



## IN DIALOGUE

- **A COMPLETED AND APPROVED DIALOGUE BROADCASTER AGREEMENT FORM (BAF) LINKED TO THE APPLICATION FORM** for each Canadian broadcaster providing an eligible licence fee and/or a contribution from its 2022-2023 CMF performance envelope. Please review the **BAF User Guide** available on the CMF Website under the Program's *NEED HELP?* section of the Application Documents.
- **A COMPLETED DIALOGUE APPLICATION FORM WITH PERSONA-ID # ENTERED IN THE APPLICABLE SECTIONS** Please review the **Application User Guide** available on the CMF Website under the Program's *NEED HELP?* section of the Application Documents.

*Beginning in 2022-2023, eligibility to CMF Diverse Community and gender initiatives in the Programs listed on the document [PERSONA-ID BY PROGRAM](#) will be determined only by validating the information reported by individuals in their PERSONA-ID account. To be considered for these initiatives, Applicants should look at the specific requirements of each Program's Guidelines and ensure that the PERSONA-ID numbers of all relevant individuals are included in the Key Personnel and the Directors and Shareholders sections of the online Dialogue application form.*

## BROADCASTER INFORMATION

- **BROADCAST LICENCE AGREEMENT(S) FOR ALL ELIGIBLE LICENCE FEES** fully executed short form agreements are acceptable at application stage. This is not required for in-house Productions.

## FINANCING INFORMATION

- **DOCUMENTATION CONFIRMING SOURCES OF FINANCING – DOMESTIC AND/OR FOREIGN**
- **DETAILED CALCULATION PAGE(S) FOR FEDERAL AND PROVINCIAL TAX CREDITS** please refer to Tax Credit Policy in Appendix B, Chapter 7. This is not required for In-house Productions.
- **DETAILED PRODUCTION BUDGET** in the case of filming a live event for broadcast, produced by a related party, the final costs should be broken down into columns separating the costs of filming the live event, from the costs of producing the live event. For Co-Productions: Multi-column budget signed and dated showing each parties participation in a separate column and a consolidated total column ([template available](#)).
- **PROJECTED CASHFLOW** ([template available](#)).
- **DISTRIBUTION AGREEMENTS** proof of distribution commitment with, or without, distribution advances.
- **RECOUPMENT SCHEDULE (IF THE CMF IS CONTRIBUTING AN EQUITY INVESTMENT TO THE PRODUCTION FINANCING)** it must comply with the CMF's Standard Recoupment Policy. To confirm whether, or not, your project includes a CMF equity investment, refer to the appropriate Threshold Calculator ([template available](#)).
- **DESCRIPTION OF PLANNED INTERIM FINANCING**

*If convergent criteria #2 is a DM Component with costs included in line 85.00 of the TV production budget:*

- **(DM) DETAILED PRODUCTION BUDGET** a breakdown of the costs related to the production of the DM Component ([template available](#)).

## CREATIVE MATERIAL

- **SYNOPSIS** document detailing the themes, subject matter and setting of the storyline.
- **CREATIVE MATERIAL** script, bible, treatment, outline, rundown.

*If convergent criteria #2 is a DM Component with costs included in line 85.00 of the TV production budget:*

- **(DM) PROJECT DESCRIPTION** also indicate how the DM Component is associated with or derived from the TV Component.
- **(DM) DESCRIPTION OF THE DESIGN AND TECHNOLOGY** to be used in the production and implementation of the DM Component.

## UNDERLYING RIGHTS

- **SUMMARY OF CHAIN OF TITLE** a chronology of all agreements related to the copyright of the project, from conception to application
- **ALL RIGHTS DOCUMENTATION** (WITH ALL UNDERLYING RIGHTS AGREEMENTS AND SIGNED WRITER(S) AND DIRECTOR(S) AGREEMENTS) including but not limited to transfer of rights agreements, option/purchase agreements, publisher's releases, quit claims, assignment consents and all other agreements or documents demonstrating that the Applicant(s) holds the requisite rights to the concept and underlying creative material necessary to produce, distribute and exploit the TV Component in the target markets OR Legal Opinion regarding chain of title may be submitted.
- **CO-PRODUCTION AGREEMENT(S) DOMESTIC OR FOREIGN** for International Treaty Co-Productions, a copy of the completed Application for the Preliminary Recommendation submitted to the Telefilm Canada Co-Production office.

*If convergent criteria #2 is a DM Component with costs included in line 85.00 of the TV production budget:*

- **(DM) SUMMARY OF CHAIN OF TITLE** a chronology of all agreements related to the copyright of the project, from conception to application
- **(DM) ALL RIGHTS DOCUMENTATION**

## KEY CREATIVE PERSONNEL

- **DETAILED CAST AND CREW LIST** including citizenship.

**CORPORATE INFORMATION** documents under this section to be submitted under the **Records** menu, under My **Organizations**; select **Manage Documents** button on top right; click on Add and then **Submit**. Only required if there have been changes to the corporate information since the last application.

- **NEW DECLARATION OF THE CORPORATION'S CANADIAN STATUS, AND ITS SHAREHOLDERS AND DIRECTORS** (the new 2022-2023 form is available on the [CMF website](#)). Please submit a form for the applicant company and if applicable, for the co-applicant, parent companies or any other shareholder that is a company.
- **COMPLETE INCORPORATION DOCUMENTS** articles of Incorporation and By-laws for all Applicants, Co-Applicants and Parent Companies, as applicable.
- **CORPORATE PROFILE** including company mandate for all Applicants, Co-Applicants and Parent Companies, as applicable.
- **SHAREHOLDER'S OR PARTNER'S AGREEMENT** (if applicable).
- **CORPORATE SECRETARY'S CERTIFICATE** name the officers and indicate their signing authority.
- **FINANCIAL STATEMENTS** corporate financial statements for the past three years must be provided for all Television Component applicants, Co-Applicants and Parent Companies. Notwithstanding the below requirements, the CMF reserves its rights to request from the Television Component Applicant(s), at any time and at the CMF's absolute discretion, consolidated and audited annual financial statements. Consolidated and audited annual financial statements, if consolidated annual gross revenue of the Applicant and its Related Parties is equal to or greater than \$10 million; **OR** Consolidated annual financial statements, together with a review engagement report if consolidated annual gross revenue of Applicant and its Related Parties is equal to or greater than \$5 million but less than \$10 million; **OR** Non-consolidated annual financial statements, together with a notice to readers if consolidated annual gross revenue of the Applicant and its Related Parties is less than \$5 million.

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

## NOMENCLATURE OF DOCUMENTS

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.**

**Required Documents**

Visit the Programs page at [www.cmf-fmc.ca](http://www.cmf-fmc.ca) to find the list of required documents.

The maximum file size allowed is 25MB. Documents too large are highlighted in red

Document	Website URL	Description	Type
<input type="button" value="UPLOAD"/> <input type="text" value="Drop file here"/>	<input type="text"/>		--Select--

[Add](#)

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

### EXAMPLES:

- DETAILED PRODUCTION BUDGET** in the case of filming a live event for broadcast, produced by a related party, the final costs should be broken down into columns separating the costs of filming the live event, from the costs of producing the live event. For Co-Productions: Multi-column budget signed and dated showing each parties participation in a separate column and a consolidated total column ([template available](#)).

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Document	Website URL	Description	Type
<input type="button" value="UPLOAD"/> <input type="text" value="Drop file here"/>	<input type="text"/>	DETAILED PRODUCTION BUDGET_Date	Budget

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- NEW - DECLARATION OF THE CORPORATION'S CANADIAN STATUS, AND ITS SHAREHOLDERS AND DIRECTORS** ([the new 2022-2023 form is available on the CMF website](#)). Please submit a form for the applicant company and if applicable, for the co-applicant, parent companies or any other shareholder that is a company.

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<input type="button" value="UPLOAD"/> <input type="text" value="Drop file here"/>	<input type="text"/>	DECLARATION OF THE CORPORATION'S CANADIAN STATUS, AND ITS SHAREHOLDERS AND DIRECTORS_Applicant Company Name	Corporate Profile
<input type="button" value="UPLOAD"/> <input type="text" value="Drop file here"/>	<input type="text"/>	DECLARATION OF THE CORPORATION'S CANADIAN STATUS, AND ITS SHAREHOLDERS AND DIRECTORS_Co-Applicant Company Name	Corporate Profile

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Please be aware that any material exceeding maximum page limits will not be reviewed during the selective evaluation process. 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). Documents directly uploaded to Dialogue must be in PDF, Microsoft Word, Microsoft Excel or any file type supported by Microsoft Office or Adobe Acrobat. File formats for data compression (e.g. ZIP) must only be used for images, audio and audiovisual files. Documents with unsupported file types (e.g. Apple Pages, Apple Numbers) will not be reviewed.