



BROADCASTER INFORMATION

- **DEVELOPMENT LETTER(S)/AGREEMENT(S)** from a Canadian broadcaster confirming financial participation.

FINANCING INFORMATION

- **ALL FINANCING AGREEMENTS FROM OTHER COMMITTED SOURCES** evidencing the terms, conditions and value of the financial contributions with the status of each request. Fully executed deal memos and short-form agreements are acceptable at this stage.

If Digital Media costs are included within the Television development budget:

- **(DM) ALL FINANCING AGREEMENTS FROM OTHER COMMITTED SOURCES**

DEVELOPMENT BUDGET INFORMATION

- **SIGNED AND DATED DEVELOPMENT BUDGET** in standard CMF format. If a demo expense is included in the budget, please provide a separate demo budget using the development budget template.

CREATIVE INFORMATION

- **SYNOPSIS** detailing the themes, subject matter and setting of the storyline.
- **CREATIVE MATERIAL** script, bible, treatment, outline, rundown.
- **REWRITE PROPOSAL** (if applicable).

If Digital Media costs are included within the Television development budget:

- **(DM) PROJECT DESCRIPTION** also indicate how the DM Component is associated with or derived from the TV Component.

UNDERLYING RIGHTS INFORMATION

- **CLEAN AND COMPLETE CHAIN OF TITLE** including a written summary of the complete development history, conception to application.
- **ALL RIGHTS DOCUMENTATION** including but not limited to: transfer of rights agreements, writer's and director's agreements, option/purchase agreements, publisher's releases, quit claims, assignment consents and all other agreements or documents demonstrating that the television component holds the requisite rights to the concept and underlying creative material necessary to develop, produce, distribute and exploit the television component for at least 24 months. Please note that if there is a legal opinion that exists regarding the chain of title which confirms, to the satisfaction of the CMF, that the applicant owns all the rights for the development, production and exploitation of the television component then the legal opinion may be submitted in place of these separate documents.
- **PUBLISHER'S RELEASE** (if applicable).
- **SIGNED WRITER(S) AND DIRECTOR(S) AGREEMENTS** if applicable/available. Including any amendments and the payment schedule. Deal memos are acceptable at this stage.
- **CO-PRODUCTION AND/OR JOINT VENTURE AGREEMENT(S)** (if applicable).

If Digital Media costs are included within the Television development budget:

- **(DM) CLEAN AND COMPLETE CHAIN OF TITLE AND ALL RIGHTS DOCUMENTATION**

- **(DM) SIGNED WRITER(S) AND DIRECTOR(S) AGREEMENTS**

KEY CREATIVE PERSONNEL

- **C.V. FOR ALL PRODUCER(S), WRITER(S), AND DIRECTOR(S)** if known with complete histories of work, education, certifications, awards, and nomination to date, indicating citizenship.

NEW – DIRECTORS AND SHAREHOLDERS FORM – GENERAL CMF PROGRAMS 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. A Directors and Shareholders Form is required in each application for 2021-2022.

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.

- **COMPLETE INCORPORATION DOCUMENTS** articles of incorporation and by-laws for all television component applicants, television component co- applicants and parent companies, as applicable.
- **CORPORATE PROFILE** including company mandate for all television component applicants, television component co-applicants and parent companies, as applicable.
- **SHAREHOLDER'S OR PARTNER'S AGREEMENT** (*if applicable*).
- **CORPORATE SECRETARY'S CERTIFICATE** naming the officers and indicating their signing authority.
- **CORPORATE FINANCIAL STATEMENTS** for the past three years must be provided for all television component applicants, television component co- applicants and parent companies. Notwithstanding the below requirements, the CMF reserves its rights to request from the television component applicant(s), at any time and at the CMF's absolute discretion, consolidated and audited annual financial statements. Consolidated and audited annual financial statements if consolidated annual gross revenue of the TV Component Applicant and its Related Parties is equal to or greater than \$10 million; **OR** Consolidated annual financial statements, together with a review engagement report if consolidated annual gross revenue of the TV Component Applicant and its Related Parties is equal to or greater than \$5 million but less than \$10 million; **OR** Non-consolidated annual financial statements, together with a notice to readers if consolidated annual gross revenue of the TV Component Applicant and its Related Parties is less than \$5 million.

NOMENCLATURE OF DOCUMENTS please review the *Guide to Complete Application* in Dialogue for examples on how to properly identify each document.

**The CMF reserves the right to require other documentation from applicants for the completion of the assessment of the project.*

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

Correspondence Language

--Select--

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

--Select--