

## List of Required Documents 2020

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### Canada-Northern Ireland Co-Development Incentive for audio visual projects

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

Once in the Dialogue platform, go to the Actions menu and select the Submit an Application submenu. Choose the appropriate program (International incentives).

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) **Northern Ireland 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 split between the two countries in the 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) **Objectives of development and calendar on project stages**, development schedule, including start and end dates and all locations (by city, country).
- 7) **Development Budget**, showing breakdown of all anticipated per country costs. The Excel Budget is available on the CMF website.
- 8) **Financing Plan**, including all sources of financing, separated by Canadian and Northern Ireland development financial structures. Please indicate which sources of financing are confirmed. Total budget amounts must equal total financial structure amounts.

- 9) **For projects in television:** Details on the proposed eligible broadcasters, commitment letter(s) if available. Agreement for development Fee or License Fee from an eligible Canadian broadcaster representing at least 10% of the Canadian share of the project.
- 10) Signed and dated **directors and shareholders** CMF form.
- 11) Complete **incorporation documents**

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

- 12) **Preliminary plan for project to progress to further stages** – further development (if needed), production and distribution (maximum 1 page).
- 13) **CV of creative and production teams.**
- 14) **Brief project summary (max 5 pages).**
- 15) **Description of the innovation in the storytelling**, the format and the audience engagement (maximum of 5 pages).
- 16) **Treatment**
- 17) **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>

Northern Irish producers can find further details on how to apply via [www.northernirelandscreen.co.uk/funding](http://www.northernirelandscreen.co.uk/funding)

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The Parties reserve the right to require other documentation from applicants for the completion of the assessment of the 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="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. Northern Ireland company resume	Corporate profile_ <b>Company name</b>	Corporate profile
3. Canadian company resume	Corporate profile_ <b>Company name</b>	Corporate profile
4. The deal memo or the co-development agreement	Codevelopment agreement_ <b>Parties names</b>	Chain of title & development history
5. Contracts proving the acquisition of necessary rights	Chain of title_ <b>Option agreement</b> Chain of title_ <b>Transfer of rights</b> _Parties names	Chain of title & development history
6. Calendar	Calendar	Schedule
7. Budget	Budget_ <b>Date</b>	Budget
8. Financing Plan	Financing Plan	Financial Structure
9. Development Fee or License Fee	Development Fee or License Fee_ <b>Broadcaster name</b>	Broadcaster or distribution agreement
10. Signed and dated directors and shareholders CMF form	Directors and Shareholders form_ <b>Company name</b>	Shareholder's information
11. Complete incorporation documents	Incorporation documents_ <b>Companyname</b>	Incorporation documents
12. Preliminary plan for project progress to further stages	Preliminary plan for project	Outline/Proposal/Treatment/Synopsis
13. CVs	CV_ <b>Individual's full name</b>	CV/Resume
14. Brief project summary	Brief project summary	Outline/Proposal/Treatment/Synopsis
15. Description of the project and its main features	Description of the project	Project plan
16. Treatment	Treatment	Outline/Proposal/Treatment/Synopsis
17. Support material	Support Materiel_ <b>Name of the document</b>	Project plan