects produced by the Canadian production company;
- o The deal memo or the agreement between coproducers;
- o Contracts proving the acquisition of necessary rights (e.g. option contract, script writer's contract etc.);
- o Project goals and timeline;
- o Budget of the Project;
- o Financing plan of the Project;
- o Anticipated business model or potential for revenue generation;
- o **For the Canadian production company:**
  - Complete incorporation documents;
  - Signed and dated CMF Directors and Shareholders form.

### **Applications must include the following Creative information:**

- o CV of creative and production teams;
- o Brief project summary;
- o Description of the project and its main features (technology, architecture, navigation, interface, graphic design, creative elements, user experience, functionalities, etc.);
- o Preliminary plan for project progress to further stages (production and distribution) (maximum 1 page).

\*Please note that:

Canadian producers should submit the complete application in English or French through <https://telefilm.ca/en/log-in>

Brazilian producers should submit the complete application in Portuguese through <http://spcineinvestimentos.com.br/>

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The Parties reserve the right to require other documentation from applicants for the completion of the assessment of the project.

## Required Documents Nomenclature

*Upload each required document according to the following nomenclature*

### Required Documents

List of Required Documents

Document	Website URL	Description	Type
<input type="button" value="UPLOAD"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="--Select--"/> <input type="button" value="X"/>

Required Documents (per Checklist)	Description (document name to be entered)	Type (to be selected from dropdown menu)
<b>1. Joint Signature Form</b>	Joint Signature Form	Application & certification forms
<b>2. Brazilian company resume (list of the projects)</b>	Corporate profile_ <b>Company name</b>	Corporate profile
<b>3. Canadian company resume (list of the projects)</b>	Corporate profile_ <b>Company name</b>	Corporate profile
<b>4. The deal memo or the co-development agreement</b>	Codevelopmentement agreement_ <b>Parties names</b>	Chain of title & development history
<b>5. Contracts proving the acquisition of necessary rights</b>	Chain of title_ <b>Option agreement</b> Chain of title_ <b>Transfer of rights</b> _ <b>Parties names</b>	Chain of title & development history
<b>6. Development goals and timeline for the development phase</b>	Development goals and timeline for the development phase	Calendar
<b>7. Development Budget</b>	Development Budget	Budget
<b>8. Development Financing Plan</b>	Financing Plan	Financing Agreement
<b>9. Anticipated Business model</b>	Corporate Profile	Corporate Profile
<b>10. Complete incorporation documents</b>	Incorporation documents	Incorporation documents
<b>11. Signed and dated CMF Directors and Shareholders form</b>	Corporate Profile	Corporate Profile
<b>12. CV of key creative personnel</b>	CV_ <b>Individual's full name</b>	CV/Resume
<b>13. CV of production team</b>	CV_ <b>Production team name</b>	CV/Resume
<b>14. Overview of the project</b>	Overview of the project	Outline/Proposal/Treatment/Synopsis
<b>15. Description of the innovation</b>	Innovation	Outline/Proposal/Treatment/Synopsis
<b>16. Preliminary plan for project progress to further stages</b>	Preliminary plan for project	Outline/Proposal/Treatment/Synopsis