

## List of Required Documents 2020-2021

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### Canada – Denmark Co-Development Incentive for Digital Media Projects

The Canada Media Fund (CMF) accepts applications exclusively through an online platform. Go to the Apply page on Telefilm Canada's website to log in to your account or to create an account on the platform.

Fill out the application form online.

Submit each document listed below, individually, according to the nomenclature indicated on the last page of this list. Do not submit documents in a zip or rar file or via a document sharing site (e. g. dropbox). Ensure that each document does not exceed a maximum file size of 20 MB.

Videos should be submitted via hyperlinks leading to a video sharing website (e.g. vimeo).

## Required Documents

### Applications must include the following Administrative information:

- 1) **Joint Signature Form**, signed by both parties.
- 2) **Danish company resume**, including a list of projects produced by the company.
- 3) **Canadian company resume**, including a list of projects produced by the company.
- 4) **The deal memo or the co-development agreement**. Please provide information regarding the co-development split between the two countries in the co-development agreement (if available).
- 5) **Contracts proving the acquisition of necessary rights** (e.g. option contracts, script writer's contracts, etc.) including complete chain of title demonstrating proof of rights ownership.
- 6) **Development goals and timeline for the development phase**.
- 7) **Development Budget**, showing breakdown of all anticipated per country costs. The Excel Budget is available on the CMF website.
- 8) **Development Financing Plan**, including all sources of financing, separated by Canadian and Danish development financial structures. Please indicate which sources of financing are confirmed. Total budget amounts must equal total financial structure amounts.

**For the Canadian production company:**

- 9) Complete incorporation documents
- 10) Signed and dated CMF Directors and Shareholders form

**Applications must include the following Creative information:**

- 11) **CV of key creative personal.**
- 12) **CV of production team.**
- 13) **Overview of the project (maximum 5 pages)**
- 14) **Description of the innovation in the storytelling,** the format and the audience engagement (maximum of 5 pages).
- 15) **Preliminary plan for project progress to further stages** – further development (if needed), production and distribution (maximum 1 page).

\*Please note that:

Canadian producers should submit the complete application in *English* or *French* through <https://telefilm.ca/en/log-in>

Danish producers should submit the complete application in *Danish* or *English* through [www.dfi.dk/digitalmediaincentive](http://www.dfi.dk/digitalmediaincentive)

## Required Documents Nomenclature

*Upload each required document according to the following nomenclature*

### Required Documents

List of Required Documents

Document	Website URL	Description	Type
<input type="button" value="UPLOAD"/>	<input type="text"/>	<input type="text"/>	<div style="border: 1px solid #ccc; padding: 2px;">                     --Select--                 </div>

Required Documents (per Checklist)	Description (document name to be entered)	Type (to be selected from dropdown menu)
<b>1. Joint Signature Form</b>	Joint Signature Form	Application & certification forms
<b>2. Danish company resume</b>	Corporate profile_ <b>Company name</b>	Corporate profile
<b>3. Canadian company resume</b>	Corporate profile_ <b>Company name</b>	Corporate profile
<b>4. The deal memo or the co-development agreement</b>	Codevelopmentement agreement_ <b>Parties names</b>	Chain of title & development history
<b>5. Contracts proving the acquisition of necessary rights</b>	Chain of title_ Option agreement Chain of title_ Transfer of rights_ <b>Parties names</b>	Chain of title & development history
<b>6. Development goals and timeline for the development phase</b>	Development goals and timeline for the development phase	Calendar
<b>7. Development Budget</b>	Development Budget	Budget
<b>8. Development Financing Plan</b>	Financing Plan	Financing Agreement
<b>9. Complete incorporation documents</b>	Incorporation documents	Incorporation documents
<b>10. Signed and dated CMF Directors and Shareholders form</b>	Corporate Profile	Corporate Profile
<b>11. CV of key creative personnel</b>	CV_ <b>Individual's full name</b>	CV/Resume
<b>12. CV of production team</b>	CV_ <b>Production team name</b>	CV/Resume
<b>13. Overview of the project</b>	Overview of the project	Outline/Proposal/Treatment/Synopsis
<b>14. Description of the innovation</b>	Innovation	Outline/Proposal/Treatment/Synopsis
<b>15. Preliminary plan for project progress to further stages</b>	Preliminary plan for project	Outline/Proposal/Treatment/Synopsis