

List of Required Documents 2020

Canada Canada-South Africa Co-Development Incentive for television 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) **A list of the films/ audio-visual projects produced by the South African company/ies**
- 3) **A list of the films/ audio-visual projects produced by the Canadian company/ies**
- 4) **The deal memo or the co-development agreement**
- 5) **Contracts** proving the acquisition of necessary rights (e.g. option contract, script writer's contract, etc.)
- 6) **Calendar** on project development stages
- 7) **Development budget**
- 8) **Development financing plan**
- 9) **Details on the proposed eligible Broadcasters**, commitment letter(s) if available

For the Canadian production company:

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

Applications must include the following Creative information:

- 12) **CV** of screen writer(s) and, if already selected, the director
- 13) **Script writer's notes**
- 14) **Director's notes** (if applicable)
- 15) **Producer's notes**
- 16) **Brief project summary** (maximum 5 pages)
- 17) **Treatment** (maximum 20 pages)
- 18) A document explaining the stage at which the project has reached as of the date of this application and **identify its needs in terms of development** (max 600 words)
- 19) A document describing the **envisaged activities during the development of the project including the schedule until the start of production** (e.g. schedule and timeline, scriptwriting, script editing, research work, director recruitment, proposed casting/casting methods, proposed locations/ location scouting) (max 600 words)
- 20) A document describing the **financing strategy envisaged for the production of the submitted project and a preliminary/proposed finance plan**, including, if relevant, suitable potential partners (applicants will not be bound by proposals submitted at the application stage)

Please note:

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

South African producers should submit the complete application via the online NFVF portal on www.nfvf.co.za.


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="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 South African company	CV_Production team name	CV/Resume
3. List of projects produced by the Canadian company	CV_Production team name	CV/Resume
4. Deal memo or co-development agreement	Co-development agreement_Parties names	Co-development agreement
5. Chain of titles	Chain of title_Option agreement Chain of title_Transfer of rights_Parties names	Chain of title & development history
6. Calendar	Project plan	Project plan
7. Budget	Budget	Budget
8. Financing Plan	Financing Plan	Financing Agreement
9. Broadcaster details	Broadcaster details_Name of broadcaster	Broadcast or distribution agreement
10. Complete incorporation documents	Incorporation documents	Incorporation documents
11. Signed and dated CMF Directors and Shareholders form	Corporate Profile	Corporate Profile
12. CVs for the key creative team	CV_ Individual's full name	CV/Resume
13. Script writer's notes Director's notes (if applicable) Producer's notes	Document name _Note	Outline/Proposal/Treatment/Synopsis
14. Director's Notes	Director's_Notes	Director's vision and intentions

15. Producer's Notes	Producer's_Notes	Outline/Proposal/Treatment/Synopsis
16. Project summary	Project summary	Outline/Proposal/Treatment/Synopsis
17. Treatment	Treatment	Outline/Proposal/Treatment/Synopsis
18. A document explaining the stages of project	Stages	Project plan
19. A document describing the envisaged activities	Activities	Project plan
20. A document describing the financing strategy	Financing strategy	Project plan