



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.

PROJECT INFORMATION

- **PROJECT DESCRIPTION** (MAX. 5 PAGES) provide a Creative Document for the series in a maximum of five (5) pages, including a complete synopsis of the series themes and subject matter, a story arc over the season, a typical episode format and outline, detailed series bible, etc.
- **DRAFT SCRIPT** submit a Final draft, (if available), for each episode.
- **CAST AND CREW LIST, INDICATING CITIZENSHIP**
- **C. V. FOR ALL PRODUCERS, WRITERS, DIRECTORS AND ACTORS** provide complete histories of work, education, certifications, awards, and nominations to date, as well as hyperlinks on Vimeo or YouTube of previous work(s) from Directors. Includes the track record, experience and achievements of the production team, the director(s), screenwriter(s), actor(s), and any key creative roles that play a significant role in the project.
- **AWARDS AND FESTIVAL SUMMARY FORM** list Awards and Festival Participation, if applicable
- **DISTRIBUTION STRATEGY** describe the targeted market and audience (describe its characteristic including anticipated size), the for your series (including an estimated launch date, distribution modes, planned promotional activities and monetization strategy) and the demonstrated interest by one or more webcasters for your series.
- **SUPPORT MATERIAL AND MARKET INTEREST FROM PREVIOUS SEASON(S)**
 - URL(s) (non geo blocked) of at least three episodes of the first season (of at least two minutes in duration per episode) of the series which must have been posted online and available to the Canadian public, with traffic statistics viewable.
 - A document clearly demonstrating success factors such as: revenues generated, third-party financial partners and distribution partners, crowdfunding campaigns, critical acclaim, reviews, festival selections, awards, etc.
 - Audience metrics data for the previous season(s) must be provided from recognized measurement services such as Google Analytics, Adobe Analytics and metrics such as YouTube views.
 - Financial structure(s), outlining third party contributions for previous season(s).
 - Information on revenues earned to date for previous season(s).

There is no restriction in terms of type of documents; however, please ensure that documents are created in familiar formats. Also make sure that each document does not exceed the maximum size of 20 MB.

Videos should be submitted via hyperlinks leading to video-sharing websites. Dialogue allows you to submit hyperlinks as support material. Hyperlinks should be functional for at least 4 months.

PROJECT'S DEVELOPMENT HISTORY

- Written summary of the Series' complete development history.
- All Rights documentation 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 Series in the target markets. 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 production and exploitation of the Series then the legal opinion may be submitted in place of these separate documents.
- Signed writer(s) and director(s) agreements or deal memos that are currently available, for Series.
- Co-production and/or joint venture agreement(s), if applicable. (Co-productions are eligible if they comply with the Framework for international digital media coproduction).

- **CONFIRMATION OF NON-CONVERGENCE** please confirm in writing that your project is in no way associated with a film or a television production. ***Note:** Projects using character(s) or brand(s) that are associated, or have been associated, with a film or TV production are not ineligible merely because of the character/brand's association.

FINANCING PLAN INFORMATION

- **LETTER OF INTENT FROM A 3RD PARTY SUPPORT** will include a financial commitment from funding agencies, webcasters, distributors, crowdfunding campaigns and other participants in the financial structure of the project (exclusive of tax credits).
- **COMMITMENT LETTERS OR LONG FORM AGREEMENTS** Agreements confirming the sources of financing, including webcasters.

BUDGET INFORMATION

- **BUDGET** showing the breakdown of all anticipated costs. **The Production budget template is available on the CMF website and must be used.**

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.

- **COMPLETE INCORPORATION DOCUMENTS** articles of Incorporation and By-laws for all Television Component Applicants, Television Component Co-Applicants and Parent Companies, as applicable.

NOMENCLATURE DES DOCUMENTS please review the Guide to Complete Application in Dialogue for examples on how 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

Summary

Program _____ Application Year 2021-2022

[Guide to Complete Application](#)

Applicant

<p>Select Applicant Company</p> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;">Productions Inc.</div> <p>If this information is incorrect, please contact the Telefilm Helpdesk enr@telefilm.ca</p>	<p>Correspondence Language</p> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;">--Select--</div> <p>Are you applying on behalf of a company to be incorporated?</p> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;">--Select--</div>
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