

List of Required Documents 2020-2021

Canada – Luxembourg Incentive

The Canada Media Fund (CMF) accepts applications exclusively through an online platform Dialogue. 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- for all projects:

- 1) **Joint Signature Form**, signed by both parties.
- 2) **List of projects produced by the Luxembourg production company**
- 3) **List of projects produced by the Canadian production company**
- 4) **Signed letter of intent or signed co-development or co-production agreement**
- 5) **Contracts proving the acquisition of necessary rights** (e.g., option contract, screenwriter's contract, etc.)
- 6) **Project schedule**
- 7) **Budget**
- 8) **Financing plan**

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:

For all projects (development or production, television, animated feature films or digital media)

11) **CV of creative and production team members** (screenwriters, directors, producers — or the equivalent positions in digital media)

12) **Project summary**

For television and animated feature film development projects:

13) **Treatment**

For digital media production projects:

14) **Description of the project and its main features** (technology, architecture, navigation, interface, graphic design, creative elements, user experience, functionalities, etc.)

15) **Support material** (prototype, screenshots, videos, mock-ups, diagrams, tables, etc.)

Please note:

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

Luxembourg producers should submit the complete application in **English or French** through <https://applicant.efilmfund.lu/>

The Parties reserve the right to require that applicants submit any other documentation deemed necessary to complete the assessment of their project.

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="text"/> <input type="button" value="UPLOAD"/> 	<input type="text"/>	<input type="text"/>	<input type="text" value="--Select--"/> <input type="button" value="X"/>

Required Documents (per Checklist)	Description (document name to be entered)	Type (to be selected from dropdown menu)
1. Joint Signature Form	Joint Signature Form	Application & certification forms
2. List of projects produced by the Luxembourgian production company	CV_Production team name	CV/Resume
3. List of projects produced by the Canadian production company	CV_Production team name	CV/Resume
4. Signed letter of intent or signed co-development or co-production agreement	Letter of intent_Parties names Co-development or co-production agreement_Parties names	Co-production agreement
5. Chain of titles- Contracts	Chain of title_Option agreement Chain of title_Transfer of rights_Parties names	Chain of title & development history
6. Project schedule	Project plan	Project plan
7. Budget	Budget_Date	Budget
8. Financing Plan	Financing Plan	Financing Agreement
9. Complete Incorporation Documents	Incorporation Documents	Incorporation Documents
10. Signed and dated CMF Directors and Shareholders form	Corporate Profile	Corporate Profile
11. CVs for the key creative team	CV_ Individual's full name	CV/Resume
12. Project summary	Project summary	Outline/Proposal/Treatment/Synopsis
13. Treatment	Treatment	Outline/Proposal/Treatment/Synopsis
14. Description of the project and its main features	Description of the project	Project plan
15. Support material	Support Materiel_Name of the document	Project plan