



CANADA
MEDIA FUND

FONDS DES MÉDIAS
DU CANADA

Please consider the environment before printing.

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

APPLICATIONS MUST INCLUDE THE FOLLOWING 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 2024-2025 CMF Broadcaster Envelope. Please review the BAF User Guide available on the CMF Website.
- **A completed Dialogue application form with PERSONA-ID number entered for the applicant's shareholders and directors, and members of the project's key personnel.** The CMF shall rely solely on the self-identification information associated with each individual's PERSONA-ID number to determine (as applicable) eligibility for Programs, exclusive reserved portions of Program budgets, Performance and Development Envelope credit, Evaluation Grid points and/or for statistical and analytical purposes.

APPLICATIONS MUST INCLUDE THE FOLLOWING REQUIRED DOCUMENTS

- **Narrative Positioning Attestation** (form available). Visit the Narrative Positioning page on the CMF website. Submit the signed Narrative Positioning Attestation form.
- **If applicable, a completed Distributor Agreement Form (DAF)** (form available). Required for all applications using a distribution advance towards meeting a portion of the required Eligible Triggering Commitment Threshold as described in the Core Production Guidelines – Linear Content.
- **Documentation Confirming ALL sources of financing currently available – domestic and/or foreign**, including broadcast licence agreement(s), distribution agreement(s) with advance, detailed calculation page(s) for Federal and Provincial Tax Credits. Commitment letters and short form agreements are acceptable at application.
- **Detailed production budget signed and dated** (template available). 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 Coproductions: Multi-column budget signed and dated showing each parties participation in a separate column and a consolidated total column.
- **Summary of Chain of Title** a chronology of all agreements related to the copyright of the project, from conception to application.
- **Declaration of the Corporation's Canadian Status, and its Shareholders and Directors** (form available). 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. To be submitted in Dialogue within each applicable Organization(s) record(s) by following these simple steps: under the **Records** menu, under **My Organizations** select a company; select **Manage Documents** button on top right; click on **Add** (add the declaration form for this company) and then **Submit**.

For International Treaty Coproductions Only:

- **Coproduction Agreement** between the Canadian Applicant(s) and the foreign coproducing entity(ies).
- **A copy of the completed dialogue application form submitted to the Telefilm Canada Coproduction Office** for the Preliminary Recommendation.


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

How to name 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.
- For the Description of each uploaded document, copy the names of the documents from the list of required documents. You can add details in the description for more clarity.

Example:

Required Documents
Visit the Programs page at 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
<div>UPLOAD  Drop file here</div>		DETAILED PRODUCTION BUDGET_Date	Budget

Add

Please note:

- Any material exceeding maximum page limits will not be reviewed during the evaluation process.
- Using a simple black font on a white background with a size greater than 11 points makes your documents easier to read.
- Documents directly uploaded to Dialogue must be in PDF, Microsoft Word, Microsoft Excel or any file type supported by Microsoft Office or Adobe Acrobat and should not exceed 25MB.
- Documents with unsupported file types (e.g. Apple Pages, Apple Numbers) will not be reviewed.
- File formats for data compression (e.g. ZIP) must only be used for images, audio and audiovisual files.
- 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).