CANADA MEDIA FUND FONDS DES MÉDIAS DU CANADA

CMF Corporate Support
Business Development Program
List of Required Documents – 2026-2027

Please consider the environment before printing.

Applications must be submitted according to the Program Deadline published on the CMF website.

The CMF shall rely on the self-identification information associated with each individual's PERSONA-ID number to determine (as applicable) eligibility for dedicated Programs, exclusive reserved portions of Program budgets, Envelope credit, Evaluation Grid points, ranking position in selective programs, and/or for statistical and analytical purposes.

Applicants must submit an electronic APPLICATION FORM in Dialogue with PERSONA-ID number(s) entered for the Company (as applicable) according to the Guidelines.

ALL APPLICATIONS MUST INCLUDE THE FOLLOWING DOCUMENTS FOR THE APPLICANT. The CMF will be accepting applications in Dialogue from November 10 to 26, 2026**.**

Financing and Budget Information

- Documentation **CONFIRMING EACH SOURCE OF FINANCING** included in the financing structure. Short-form agreements are acceptable at the application stage.
- **DETAILED BUDGET** for the business activities that the CMF is supporting, signed and dated (template available – see tab in Excel document).
- **FINANCIAL PROJECTIONS** (e.g., revenue, expenses, cash flow) demonstrating the financial viability of the proposed business plan (template available – see tab in Excel document).

Supporting Documentation

- **BUSINESS PLAN** (please use provided template)
  - Detailed description of the proposed Business Plan, main activities, goals, objectives, and vision.

- **APPLICANT TRACK RECORD** (template available)
  - **COMPANY'S CURRENT SLATE/PROJECTS** (see first tab in Excel document titled Applicant Track Record)
  - **PAST ACHIEVEMENTS SLATE/PORTFOLIO** (see second tab in Excel document titled Applicant Track Record)

Corporate Information

Documents under this section are to be submitted under the **Records** menu under "**My Organizations**" of the selected company.

- Under the Corporate Information tab for the selected Applicant/parent company is an electronic **DECLARATION OF THE CORPORATION'S CANADIAN STATUS, AND ITS SHAREHOLDERS AND DIRECTORS**. This must either be submitted OR the Applicant must certify there have been no changes via the check box.

  Please fill out this section for the Applicant company and the parent company or companies, and for any other shareholder company. Note that only the individual who created the Organization record, or the Administrator once they have been designated, can access this section (User Guide is available).

  For documents below, please select *Documents* tab, then *Manage Documents* button on top right; click on *Add* and then *Submit*. Note: these documents are only required if they have not been submitted before or there have been changes to the corporate information since the last application.

- **CERTIFICATE(S) OF INCORPORATION** of the Applicant and parent companies, as applicable. "**Applicant**" means the for-profit company or corporation making the application.

- **SHAREHOLDER'S AGREEMENT** (if applicable) and any amendments.

- **BY-LAWS,** corporate documents and any amendments that reflect control at the board of director level for the Applicant and parent companies, if applicable.

- **CORPORATE SECRETARY'S CERTIFICATE** naming the officers and indicating their signing authority.

- **FIVE (5) MOST RECENT FISCAL YEARS CONSOLIDATED FINANCIAL STATEMENTS FOR THE APPLICANT COMPANY UPLOADED UNDER "MY ORGANIZATIONS":**
  - Where possible this should be audited financial statements, or subject to an independent review engagement. If this is not available, unaudited financial statements will be accepted along with a **Declaration (form provided)**. The CMF reserves the right to request further documentation in order to confirm the validity of the financial documentation, including requesting a Company's Canada Revenue Agency Notice of Assessments for the applicable years.
  - For clarity, standalone, independent companies that operate on their own without controlling other corporate entities will report the revenues for their one company as their Consolidated Revenues.

**The CMF reserves the right to require other documentation for the completion of the assessment of the project.*

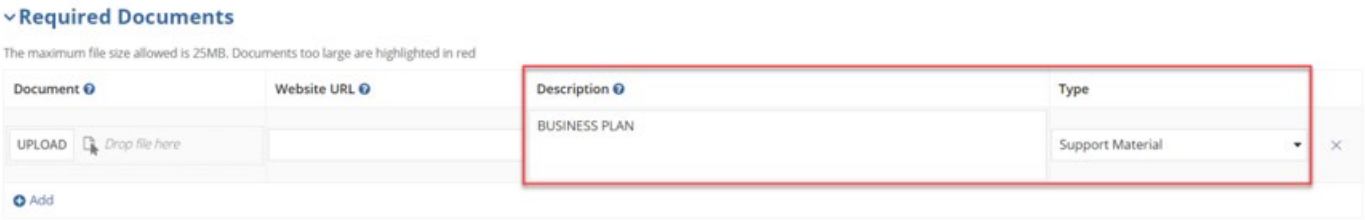
HOW TO NAME DOCUMENTS AND HELPFUL INFORMATION

Having a **Description** and selecting a **Type** that makes sense to each Required Document uploaded in your Application Form **will ensure proper analysis of your project**.

For the **Description** of each uploaded document, **copy the names of the documents from this List of Required Documents**.

EXAMPLE:

- **BUSINESS PLAN**



Applications must be submitted according to the Program Deadlines published on the CMF website and must include the required documents listed above.

Documents directly uploaded to Dialogue must be in PDF, Microsoft Word, Microsoft Excel or any file type supported by Microsoft Office or Adobe Acrobat.

Hyperlinks provided for audiovisual material should not lead to platforms requiring registration or sharing personal information about connected users with applicants (e.g. Google Drive, Microsoft OneDrive).

The maximum file size allowed is 25MB. Documents too large will be highlighted in red once uploaded in Dialogue.

For Selective Programs, please be aware that **any material exceeding maximum page limits will not be reviewed** during the selective evaluation process.