



## BROADCASTER INFORMATION

- **WRITTEN CONFIRMATION** that the dubbed or subtitled version of will be made available in the target market.
- **COPY OF THE COMPLETED ORIGINAL LANGUAGE PROJECT** for viewing purposes – non-expiring hyperlink(s) must be submitted leading to video- sharing website (e.g. vimeo).
- **A LETTER FROM A BROADCASTER** committing to air the Versioned Language Project in Canada or abroad within one year of delivery. The letter must specify a broadcast license fee, the market value of which must be fair and acceptable to the CMF and represent a minimum of 25% of the versioning budget **OR** A foreign sales contract, the market value of which is fair and acceptable to the CMF **OR** If the Versioned Language Project is a pilot or a single episode of a television series, provide a marketing plan.

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

- **(DM) LETTER FROM A BROADCASTER** or a digital distributor confirming distribution and exploitation plan.

## FINANCING INFORMATION

- **COPIES OF ANY SALE OF THE VERSIONED LANGUAGE PROJECT** that is not included in the Original Language Project's original financial structure.
- **DETAILS OF FINANCIAL PARTICIPATION OF OTHER INVESTORS** if applicable.

## VERSIONING BUDGET INFORMATION

- **VERSIONING CALCULATOR** The Versioning Calculator should be completed for the respective Components which have a license (form available).
- **VERSIONING BUDGET** for TV component showing breakdown of all anticipated costs, including quotes from the versioning company and other relevant agreements (form available).

## UNDERLYING RIGHTS

- **ALL DOCUMENTATION** demonstrating that the Applicant holds all the requisite rights to distribute the Versioned Language Project in the target market.

**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 Applicants, Co- Applicants and Parent Companies, as applicable.
- **CORPORATE PROFILE** including company mandate for all Applicants, Co-Applicants and Parent Companies, as applicable.
- **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 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

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### 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](mailto:enr@telefilm.ca)

**Correspondence Language**

--Select--

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

--Select--