



Applications must be submitted according to the deadlines published on the CMF website and must include the required documents listed below. Please be aware that any material exceeding maximum page limits will not be reviewed during the selective evaluation process.

## BROADCASTER INFORMATION

- **BROADCAST LICENCE AGREEMENT(S) FOR ALL ELIGIBLE LICENCE FEES** fully executed short form agreements are acceptable at application stage. This is not required for in-house productions. Not required at time of application but must be submitted by date specified in the Guidelines. A *Dialogue Broadcaster Agreement Form* (BAF) will also be required by the date specified in the Guidelines to confirm the Canadian Broadcasters contributions.

## FINANCING INFORMATION

- **CANADIAN THIRD-PARTY FINANCING COMMITMENT OR LICENCE AGREEMENT(S) FOR ALL ELIGIBLE LICENCE FEES**
- **DOCUMENTATION CONFIRMING SOURCES OF FINANCING – DOMESTIC AND/OR FOREIGN**
- **DETAILED CALCULATION PAGE(S) FOR FEDERAL AND PROVINCIAL TAX CREDITS** please refer to Tax Credit Policy in Appendix B, Chapter 7. This is not required for in-house productions. Eligible Projects in these Programs 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 by the CMF-PA.
- **DETAILED PRODUCTION BUDGET** In the case of filming a live event for broadcast, produced by a related party, the final costs should be broken down into columns separating the costs of filming the live event, from the costs of producing the live event. For Co-Productions: Multi-column budget signed and dated showing each parties participation in a separate column and a consolidated total column.
- **DISTRIBUTION AGREEMENTS** proof of distribution commitment with, or without, distribution advances.
- **DETAILED MARKETING & PROMOTION PLAN**

*If convergent criteria #2 is a DM Component with costs included in line 85.00 of the TV production budget.*

- **(DM) DETAILED PRODUCTION BUDGET** A breakdown of the costs related to the production of the DM Component ([template available](#))

## CREATIVE MATERIAL

- **SYNOPSIS** document detailing the themes, subject matter and setting of the storyline.
- **CREATIVE MATERIAL** script, bible, treatment, outline, rundown, directors statement if project is a POV, and digital discoverability activities. If previous seasons available, please submit hyperlinks.
- **DIRECTOR'S FILMOGRAPHY**

*If convergent criteria #2 is a DM Component with costs included in line 85.00 of the TV production budget.*

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

## UNDERLYING RIGHTS

- **DEVELOPMENT HISTORY** written summary of the Television (and/or Digital Media, if applicable) complete development history. From conception to application.

- **ALL RIGHTS DOCUMENTATION** (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 TV Component in the target markets **OR** Legal Opinion regarding chain of title may be submitted.
- **CO-PRODUCTION AGREEMENT(S) DOMESTIC OR FOREIGN** for International Treaty Co-Productions, a copy of the completed Application for the Preliminary Recommendation submitted to the Telefilm Canada Co-Production office.

*If convergent criteria #2 is a DM Component with costs included in line 85.00 of the TV production budget.*

- **(DM) DEVELOPMENT HISTORY AND ALL RIGHTS DOCUMENTATION**

## KEY CREATIVE PERSONNEL

- **DETAILED CAST AND CREW LIST** including citizenship and gender.
- **CV FOR ALL PRODUCERS(S), WRITER(S), DIRECTOR(S) AND MARQUEE ELEMENTS** with complete histories of work, education, certifications, awards and nominations to date. Please include hyperlinks(s) of previous work(s) from directors.
- **AWARDS AND FESTIVALS SUMMARY** complete the available CMF form for each of the cast and crew.
- **LETTER(S) OR EMAIL(S) SUPPORTING CONFIRMED PRESENCE OF MARQUEE ELEMENTS SUCH AS WELL-KNOWN ACTORS/NARRATORS/HOSTS, SIGNIFICANT SOCIAL MEDIA FOLLOWING OR RECOGNIZABLE UNDERLYING INTELLECTUAL PROPERTY.**

*If convergent criteria #2 is a DM Component with costs included in line 85.00 of the TV production budget.*

- **(DM) DETAILED CAST AND CREW LIST** including citizenship and gender.

**PRODUCER STATEMENT** A document describing the Creative and Production teams' specific connection to the material and how well suited they are to tell this story; The proportion of members of Racialized Communities to members of non-Racialized Communities intended to be hired on the Project (i) in general and (ii) specifically on the Creative and Production Teams; The steps taken to ensure the respectful and authentic representation of members of Racialized Communities onscreen; If relevant, the steps the Production and Creative teams have undertaken (or plan to take) to build relationships with any underrepresented community impacted by this project. ([template available](#))

**NEW – DIRECTORS AND SHAREHOLDERS FORM – PILOT PROGRAM FOR RACIALIZED COMMUNITIES** 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** If not yet submitted or if changes have occurred since the last application. 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.
- **CORPORATE PROFILE:** Including company mandate for all Applicants, Co- Applicants and Parent Companies, if available.
- **SHAREHOLDER'S OR PARTNER'S AGREEMENT** (IF APPLICABLE)
- **CORPORATE SECRETARY'S CERTIFICATE:** Name the officers and indicate their signing authority.
- **FINANCIAL STATEMENTS:** Submit corporate financial statements for the past three years must be provided for all Television Component applicants, 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 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 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 Applicant and its Related Parties is less than \$5 million.

**NOMENCLATURE OF DOCUMENTS** Please review the *Guide to Complete Application in Dialogue* to properly identify each document.

*\*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

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### Summary

Program \_\_\_\_\_ Application Year 2021-2022

[Guide to Complete Application](#)

### Applicant

<b>Select Applicant Company</b>	<b>Correspondence Language</b>
<input type="text" value="Productions Inc."/>	<input type="text" value="--Select--"/>
<b>If this information is incorrect, please contact the Telefilm Helpdesk <a href="mailto:enr@telefilm.ca">enr@telefilm.ca</a></b>	<b>Are you applying on behalf of a company to be incorporated?</b>
	<input type="text" value="--Select--"/>