



**Please consider the environment before printing.**

Applications must be submitted according to the Program Deadlines published on the CMF website.

The CMF shall rely on the self-identification information associated with each individual's PERSONA-ID number to determine (as applicable) eligibility for dedicated Programs, exclusive reserved portions of Program budgets, Envelope credit, Evaluation Grid points, ranking position in selective programs, and/or for statistical and analytical purposes.

**Please ensure all documents are submitted and each element in the scoring grid has been addressed. Required documents and information omitted from the application package could negatively impact scoring.**

**All projects** will be required to meet 15% minimum financing from one or more Canadian third party(ies) at application. Related distributors are NOT able to trigger tax credits for the purposes of meeting the 15%. If applying without threshold from either a Broadcaster or Distributor, please include this amount in the financing structure or you may risk the CMF request being reduced to offset the difference.

Only paid eligible positions clearly identified in the budget will count towards the evaluation of the project and the information provided in the project's budget will prevail.

While Projects in this Program are not required at application to have a confirmed broadcast licence agreement from an eligible Canadian Broadcaster and/or a confirmed distribution agreement from an Eligible Canadian Distributor, in order to ultimately receive funding through this Program, they must receive an Eligible Licence Fee and/or Eligible Distribution Advance that meets the Eligible Market Commitment Threshold amount required in this Program and be fully financed by January 8, 2027, in addition to the new minimum Envelope Allocation requirement mentioned below.

Eligible Projects in this Program will be required to have a minimum Envelope Allocation commitment of one percent (1%) of the Project's Eligible from (i) a Canadian Broadcaster through the Broadcaster Envelope Program (Production) – English and French and/or (ii) an Eligible Canadian Distributor through the Distributor Envelope Program before the earlier of either signing of the CMF Financing Agreement or by the final closing date of the Envelope Program, December 8<sup>th</sup>, 2026.

**APPLICATIONS MUST INCLUDE THE FOLLOWING DOCUMENTS:**

- **An electronic APPLICATION FORM with PERSONA-ID number(s) entered for the project as applicable according to the specific Guidelines.**
- **Community Engagement Plan** (form available) part of the assessment criteria which considers the quality and degree to which the Applicant and Creative and Production Teams are committing to creating the content responsibly, thoughtfully and without harm, including implementing actionable community engagement steps, and/or personnel hires.
- **Sustainability Plan** (form available) part of the assessment criteria which considers the quality and degree to which the Applicant and Creative and Production Teams are committing to implementing actionable steps related to environmentally sustainable activities, practices and/or personnel hires.

**Eligible Market Commitment: Eligible Licence Fee and/or Eligible Distribution Advance**

- **A completed and approved electronic BROADCASTER AGREEMENT FORM (BAF) linked to the application form** for each Canadian broadcaster providing an eligible licence fee and/or a contribution from its 2026-2027 CMF Broadcaster Envelope. Please review the BAF User Guide available on the CMF Website.

- **BROADCAST LICENCE AGREEMENT(S)** for all Eligible Licence Fee. Fully executed short form agreements are acceptable at application stage.

AND/OR

- **A DISTRIBUTOR AGREEMENT FORM (DAF)** (form available). Required for all applications using an Eligible Distribution Advance, as defined per program guidelines, to meet a portion of the required Eligible Market Commitment Threshold and/or a contribution from its 2026-2027 CMF Distributor Envelope.
- **DISTRIBUTION AGREEMENT(S)**, proof of distribution commitment, with or without distribution advance(s). Signed and dated commitment letters are accepted at this stage.
- For Children's and Youth and Documentary genres only – if applicable, confirmation from an **ELIGIBLE FINANCIAL CONTRIBUTION** from an **Eligible International Entity** (as defined in the CMF Guidelines) if contributing to the minority share of the Eligible Market Commitment Threshold of an Eligible Project.

### Financing and Budget Information

- Documentation confirming sources of **DOMESTIC AND/OR FOREIGN FINANCING**. Short form agreements are acceptable at application stage. This must include **Arms-length Canadian 3rd party financing agreement** confirming a minimum financing commitment of 15% of the Project's Eligible Costs.
- Detailed federal and provincial **TAX CREDIT CALCULATION** page(s). Please refer to Tax Credit Policy in Appendix B, Chapter 7. Eligible Projects must include 90% of the estimated federal and provincial tax credits in their financial structure at application, or risk having their CMF request reduced to offset the difference when the FTC and PTC tax credits are increased to 90% each.
- Detailed production **BUDGET** signed and dated (template available). For interprovincial Coproductions, and international treaty Coproductions: a multi-column budget signed and dated showing each parties costs in a separate column, and a consolidated total column.
- **Detailed marketing & promotion plan**

### Creative Material (documents must be pdf's, documents using "pages (Mac)" will not be accepted)

- **SYNOPSIS** detailing the themes, subject matter and setting of the storyline.
- **CREATIVE MATERIAL** script, bible, treatment, outline, and any other applicable creative materials. Please submit a demo (if available) or pitch deck (if demo not available). Please make sure demos are uploaded alone and not within a document (links that track viewer information will not be accepted).
- **NARRATIVE POSITIONING ATTESTATION** (form available). Visit the Narrative Positioning policy on the CMF website. Submit the signed Narrative Positioning Attestation form.
- **Narrative Positioning Statement** (form available) part of the assessment criteria which considers the quality and degree to which the Applicant and Creative and Production Teams are well-positioned to create this Project.
- **Director's statement of intent** (MAX 4 PAGES). Describe how this project meets the CMF definition of a POV documentary as per Appendix A: Definitions & Essential Requirements of the CMF Guidelines.
- **Director's Vision**

### Key Creative Personnel

- **Detailed Cast and Crew list** including citizenship. This should correspond with the information entered in Dialogue Application Form.

- **CV for all Producer(s), Writer(s), and Director(s), Narrators, Composers and Marquee Elements** with complete histories of work, education, certifications, awards and nominations to date. If previous work(s) are available for director(s), please submit hyperlinks.
- **Awards And Festivals Summary** (form available) for Producers/Writers/Directors if applicable.
- **Letter(s) or email(s) supporting confirmed presence of Marquee Elements, if applicable**, such as well-known Actors/Narrators/Hosts/Composers, significant social media following or recognizable underlying intellectual property which is required for Audience Potential score.

### Underlying Rights

- **SUMMARY OF CHAIN OF TITLE.** A chronology of all agreements related to the copyright of the project, from conception to application.
- **CHAIN OF TITLE AGREEMENTS** (with all underlying rights agreements and signed writer(s) and director(s) agreements) including but not limited to transfer of rights agreements, option/purchase agreements, publisher's releases, quit claims, assignment consents and all other agreements or documents demonstrating that the Applicant(s) holds the requisite rights to the concept and underlying creative material necessary to produce, distribute and exploit the project in the target markets OR Legal Opinion regarding chain of title may be submitted.
- **COPRODUCTION AGREEMENT(S)** domestic or foreign
- For International Treaty Coproductions, a copy of the completed **TREATY APPLICATION** for the Preliminary Recommendation submitted **to the Telefilm Canada Coproduction office** is required.

### If related digital content costs are included in line 85 of the budget

- **DM Project description** - also indicate how the digital content is associated with or derived from the project.
- **Summary of Chain of Title** a chronology of all agreements related to the copyright of the project, from conception to application.
- **All rights documentation**
- **DM Budget** (template available)

### Corporate Information

Documents under this section are to be submitted under the **Records** menu, under **My Organizations** and selected company.

- Under the Corporate Information tab for the selected applicant/parent company is an electronic **DECLARATION OF THE CORPORATION'S CANADIAN STATUS, AND ITS SHAREHOLDERS AND DIRECTORS**. This must either be submitted **OR applicant must certify that there have been no changes via the check box. *\*\*New this year\*\****. Please fill out this section for the applicant company and, if applicable, for the co-applicant, parent company(ies) and for any other shareholder company. Note that only the individual who created the Organization record, or the Administrator once they have been designated, can access this section (User Guide is available).

For documents below, please select **Documents** tab, then **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. These documents are not required for broadcasters' internal productions.

- **Declaration of Canadian Status of the Organization and Corporate Information** - PDF form available ONLY for shareholder parent company(ies) that do NOT have a Dialogue Organization record created. Applicant companies must fill out the **Corporate Information electronic form**.

- **CERTIFICATE OF INCORPORATION of the Applicant.** “Applicant” means the for-profit company or corporation making the application
- **SHAREHOLDER’S OR PARTNER’S AGREEMENT** (if applicable) and any amendments.
- **BY-LAWS**, corporate documents and any amendments that reflect control at the board of director level.
- **CORPORATE SECRETARY’S CERTIFICATE** naming the officers and indicating their signing authority.

### HELPFUL TIPS !

Complete all information requested and include all required documentation with your application. Please note Applicants will not receive an acknowledgement letter (complete and/or incomplete) from the CMF Program Administrator | Telefilm Canada. Applications will instead be assigned to Business Analysts upon receipt and missing information may be requested as needed.

For inquiries relating to the application process, the CMF Guidelines and Business Policies and/or the status of your CMF funding application, please contact our Coordination Team at [cmf.fmc.coordination@telefilm.ca](mailto:cmf.fmc.coordination@telefilm.ca)

→ To save an application and continue later, click SAVE at the bottom of the page.

→ To retrieve a saved and not yet submitted application form, click on **Tasks** and then on **Complete Application | Compléter la demande..**

Please do not hesitate to contact our Coordination team for any questions [cmf.fmc.coordination@telefilm.ca](mailto:cmf.fmc.coordination@telefilm.ca)